LAND SETTLEMENT AGENCY

Unit   **: Corporate Services Unit**

Position   **: Information Systems Specialist**

Job Summary

Responsible for Overall administrative and technical responsibility for managing and Integrating information systems and technology programmes including planning, analysis, design, implementation, operation and maintenance of new automated systems, networking and data communication systems and technology.

Organizational Relationships

- Reports directly to the Chief Executive Officer
- Interfaces with other Division Heads.
- Interfaces with personnel from the Ministry of Housing and Urban Development on Information and Communications Technology matters relating to the Agency.

Duties and Responsibilities

- Conducts analyses of the information and communications technology needs of the Agency.

- Develops a strategic information technology plan for the Agency.

- Designs information technology systems to facilitate ease of information flow within the Agency and interconnectivity with the Ministry where required.

- Co-ordinates the implementation of the approved strategic information technology plans for the Agency, and manages specific related projects.

- Develops procurement requirements, participates in the evaluation of tenders and makes recommendations for the purchase of goods and services pertaining to information technology systems.

- Serves as a facilitator in relevant training programs designed for staff of the Agency, such as those geared to enhance skills in the use and application of computer hardware and software.

- Develops information technology policies for the Agency, in accordance with approved government policy and disaster recovery contingency plans.

- Provides direction, guidance and supervision, as required, to personnel engaged in providing technical support services for the maintenance of information technology systems.

- Advises the Agency on all matters pertaining to information technology and relevant business technology tools.

- Co-ordinates the implementation of Information and Communications Technology (ICT) Strategy, working closely with other Heads of Department of the Ministry and its Agencies.

Knowledge, Skills and Abilities

- Considerable knowledge of information systems, network administration, database development and administration.

- Considerable knowledge of networking principles and practices.

- Knowledge of Help Desk Technology, desktop operating systems and application software.

- Knowledge of disaster recovery planning and system security and methodical trouble shooting.

- Ability to train staff in information technology, and proper use and routine maintenance of hardware and software.

- Knowledge of internet and web server applications and development.

- Ability to assemble data from various complex sources and format required external or internal reports.

- Ability to ensure the quality, security and integrity of data resources.

Qualifications, Training and Experiences

- A recognized Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area

- Minimum of three (3) years' experience performing at a technical level, including at least eighteen (18) months' experience in the design and development of application software

- Working knowledge of a specific industry language and knowledge of standard systems analysis techniques.

- Any equivalent combination of knowledge, abilities, qualifications, skills and experience.

Core Functions: *ICT Strategy, Systems Analysis and Development*
Typical Activities:

Systems Analysis: Analyze user system and application needs, evaluate and determine alternative strategic solutions and approaches to meeting those needs, and select the optimal technology solution.

Systems Development: Develop specifications and requirements for the optimal integration and implementation of systems and equipment at varying levels of the Agency.

Data Support: Ensure data and its sources are accurate and easily accessible to the user community.