

POSITION	<b>Assistant Director IFMIS Transformation – Business Continuity</b>	QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> <li>▪ B. Sc. Computing &amp; Information Technology, and 3 years of similar agency management experience, with business transformation</li> <li>▪ Change Management, Cyber Security, Cisco networking, Active Directory, SQL, SharePoint &amp; Exchange Servers, and IBM Virtualization administrator experience would be an asset</li> </ul>
REPORTS TO	Deputy Director IFMIS Transformation – Business Continuity		
JOB TYPE	3- year contract		
JOB DESCRIPTION	<ul style="list-style-type: none"> <li>▪ Support the Deputy Director IFMIS Transformation – Business Continuity in managing a team of Administrators and Technicians to provide enterprise strength business continuity systems, as required, to support the Ministry of Finance (MoF), policy, planning, budgeting and Public Financial Management (PFM) programme across the Government of the Cooperative Republic of Guyana (GCRG) via the Integrated Financial Management Information System (IFMIS) Local Area Network (LAN), and 42+ agency Wide Area Network (WAN)</li> <li>▪ Act for the Deputy Director IFMIS Transformation – Business Continuity as required</li> <li>▪ Develop a programme together with the Deputy ICT Unit Manager – Business Continuity, to cross-train all IFMIS Transformation Administrators and Technicians</li> <li>▪ Manage the cross training of the IFMIS Transformation Administrators and Technicians</li> <li>▪ Assist with providing reliable and secure enterprise strength email and calendaring services to MoF</li> <li>▪ Assist with providing reliable and secure enterprise strength web sites over an MoF internet, intranet, and extranet</li> <li>▪ Assist with providing enterprise strength security via single point access control to all applications over the IFMIS LAN and WAN</li> <li>▪ Assist with maintaining an asset register of all ICT hardware and training material, complete with depreciation, replacement, and disposal schedule</li> <li>▪ Maintain a history of all end user software and hardware incidents, and responses</li> <li>▪ Manage technicians end user support</li> <li>▪ Assist with preparing IFMIS Transformation – Business Continuity quarterly reports on ICT Unit performance, and IFMIS support delivery across the LAN and WAN</li> <li>▪ Provide IFMIS Transformation – Business Continuity inputs to an ICT Unit Training Calendar for all ICT Unit staff, MoF LAN users, and IFMIS WAN users</li> <li>▪ Assist with ensuring licence compliance over all MoF and IFMIS devices to strengthen cyber security</li> <li>▪ Assist with routine audit MoF’s campus electrical supply capacity to maintain 24/7 power for the IFMIS</li> <li>▪ Assist with routinely auditing ICT Unit’s physical environment, and fire safety compliance</li> <li>▪ Assist with providing support to the Director IFMIS Transformation, ICT Unit as instructed</li> </ul>		
KEY PERFORMANCE INDICATORS	<ul style="list-style-type: none"> <li>▪ IFMIS must have 24/7 availability across its LAN and WAN, outside of agreed scheduled downtime</li> <li>▪ Number of fully cross-trained staff</li> <li>▪ Number of training courses completed, and passed</li> <li>▪ Achievement of annual work programme agreed with Deputy Director IFMIS Transformation – Business Continuity</li> <li>▪ Execution of procurement plans as scheduled</li> </ul>		