

POSITION	Director IFMIS Transformation, ICT Unit	QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> ▪ M. Sc. Computing & Information Technology, and 10 years of similar agency management experience, with business transformation, or ▪ B. Sc. Computing & Information Technology, and 15 years of similar agency management experience, with business transformation
REPORTS TO	Finance Secretary		
JOB TYPE	5- year contract		
JOB DESCRIPTION	<ul style="list-style-type: none"> ▪ Acquire, develop, and manage the ICT Unit staff, and enterprise strength 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) ▪ Advise the MoF and IFMIS Committee on all IFMIS Transformation ICT matters ▪ Negotiate contracts with ICT goods and services suppliers which protect GCRG interests, and ensure GCRG ownership of intellectual property rights wherever possible ▪ Recommend, develop, implement, and update as required, interfaces to all the relevant systems with data required by the IFMIS datastore ▪ Provide reliable and secure enterprise strength email and calendaring services to MoF ▪ Provide reliable and secure enterprise strength web sites over an MoF internet, intranet, and extranet ▪ Provide enterprise strength security via single point access control to all applications over the IFMIS LAN and WAN ▪ Support business processes engineering/reengineering for all IFMIS principal business areas ▪ Provide support to the IFMIS/PFM business transformation programme through change management plans ▪ Prepare ICT Unit quarterly reports on ICT Unit performance, and IFMIS support delivery across the LAN and WAN ▪ Prepare and maintain an ICT Unit Training Calendar for all ICT Unit staff, MoF LAN users, and IFMIS WAN users ▪ Ensure licence compliance over all MoF and IFMIS devices to strengthen cyber security ▪ Via independent contractors, routinely test MoF's cyber security risk, and take corrective action as necessary ▪ Identify standards to be adopted for LAN cabling and routinely audit compliance with standards ▪ Routinely audit MoF's campus electrical supply capacity to maintain 24/7 power for the IFMIS ▪ Prepare and present ICT Unit 3-year work programmes, procurement plans, and budgets as required ▪ Routinely audit ICT Unit's physical environment, and fire safety compliance 		
KEY PERFORMANCE INDICATORS	<ul style="list-style-type: none"> ▪ IFMIS must have 24/7 availability across its LAN and WAN, outside of agreed scheduled downtime ▪ MoF email and calendaring enterprise services availability 24/7 ▪ MoF enterprise strength web site availability 24/7 over its internet, intranet, and extranet ▪ ICT Unit staff must take at least one recommended course in the ICT Unit Training Calendar each year ▪ Achievement of annual work programme agreed with Finance Secretary ▪ Execution of procurement plans as scheduled 		