



THE GOVERNMENT OF ST CHRISTOPHER AND NEVIS

Ministry of Information, Communications, Technology and Posts

P.O BOX 186,

National ICT Center, #3 C. A. Paul Southwell Industrial Site

Basseterre, Saint Kitts

TEL: (869) 465- 2521 ext 467-1281/1607 EMAIL: technology@gov.kn

Ministry of Information, Communications, and Technology and Posts

Job Description

Job Title: ICT Policy Advisor

Work Location: National ICT Center, C.A.P. Southwell Industrial Site

Division/Department: Department of Technology

Reports to: Director of Technology

Full-time
 Part-time

Description of Post:

The role of the ICT Policy Advisor involves the review of existing ICT policies and recommend an appropriate ICT Policy framework to the Government and achieve an agreed approach to required policies, ICT legislations and programme initiatives for whole of government. In so doing, ensure the creation of an enabling ICT sector for the delivery of digital services in a secure and efficient manner. Effectively manage the development team and communication with stakeholders mainly within the public sector. Where required, host consultation with the private sector, regional and international organizations in relation to the development of ICT strategies, policies and standards. To participate in regional and international events and through engagement, lead in ICT programme initiatives projects.

To coordinate ICT projects simultaneously and facilitating inter-agency collaboration across the whole of government. Develop a programme to support capacity building in the senior government level in relevant ICT areas. In the absence of the Director of Technology, assume the acting position of Director for the management of the operations of the Department of Technology.

Duties and Responsibilities for the post include but are not limited to the following:

- Review existing National ICT Policies, Plans and Procedures in accordance with ICT Strategic Plans and Legislative framework for the Government of St. Kitts and Nevis
- Create enabling ICT Policies and Standards, implement, monitor progress and evaluate results

- Recommend an appropriate ICT sector policy framework to the Government and achieve an agreed approach to required policies and programme works
- Liaise with regional and international partners such as the OECS, CARICOM, CTU, ITU on all relevant matters of ICT
- Represent the Ministry of ICT at local, regional and international events, seminars, webinars, online meetings and workshops associated with ICT Policy development and implementation
- Provide oversight in the implementation of ICT Strategic Plan to ensure that the Ministry of ICT achieve its goals and objectives and performance indicators
- Translate strategies into programmes and projects including stakeholder management, risk management, deliverables, scheduling and resource requirements
- Prepare position papers, Cabinet Memos, Cabinet Submissions, Reports and Speeches for the Minister of ICT on matters relating to ICT Policies and Standards
- Perform surveys for the collection of ICT statistics, analyse and evaluate the data and generate reports to inform decision making
- Conduct and engage in stakeholder consultation with public and private sector as well as citizen engagement
- Coordinate the implementation of ISO 27001 Information Security Management System (ISMS) and other relevant ISO standards
- Conduct research on emerging technologies and assess the implications on National ICT Strategies and Policies, and make recommendations for the adoption of new technologies
- Evaluate proposals, contracts, agreements and submissions by consultants and service providers and ensure alignment with the ICT policies and guidelines. Liaise with the Office of the Attorney General and Ministry of Finance where appropriate
- Liaise with regional and international organisation on ICT projects and programmes
- Lead consultation with Government, Private Sector, NGOs and the public about proposed policy development, impact or legislative change and operation
- Coordinate with regional and international ICT and policy making bodies
- Support capacity building in senior government level to support to support relevant ICT areas
- Review the institutional context for ICT Policy making and implementation and recommend appropriate institutional framework
- Provide advice and assistance on development addressing issues such as digital transformation, telecommunications and business continuity
- Perform the functions of the Director of Technology in his or her absence
- Any other duties & responsibilities assigned

Education and/or Experience:

The Applicant must have the following skills:

- A Master's degree in the field of Computer science, Information Systems, Strategic ICT Planning, ICT Project Management or Policy Development

- At least five (5) years of progressively responsible experience in ICT Policy development
- Certification in areas Project Management, ICT Policy Development, Risk Management or ICT Legislation

Skills and Competencies

- Experience in working in ICT policy development
- Excellent knowledge of the ICT environment and digital ecosystem
- Ability to develop training content and deliver training
- Ability to produce high quality reports and documentation
- Strong leadership and management skills
- Possess excellent communication and presentation skills
- Good knowledge and understanding in project or programme management methodology and techniques and manage enterprise-wide projects
- Possess sound understanding of digital transformation programmes and innovation
- Ability to work positively with a range of individuals across public and private sector
- Possess knowledge and expertise in Digital Transformation in public or private sector
- Knowledge of applicable ICT legislation

Personal Attributes:

- Able to communicate effectively with technical and non-technical staff and with members of Interdisciplinary teams.
- Flexible and adaptable regarding learning and understanding new technologies.
- Strong written, oral, and interpersonal communication skills.
- Ability to conduct research into ICT policies and standards relevant to ICT sector
- Highly self-motivated and directed.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to work both independently and in a team-oriented, collaborative environment.

Salary: K43 (\$91,548) per annum

The deadline for the receipt of application is **February 9th, 2024.**

Please send applications to:

Permanent Secretary
Ministry of Information, Communications, and Technology
P O BOX 186,
NATIONAL ICT CENTER, #3 C. A. PAUL SOUTHWELL INDUSTRIAL SITE
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