



**WESTERN REGIONAL HEALTH AUTHORITY
LOT 31B, FAIRVIEW SHOPPING CENTRE
MONTEGO BAY
ST JAMES**

VACANCY

Applications are invited from qualified persons for the position of:

MANAGER, ICT PROJECTS (MIS/IT 5) (VACANT)

REGIONAL OFFICE

Salary Scale: \$4,266,270.00 - \$5,737,658.00 per annum

The Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ a **Manager, ICT Projects** for the **Regional Office**. Reporting to the **Director, ICT**, the incumbent will be expected to lead and coordinate the development and implementation of ICT projects based on the Region's/Ministry's needs to support the strategic objectives. The incumbent will also be required to:

CORE FUNCTIONS:

Technical

- ❖ Coordinate the implementation of ICT projects designed/developed by the Ministry of Health & Wellness or the Ministry of Finance across the Region
- ❖ In collaboration with respective ICT Managers and the Director, develop, coordinate and lead the implementation of internal ICT projects
- ❖ Ensure that application environments, licensing and resources are made available to the team before the project initiation
- ❖ Provide project support and assistance to team members
- ❖ Track and monitor project status regularly to ensure that deliverables are completed as scheduled
- ❖ Develop and maintain contingency and escalation plans for quick restoration
- ❖ Resolve project issues/risks in a timely and accurate manner to avoid delays and outages
- ❖ Work with the relevant stakeholders to ensure project implementation is carried out within the approved timeline and budget
- ❖ Maintain complete and current project documentation
- ❖ Address staff and team queries in proactive and relevant way
- ❖ Assist in troubleshooting, testing and maintenance of key deliverables
- ❖ Update management and stakeholders on projects status, key issues, risks and action items in a timely manner

- ❖ Serve as primary contact for management and stakeholders for project related questions
- ❖ Evaluate team performance and provide feedback
- ❖ Liaise with Director ICT to enable appropriate project resourcing
- ❖ Report any project deviation and make recommendations for course of action
- ❖ Assist with the monitoring and recording all IT equipment purchased

Administrative

- ❖ Contribute to the preparation of the Unit's budget, Procurement and Operations plans
- ❖ Participate in cross-functional projects to ensure information security requirements are incorporated into system/solution designs and security controls are implemented into these systems/solutions
- ❖ Perform any other duties that may be required from time to time

REQUIRED QUALIFICATION & EXPERIENCE:

- ❖ Bachelor of Science Degree in related field
- ❖ Minimum three (3) years experience in managing projects
- ❖ Project+ or PMP Certification would be an asset
- ❖ ITIL training would be an asset

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

Core

- ❖ Excellent human relations and interpersonal skills
- ❖ Excellent planning and time management skills
- ❖ Ability to use own initiative to meet objectives and deadlines
- ❖ Excellent leadership and management skills
- ❖ Excellent written and verbal communication skills
- ❖ Sound decision-making skills
- ❖ Ability to exercise a high degree of diplomacy, integrity and confidentiality in carrying out duties

Technical

- ❖ Solid experience in Project Management
- ❖ Excellent knowledge of telecommunication, operating systems, hardware and software applications
- ❖ Excellent knowledge of the Government of Jamaica policies/procedures with respect to MIS/ICT
- ❖ Working knowledge of network security, programming and system administration

- ❖ Sound knowledge of current and emerging MIS trends, developments, and innovation
- ❖ Ability to conduct research and analyze technical information on MIS issues and prepare project proposals and reports

SPECIFIC CONDITIONS ASSOCIATED WITH THE JOB:

- ❖ May be required to work beyond normal working hours, including weekends and public holidays
- ❖ Must be willing to report for duty at any time of the day or night
- ❖ Ability to work under pressure and with minimum supervision
- ❖ May be required to travel throughout the Region to execute duties

Application letter along with detailed resume should be submitted **no later than**

March 19, 2026 to:

**The Director
Human Resource Management and Development
Western Regional Health Authority
Lot 31b, Fairview Shopping Centre
P O Box 900
St. James
Or e-mail wrojobs@wrha.gov.jm**

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED