

VACANCY NOTICE

EASTERN CARIBBEAN TELECOMMUNICATIONS AUTHORITY (ECTEL)

POST OF INFORMATION SYSTEMS MANAGER

Applications are invited from suitably qualified and experienced persons for appointment to the post of **INFORMATION SYSTEMS MANAGER** with the above-named Organisation at its regional office located in Saint Lucia.

The **INFORMATION SYSTEMS MANAGER** shall be expected to, among other things:

- Ensure the establishment of policies, processes and procedures for the effective management of ECTEL's ICT resources, including business continuity plans.
- Analyse, design, plan, implement and maintain ECTEL's ICT networks and the ICT components of ECTEL's information systems.
- Recommend and implement new ICT application systems to improve the operations of various departments.
- Create and update documentation on various ICT applications/information systems, including network diagrams and procedures.
- Train computer users and provide support for improving productivity using hardware, and software applications.
- Provide IT and other technical support to the National Telecommunications Regulatory Commissions (NTRCs) in the implementation of regional harmonized plans and solutions.

QUALIFICATIONS AND OTHER REQUIREMENTS

- University degree in Computer Information Systems, Information Systems Management or a related field
- A minimum of three (3) years' experience in IT and project management
- Excellent working knowledge of ICT use within public and corporate organisations
- Experience in the design, implementation and maintenance of databases, and Internet/intranet technology
- Excellent oral and written communications skills
- Ability to work independently or a part of a team

TERMS OF APPOINTMENT

Contractual appointment at the level of P3 for a term of two years in the first instance. The compensation package is free of Income Tax and includes vehicle and housing allowances, and gratuity on successful completion of the contract.

CLOSING DATE

Please send applications, including Curriculum Vitae, certified copies of relevant certificates and the names of two referees, no later than **31st March 2014** to: The Managing Director, Eastern Caribbean Telecommunications Authority, P. O. Box 1886, Castries, Saint Lucia. Fax: 758 458 1698. Email: ectel@ectel.int.