

Terms of Reference for Information Technology Specialist

Duties and Responsibilities

The Information Technology Specialist will have management (~25%) and technical tasks (~75%).

Objectives:

The selected applicant will assist with the development of a cost effective monitoring system for scientific publications, patents, and products arising from research and development. The selected applicant will provide assistance in the development of a single online space for applicants to submit applications and supporting information, receive notifications and monitor progress. The selected applicant will also be responsible for a data management system based on information gathered and submitted by others.

Main Tasks:

- Ensure timely and effective implementation of the project's objective, outcomes, outputs and activities;
- Prepare detailed work and financial plans (including timeline and description of activities) where appropriate;
- Establish and maintain coordination with the necessary IT managers in the different government authorities who will have direct interaction with the newly created Permitting and data base system;
- Identify and advise on software development and coordinate with the selected software developers as to the appropriate delivering and deployment schemes for the systems;
- Coordinate collection of feedback from agencies for the prototype and testing of the final systems;
- Identify and advise on hosting, security and maintenance plans and needs in consultation with the BEST Commission;
- Identifying resources needs for long term maintenance and sustainability of the system
- Coordinate testing and deployment with the relevant agencies
- Providing up to date information and contact details relating to:
 - Existing procedures and systems used to administer research permits and monitoring at permit granting authorities
 - Contact details of IT managers at the relevant authorities
 - Details of software (or paper based systems) in use by the authorities including details of equipment and storage arrangements
- Assist with the design, operation and maintenance of the technology products.
- Work with Ministries, businesses, agencies or organizations that will have to access or input data into the system.
- Network management, software development and database administration.
- Assist with the training of the users of the developed systems.
- Provide advise on the effectiveness of technology resources of the new systems along with any practical changes or modification of systems.
- IT specialists will also work with external partners, including consultants, agencies and vendors, to arrive at the most appropriate system or integration of multiple systems.

Competencies/Qualifications

Core qualifications:

- Good management skills;
- Efficient communication skills (orally and in writing), in order to transmit complex technical information to both technical staff and the general public;
- Good leadership, coordination and facilitation skills;
- Familiar with the IT situation in The Bahamas;
- Proven ability to develop, maintain and manage data base systems;
- Proven ability to collect, verify and analyze information, as well as to finalize and present information with a high degree of accuracy and technical quality;
- Good knowledge and understanding of decisions and processes related to the system design and function;
- training and experience in communication systems and networks, Internet and intranet development, data encryption and security
- Has a firm grasp of programming languages, as well as experience dealing with a range of software and hardware types.

Experience required:

A minimum of a Bachelor's degree is preferred in the following with at least 5 years of experience:

- Computer science
- Information science
- Mathematics
- Statistics
- Operations research

But Certifications with at least 5 years of on the job experience will be considered.

- Excellent command of English.

Reports to: Director, BEST Commission