PARLIAMENTARY SERVICE OF GHANA

VACANCY ANNOUNCEMENT

Applications are invited from suitably qualified persons to fill a vacancy in the post of **Director of ICT** in the Parliamentary Service of Ghana.

JOB SUMMARY

The Director of ICT will be responsible for planning and implementing technology and data security initiatives, designing ICT infrastructure, innovative technology solutions and system applications to facilitate the operations of Parliament.

MAIN DUTIES AND RESPONSIBILITIES

The Director of ICT shall provide support to the Clerk and Management of the Service through the Coordinating Director (ICT and Publishing), by performing the following duties:

i. Provide technical leadership in the development/acquisition and maintenance of computer-based application systems, hardware and accessories.

ii. Evaluate new technologies and advise management of their relevance and suitability for Parliament.

iii. Oversee the maintenance of the Local Area Network (LAN) operating systems and application software.

iv. Supervise the development and maintenance of Parliament's website.

v. Supervise the installation, configuration, and maintenance of all hardware, software, and networking systems.

vi. Supervise implementation of cybersecurity policies and procedures to protect data and systems of Parliament.

vii. Lead the implementation of ICT projects from conception to completion to ensure timely and quality services.

viii. Lead the process of developing and implementing the Department's strategic plan to be incorporated into the Strategic Plan of the institution.

ix. Perform any other duties assigned by the Clerk to Parliament.

QUALIFICATION/ EXPERIENCE

i.   A good First degree in Computer Science, Information Technology, Management Information Systems or a relevant Engineering discipline from a recognised university with a minimum of ten (10) years of relevant post-qualification experience plus a Master's degree in the relevant subject with at least 3 years' experience on a grade analogous to the post of a Deputy Director in a public service institution. OR

ii. A Master's degree in Computer Science, Information Technology, Management Information Systems or a relevant Engineering discipline with at least six (6) years post-qualification experience and at least 3 years on a grade analogous to the post of a Deputy Director in a public service institution.

AGE LIMIT

Applicants for the post should not be above fifty (50) years of age on the date of appointment into the Parliamentary Service.

SALARY

Attractive with fringe benefits.

MODE OF APPLICATION

i.   Interested applicants may submit soft copies of the application together with their curriculum vitae to hrrecruitment@parliament.gh.

ii. Applicants are also required to submit hard copies of the application to:

THE CLERK TO PARLIAMENT
PARLIAMENTARY SERVICE OF GHANA
PARLIAMENT HOUSE
ACCRA

The closing date for the submission of applications is 5:00pm, Monday 29th July,2024.

Please indicate your email address as well as telephone and/ or fax numbers to facilitate ease of contact.