



‘Solving Tomorrow’s Problems Today’

Fraser Fontaine & Kong Limited (Insurance Brokers) invites applications from suitably qualified persons to fill the position of **INFORMATION TECHNOLOGY MANAGER** as outlined below:

CORE FUNCTIONS

- To provide general leadership to the IT staff, and to ensure that the Company’s Information Technology Systems run efficiently and securely with minimal downtime, by planning, organizing and evaluating IT operations.
- This position is responsible for managing all organization technologies and providing technology support and training. Primary duties include: analyzing systems and processes; maintaining workstations and networks; and designing, developing and maintaining Web-based applications.
- As a member of the management team the IT Manager will collaborate with other managers in order to provide a technology environment that is consistent with the goals of the organization.

QUALIFICATION & EXPERIENCE

- A Degree in MIS, Computer Sciences, or Systems/Network Engineering or closely related field.
- At least five years management or supervisory experience in the IS/IT Industry.
- At least five (5) years as a Systems Administrator in a Microsoft environment.

REQUIRED COMPETENCIES

Core

1. Excellent analytical, problem solving and decision-making skills
2. Effective written, verbal, presentation and listening communication skills
3. Project management experience
4. Competent negotiator

Technical

1. Full working knowledge of networked computer solutions including design and implementation is essential
2. Ability to work with industry standard hardware, operating systems, applications software, and networks
3. Skills in internal customer relationship management and business development within a technical environment
4. Working knowledge of computer security threats and countermeasures
5. Knowledge of Broker One and/or Underwriter Insurance software would be an asset.
6. Able to design and implement robust departmental Standard Operating Procedures
7. Compliance with organization and regulatory policies and procedures

Applications should be emailed or sent to:

**The Human Resources Manager
Fraser Fontaine & Kong Limited
28 Pawsey Place, Kingston 5
Email: hrd@ffkja.com**

Applications close on **June 30, 2021**. Please note that only short-listed candidates will be contacted.