The Government of Antigua and Barbuda established the Medicinal Cannabis Authority ("the Authority") under section 13 of the Cannabis Act, 2018, further to which the Cannabis Regulations, 2019 were enacted. The principal functions of the Authority are to enforce the policies for licensing and regulating the cultivation, processing, and production of infused products, testing facilities, research, dispensing, sales, import, export and use of medicinal cannabis.

Currently, opportunities exist for a suitably qualified professional to be a part of this exciting New Government Organization. The Authority is looking for a highly motivated and talented individual to be a part of a team to deliver exceptional service to its customers. If you are a creative, strategic thinker, customer oriented, and a team player, then the Authority is desirous of you joining our team via secondment from the Public Service.

Information Technology Officer

Summary

Support the Authority's business operations by researching, recommending, planning, monitoring licensees activity via seed to sale tracking system, database management, implementing and maintaining hardware, software, network and communication strategic solutions; identifying and solving potential and actual security problems; executing special projects, data mining.

The successful seconded candidate will:

- Coordinate and prioritise the activities of the information technology operations; ensuring that user requests are adequately addressed; meeting with users to determine and document system requirements; liaising with external vendors to ensure full functionality of all systems.

- Implement, manage and maintain the Authority's seed to sale medicinal cannabis tracking system; implement strategies for effective monitoring and analysis of the seed to sale tracking software data; provide training to both internal and external users of the tracking software.

- Maintain Operating Systems, communication software and database management systems; manage the network; implement new software systems; recommend and implement new technological infrastructures; resolve network issues; and ensure the security and integrity of the network and related systems.

- Plan, configure and oversee day-to-day network operations; deploy, configure and monitor network switches, routers, firewalls and other hardware devices on the network; install firmware and software upgrades to ensure that all network devices and software systems are functioning at an optimal level.

- Ensure network security; enforce access controls throughout the system; maintain the integrity of the network(s); ensure that the LAN/WAN infrastructure and all related systems are up and running throughout the work day

- Maintain the hardware and software that comprise the network as well as participating in the maintenance and administration of an assigned array of additional technologies, inclusive of both hardware and software, not limited to servers; desktop computers; printers; routers; switches; firewalls; telephones; IP phones; personal and digital assistants; smart phones;

- Ensure there is adequate storage capacity for all file systems; maintaining proper backups of all file systems; manage the off-site storage of backups to ensure a six-month window of availability

- Analyse and develop requirements for network and software systems; plan and document user requirements; analyse user requests; prepare proposals and develop project implementation schedules

- Define, deliver and support plans for implementing information system technologies; research and recommend hardware, software, network and communications solutions; identify areas for information systems and security emphasis

- Initiate, coordinate and enforce systems policies and procedures

- Implementation of systems and system enhancements; develop and implement system backup procedures; evaluate organisational outcomes; identify problems; evaluate trends; liaising with external information system

providers

- Assist with monitoring of all activities of licensees via the Antigua & Barbuda Medicinal Cannabis Tracking System via data mining and report any irregularities observed to the CEO.

Education/Experience

- Bachelor's Degree in Computer Science, Management Information Systems, Computer Information Systems, or related field
- Minimum of two (2) years in managing Information Technology resources
- In-depth knowledge of the fundamentals of Information Technology
- Thorough understanding of Microsoft Windows security infrastructure
- Proficiency in MS Office Suite (Outlook, Excel, Word, and PowerPoint)

Other Requirements

- Effective oral and written communication skills.
- Demonstration of the highest standards of integrity
- Attention to detail and accuracy
- Report writing skills

All interested persons can submit a cover letter and CV via email to **Algernon Roberts, CEO, Medicinal Cannabis Authority** at algernon.roberts@ab.gov.ag.

The deadline for submission is **Monday 22nd March 2021**.