THE GOVERNMENT OF ST CHRISTOPHER AND NEVIS
Ministry of Information, Communications, Technology and Posts
P O BOX 186,
NATIONAL ICT CENTER, #3 C. A. PAUL SOUTHWELL INDUSTRIAL SITE
BASSETERRE, SAINT KITTS
TEL: (869) 467-1717   EMAIL: dtmu.technlogy@gov.kn

Job Description

Job Title: PROGRAMME MANAGER

Work Location: National ICT Center, C.A.P. Southwell Industrial Site

Division/Department: Digital Transformation Management Unit, Ministry of Information, Communications, Technology and Posts

Reports to: Advisor / Chief Digital Transformation Officer

[✓] Full-time
[ ] Part-time

Description of Post:
The Programme Manager will work under the general direction of the Chief Digital Transformation Officer (CDTO) and will be responsible for working along and interfacing with Ministries, Departments and Agencies (MDAs) to assist with the coordination of their Digital Transformation Programme initiatives. The Programme Manager will ensure that the strategic objectives outlined in the Whole of Government Technology Strategy (WoGTS) associated with their assigned MDAs are effectively and efficiently planned for and achieved.

Duties and responsibilities for the post include but are not limited to the following:

a. Report directly to the Chief Digital Transformation Officer (CDTO)

b. Coordinate Programme planning and development for the components of the Whole of Government Technology Strategy assigned by the CDTO

c. Interface with Programme or Policy Managers and Directors in other Service areas, as well as with Heads of Departments (HODs) to drive agile decision-making

d. Work with other service area leaders to identify priorities, minimise duplicative work, remove barriers to progress, and accelerate stronger integration across business units and functions in accordance with the Whole of Government Technology Strategy

e. Collaborate with Service and Department leaders to design and embed common portfolio governance processes, tools and reporting requirements

f. Design, embed and maintain Programme specific governance processes and artefacts

g. Review and refine existing Programme governance and controls

h. Support the development of Programme financials and metrics

i. Manage Programme plans, dependencies, risk and issues, and coordinate corrective actions

j.   Identify maturity gaps and provide best practice coaching/training across the program

k.   Take ownership of the stakeholder engagement plan

l.   Track the status, risks, issues, plans, financials and dependencies of Whole of Government Technology Strategy programs and drive quality assurance

m.   Take ownership of reporting, communications and updates to leaders and partners

n.   Support the development of overall transformation business case and support specific initiative business cases

o.   Act as a key point of contact between service leader and workstream resources

p.   Help drive focus and ensure activities are being managed to plan and budget

q.   Provide hands-on delivery support within specific projects as required

QUALIFICATIONS FOR THE PROGRAMME MANAGER

a.   A Bachelor's degree in Business Administration, Management, Finance, Accounting, Law, Engineering, Computer Science, Information Technology, Project Management or related field At least 3 years of experience in project management, leadership or a relevant field Advanced degrees will be an asset

b.   A good understanding of project management methodologies, such as Agile, Scrum, and Waterfall, will be a great asset

c.   Proven experience in effectively leading and delivering projects

d.   Ability to create and manage project plans, define project scope, and identify project risks and mitigation strategies

e.   Excellent leadership and conflict-resolution skills

f.   Excellent written and spoken communication and presentation skills

g.   Strategic thinking with the ability to align Programme goals with broader organisational goals

h.   Understanding of financial and budget management principles, including reporting

i.   Experience in managing projects in their assigned domain

j.   A sound technical background in their assigned domain

Salary is negotiable and will be commensurate with the candidate's qualifications and experience. The deadline for the receipt of application is **August 22nd, 2025.**

Please send applications to:
Nigel Carty
Advisor and Chief Digital Officer
Digital Transformation Management Unit
P O BOX 186,
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