



The Island Traffic Authority hereby invites applications from suitably qualified individuals to fill the following vacant positions:

TECHNICAL SERVICES DIVISION

1. Deputy Director-General, Technical Services

Job Purpose

Oversees the operations of the Technical Services Division for the provision of traffic management, road safety management, standards development, statistics and data analytics & management for the ITA.

Provides guidance and leadership towards the collaboration and coordination among the Branches that will provide technical support and regulation of critical services for road safety and traffic management as well as standards development and statistical analysis for the entire ITA

Qualifications

- Master's Degree in Management (Business Administration, Public Sector Management) or related field
- Bachelor's Degree in Engineering or related discipline
- Ten (10) years related experience in a public organisation responsible for regulatory services in a management capacity

LEGAL SERVICES BRANCH

2. Director, Legal Services

Job Purpose

Leads the provision of legal advice and support for the Authority's legislative and policy directives, advises on all areas of law applicable to the operations of the ITA and monitors the compliance of the Authority to meet its legal standards and obligations.

Qualifications

- Bachelor of Laws Degree (LLB)
- Legal Education Certificate (CLE)
- Five (5) years experience as a practising attorney in the public or private sector at a management level

INFORMATION & COMMUNICATION TECHNOLOGY BRANCH



3. Senior Director, ICT

Job Purpose

Leads the activities of all areas of Information Communication Technology in the ITA. Formulates, develops and implements Information Communication Technology (ICT) policies, plans and strategies to guide the Authority in achieving its short and long term goals and objectives.

Qualifications

- Masters Degree in an ICT discipline with relevant managerial experience
- Five (5) years of experience in a related field.
- Certification in Cisco Network and/or Microsoft System Engineering would be an asset or
- Bachelor's degree in ICT Discipline with relevant managerial experience
- Eight (8) years of experience in a related field
- Certification in Cisco Network and/or Microsoft System Engineering would be an asset

5. Cyber Security Specialist

Job Purpose

Provides a high level of security for ITA's overall IT systems; searches for vulnerabilities in software, hardware, networks and data services and designs and implements strategies and defensive systems to protect against threats and attacks.

Qualifications

- Masters Degree in Computer Science, Information Technology, Management Information Systems or related field
- Three (3) years related experience
- Professional certification (CCNA- Security) is a considerable asset

OR

- Bachelors Degree in Computer Science, Information Technology, Management Information Systems or related field
- Six (6) years related experience
- Professional certification (CCNA- Security) is a considerable asset

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT SECTION

5. Director, Human Resource Management & Development

Job Purpose

Leads and manages the human resource management, talent development and organisation development functions of the ITA by ensuring that best practices are implemented to achieve organisational efficiency and effectiveness

Qualifications



- Master's Degree in Social Sciences or Human Resource Management or equivalent qualification
- Training in Industrial Relations and Occupational Health and Safety
- At least five (5) years experience in a senior position of a similar nature

OR

- Bachelor's Degree in Social Sciences or Human Resource Management or equivalent
- Training in Industrial Relations and Occupational Health and Safety
- Eight (8) years experience in senior position of a similar nature

6. Manager, Human Resource Development

Job Purpose

Satisfies the training and development needs of the employees within the ITA in order to maximise their potentials and enable the Authority to achieve its strategic objectives

Qualifications

- Master's Degree in Social Sciences, Management Studies, Public Sector Management or related field
- Training Certificate/Teaching Diploma
- Three (3) years related experience

OR

- Bachelors Degree in Social Sciences, Management Studies, Public Sector Management or related field
- Training Certificate/Teaching Diploma
- Six (6) years related experience

7. Senior Human Resource Officer (Benefits)

Job Purpose

Responsible for administering leave, pensions and other benefits for all category of workers who have served in the Public Service in accordance with the Pensions and Labour Relations Act, Staff Order and Public Service Regulations and ITA Human Resources Policy & Procedural Manual

Qualifications

- Bachelor's degree in human resource management or related field
- Two (2) years related experience

OR

- Associate Degree in Human Resource Management or related field
- Four (4) years related experience



8. Human Resource Officer

Job Purpose

Responsible for the preparation and maintenance of all human resource management records, including employee files, and leave allotment and computation to enhance a modern and efficient records management system for the ITA

Qualifications

- Diploma in Human Resources Management or related field
 - One (1) year related working experience with in-service training
- OR
- Four (4) CXC or GCE inclusive of Mathematics and English Language
 - Three (3) years' working experience with in-service training

FINANCE AND ACCOUNTS DIVISION

9. Manager, Final Accounting & Reporting

Job Purpose

Responsible for the preparation of the accounts of the ITA and all its Divisions and for the timely submission of accurate and complete monthly and annual financial statements to the Director General/CEO and Auditor General.

Qualifications

- A BSc degree in Accounting or Management Studies or Business Administration or any equivalent
 - relevant qualification from a recognised tertiary institution plus at least three (3) years post
 - qualification experience in Accounting,
- OR
- ACCA Level 2 or any equivalent accounting/management professional qualification plus at least
 - three (3) years post qualification experience in Accounting,

10. Manager, Financial Accounting

Job Purpose

Responsible for the management of the procedures in respect of payroll, accounts payable and disbursements. Manages the Payments Team in the effective management and coordination of payments to internal and external clients

Qualifications

- A Masters Degree in Accounting, or Business Administration or Management Studies or any
- equivalent relevant qualification from a recognised tertiary institution plus at least five (5) years
- post qualification experience,



OR

- Association of Certified Chartered Accountant (ACCA) or Uniformed Certified Public Accountant
- (CPA) or any equivalent recognised professional qualification in accounting or management plus
- at least five (5) years post qualification experience, OR
- A BSc degree in Accounting or Management Studies or any equivalent relevant qualification from
- a recognised tertiary institution plus at least ten (10) years experience in Accounting.

11. Manager, Management Accounts

Job Purpose

Responsible for the preparation and implementation of the ITA's cash and accrual budgets in accordance with its approved corporate plan; guidelines prescribed by the Financial Secretary and the priorities and policies of Government.

Qualifications

- A Masters Degree in Accounting, or Business Administration or Management Studies or any
- equivalent relevant qualification from a recognised tertiary institution plus at least five (5) years
- post qualification experience, OR
- Association of Certified Chartered Accountant (ACCA) or Uniformed Certified Public Accountant
- (CPA) or any equivalent recognised professional qualification in accounting or management plus
- at least five (5) years post qualification experience, OR
- A BSc degree in Accounting or Management Studies or any equivalent relevant qualification from
- a recognised tertiary institution plus at least ten (10) years experience in Accounting.

12. Accounts Payable Manager

Job Purpose

Responsible for ensuring the proper identification, checking, measuring, posting and payment of all accounts payable within the period to which they relate

Qualifications

- A Bachelor Degree in Accounting/Management Studies/Business Administration or related
- discipline with accounting specialisation
- At least four (4) years experience in a related field

13. Payroll Manager

Job Purpose

Manages the operation of an effective and efficient payroll system and supervise the activities of the Payroll Unit to facilitate the achievement of its objectives

Qualifications



- ACCA Level 2 Certification or any equivalent accounting/management professional qualification plus at least four (4) years' experience in accounting.

OR

- BSc Degree in Accounting or Management Studies or Business Administration or any equivalent relevant qualification from a recognized tertiary institution plus at least four (4) years' experience in accounting.

14. Management Accountant (Recurrent)

Job Purpose

Responsible for the management of accounts receivable, with the direct responsibility of preparing and implementing the Authority's recurrent Budget.

Qualifications

- A bachelor's degree in accounting/management studies/business administration or related discipline with accounting specialisation
- At least four (4) years' experience in a related field.

OR

- ACCA Level 2 or any equivalent accounting/management professional qualification
- At least four (4) years' experience in a related field.

15. Management Accountant (Capital)

Job Purpose

Responsible for the preparation and implementation of the ITA's project budget (Capital A & B Budgets), the management (including possible investments) of all amounts held in deposits and other special funds within the ITA, operated by the Division.

Qualifications

- A bachelor's degree in accounting/management studies/business administration or related discipline with accounting specialisation
- At least four (4) years' experience in a related field

OR

- ACCA Level 2 or any equivalent accounting/management professional qualification
- At least four (4) years' experience in a related field.

16. Financial Analyst

Job Purpose

Provides financial and economic planning and forecasting of the island Traffic Authority's programmes and projects in accordance with the sector and national legislation, policies and objectives

**Qualifications**

- Master's degree in financial planning, Economics, Statistics or related discipline
- Three (3) years related experience

OR

- Bachelor's degree in financial planning, Economics, Statistics or related discipline
- Six (6) years related working experience.

17. Senior Payroll Officer**Job Purpose**

Provides the timely and accurate preparation of the ITA's payroll, particularly for monthly paid employees

Qualifications

- An Associate Degree or Diploma in Accounting from a recognised tertiary institution plus at least two (2) years post qualification experience, OR
- AAT or CAT Level 3 or ACCA Level 1 plus two (2) years post qualification experience in Accounting. OR
- MIND revised Certificate in Accounting or a Certificate in Accounting from a recognized tertiary institution plus at least three (3) years post qualification experience.

18. Senior Final Accountant**Job Purpose**

Prepares the ITA's accounts and for the timely submission of accurate and complete monthly and annual financial statements to the Auditor General and the Financial Secretary

Qualifications

- ACCA Level 2 Certification or any equivalent accounting/management professional qualification plus at least two (2) years post-qualification experience in Accounting, OR
- BSc Degree in Accounting or Management Studies or Business Administration or any equivalent relevant qualification from a recognised tertiary institution plus at least two (2) years post qualification experience in accounting, OR
- Associate degree or Diploma in Accounting or Business Administration from a recognised tertiary institution plus at least five (5) years' experience in accounting.

19. Senior Payments Officer**Job Purpose**

Directly responsible for payments, effecting payment based on prioritisation and budget, providing approval for payments

Qualifications



- Bachelor's degree in accounting or management studies from a recognised tertiary institution, Two years related experience OR
- An associate degree or Diploma in Accounting from a recognised tertiary institution plus at least three (3) years post qualification experience, OR
- AAT or CAT Level 3 or ACCA Level 1 plus three (3) years post qualification experience in Accounting, OR
- Government Accounting Level 3 plus three (3) years' experience in Accounting.

20. Bank Reconciliation Officer

Job Purpose

Provides proper and timely reconciliation of the following bank accounts; Recurrent, Capital A, Capital B, Deposits and Salaries Bank Account

Qualifications

- Associate Degree or Diploma in Accounting from a recognised tertiary institution, plus at least one (1) year post qualification experience, OR
- AAT or CAT Level 3 or ACCA Level 1 plus one (1) year post qualification experience in Accounting. OR
- MIND revised Certificate in Accounting or a Certificate in Accounting from a recognised

21. Payroll Officer (2)

Job Purpose

Conducts payments and control of payrolls assigned, including fortnightly

Qualifications

- AAT Level 2 or CAT Level 2 plus one (1) year post-qualification experience in Accounting,
- OR
- Government Accounting Level 2 or a Certificate in Accounting from a recognised tertiary institution.

PUBLIC PROCUREMENT SECTION

22. Head, Public Procurement

Job Purpose

Manages the public procurement of goods, services and supplies in accordance with government policies and legislation, including the Jamaica Public Procurement Act and Regulations

Qualifications

- Bachelor Degree in Business Administration, Management Studies, Public Sector Management,
- Economics, Accounts or related discipline



- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
 - Five (5) years related experience
- OR
- ACCA Level 2
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
 - Five (5) years related experience

23. Senior Public Procurement Officer

Job Purpose

Responsible for the preparation of the ITA's Procurement Plan for review, and supports the coordination of procurement of goods and services for the Authority, through compliant procurement processes, vendor and documentation management and procurement reporting, in adherence to relevant legislative, policy and procedural guidelines

Qualifications

- Bachelor's degree in business administration, Management Studies, Public Sector Management, Economics, Accounts or related discipline
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Three (3) years related experience

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Three (3) years related experience
- OR
- Associate degree/Diploma Business Administration, Management Studies, Public Sector Management, Economics, Accounts or related discipline
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years related experience

24. Public Procurement Officer

Job Purpose

Provides assistance in the procurement processes required for the acquisition of goods, works and services essential for the operation of the Island Traffic Authority, ensuring the compliance with GoJ procurement legislation, guidelines and procedures

Qualifications

- Associate degree/Diploma Business Administration, Management Studies, Public Sector Management, Economics, Accounts or related discipline
- Certificate in Public Procurement
- Three (3) years related experience.



INTERNAL AUDIT BRANCH

25. Chief Internal Auditor

Job Purpose

Leads the audit and assessment of internal policies and procedures to monitor adherence to internal control and functioning to maintain the integrity of the ITA and its operations.

Qualifications

- Completion of A.C.C.A Level II OR
- First degree in Management or Accounting/Business Administration or related field, or
- equivalent qualification
- Eight (8) year's auditing experience in Public Sector at a with four (4) years at a management
- level

OR

- Masters Degree in Management or Accounting/ Business Administration or related field, or
- equivalent qualification
- Five (5) years auditing experience in public sector with two (2) years at a management level

26. Senior Auditor

Job Purpose

Implements the programme of activities for effective audit of the Authority's operations within the context of ITA's policies and guidelines and established audit principles and standards ensuring the adequacy and integrity of Authority's operational systems and controls.

Qualifications

- Bachelors Degree in Financial Accounting or Management Studies with an Accounts/ Audit major
- Four (4) years audit experience

ADMINISTRATION AND ASSET MANAGEMENT SECTION

27. Transport Manager

Job Purpose

Manages the Authority's motor vehicle fleet in accordance with ITA policies and objectives and in compliance with established regulations

Qualifications

- Associate Degree in Management Studies, Business Administration or related discipline
- Training in mechanical engineering/auto-mechanics
- Four (4) years related experience
- Must be the holder of a valid General Drivers Licence/(Class)



28. Property and Security Manager

Job Purpose

Manages and executes a programme of activities towards protective security and property management for the ITA in accordance with established policies and procedures

Qualifications

- Bachelors Degree in Property Management/Public Administration/ Management Studies or related social science
- Formal training in property and estate management
- Training/Certification in protective security
- Three (3) years related experience

29. Driver (2)

Job Purpose

Under the direction of the Transport Manager, the driver undertakes the transportation needs of the ITA including collection and delivery of mail and documents, transports staff and goods to and from assignments and conducts routine daily/weekly maintenance of the vehicle.

Qualifications

- Completion of Secondary level education
- Class C Driver's Licence
- Ability to operate all classes of motor vehicles
- Ability to pass test administered for government drivers
- At least three (3) years' experience in a similar position

DOCUMENTATION, INFORMATION AND ACCESS SECTION

30. Librarian

Job Purpose

Coordinates, maintains and administers an up-to-date reference and research library of printed and electronic information in accordance with professional standards of classification, indexing, research and display to meet the information needs of the Authority.

Qualifications

- Bachelor's degree in library studies
- Three (3) years' experience in Library or Information Management

31. Records Manager

Job Purpose



Responsible for accurately, securely and effectively managing information received and produced by the Authority. Develops and maintains appropriate systems in support of records movement, maintenance and disposition.

Qualifications

- Bachelors Degree in Library Studies, Information Management or related field
- Three (3) years experience in Records or Information Management with some management experience

32. Senior Records Officer

Job Purpose

Participates in the implementation, administration and maintenance of the ITA's records management and assist in providing guidance and training to all Divisions and Branches on the development of a cost effective and efficient records system from creation to disposition

Qualifications

- Diploma in Records Management or related discipline/equivalent qualification
- Two (2) years related experience
- Four (4) CXC/GCE including Mathematics & English Language
- Three (3) years related experience including in-service training

STANDARDS, OPERATIONS AND TRAINING SECTION

33. Manager, Standards & Operations

Job Purpose

Manages the development, assessment and maintenance of standards setting, quality assurance for Island Traffic Authority, especially in the areas of driver management services, vehicle management service, safety and traffic management.

Manages and directs a team of Standards Specialists in the provision of specifications and guidelines, inspections/investigations and monitoring of quality, security, safety and technical requirements for services

Qualifications

- Masters Degree in Social Sciences, Public Administration or related field
- Training in standards and quality assurance or Certification in Six Sigma or Quality Improvement
- associate would be an asset
- Four (4) years related experience in management of quality inspections and audits, standards
- setting in road traffic services and development strategies for technical knowledge
- requirements for driver and vehicle management services

OR

- Bachelors Degree in Social Sciences, Public Administration or related field



- Training in standards and quality assurance or Certification in Six Sigma or Quality Improvement
- associate would be an asset
- Six (6) years related experience in management of quality inspections and audits, standards
- setting in road traffic services and development strategies for technical knowledge
- requirements for driver and vehicle management services

STATISTICS, DATA ANALYTICS AND MANAGEMENT SECTION

34. Data Management Officer

Job Purpose

Responsible for quality control procedures, checking data entry quality for systems within Client Services and Technical Services Divisions.

Qualifications

- Bachelors Degree in Information Management, Statistics, Computer Science, Data Science or related field
 - Three (3) years of related experience
- OR
- Associate Degree in Information Management, Statistics, Computer Science, Data Science or related field
 - Six (6) years related experience

35. Data Collection Officer

Job Purpose

Conducts extensive data collection for all services within the ITA, including but not limited to road safety, traffic management, driver management services, vehicle management services and client experience.

Qualifications

- Associate Degree in Information Management, Statistics, Computer Science, Data Science, Research or related field
- Two (2) years related experience
- OR
- Diploma/Certificate in Information Management, Statistics, Computer Science, Data Science, Research or related field
- Four (4) years related experience



ISLAND
TRAFFIC AUTHORITY

MAY PEN SERVICE HUB

36. Senior Examiner

Job Purpose

As the senior technical post at the ITA Service Hub, performs a wide range of vehicle and driver management services, including the examination and passing of fitness for all classes of vehicles, the passing of practical aspect of driver licensing and the regulation, certifying and licensing of services such as motor vehicle dealership and garages

Manages the junior Examiner and signs off on examinations and work performed for vehicle and driver services and functions.

Qualifications

- Bachelors Degree in Mechanical Engineering or related field
- Training/Certification in Auto Mechanics
- Successful completion of the job training programme authorised by the ITA
- Four (4) years related experience

OR

- Associate Degree in Auto Mechanics/Mechanical Engineering or related field or Certification in Auto Mechanics/Mechanical Engineering
- Successful completion of the job training programme authorised by the ITA
- Eight (8) years related experience
- Must be the holder of a valid General Driver's Licence (Class C)

LUCEA SERVICE HUB

37. Customer Service & Records Officer

Job Purpose

Provides initial client interaction at the ITA Service Hub, providing engaging and positive exchanges, assistance with conducting of business, and critical and accurate information to meet the needs of clients. The Officer is also responsible for the general records management within the ITA Service Hub in keeping with the established records management operational procedures approved for the ITA.

Qualifications

- Associate Degree in Business Administration, Public Management, Public Administration or related field
- Training in Customer Service/Client Experience
- Two (2) years related experience

OR

- Four (4) CXC/GCE including Mathematics & English Language



- Training in Customer Service/Client Experience
- Four (4) years related experience

CORPORATE SERVICES DIVISION

38. Senior Director, Corporate Services

Job Purpose

Oversees the operations of the Corporate Services Division for the provision of human resources management and development, administration and asset management, documentation and information; and public procurement.

Provides guidance and leadership towards the collaboration among the Branches in their provision of critical support services to the ITA.

Qualifications

- Post Graduate Degree in Management (Business Administration, Public Sector Management) or related field
- Ten (10) years related experience in a senior management position

OFFICE OF THE DIRECTOR-GENERAL OF ROAD TRAFFIC

39. Technical Assistant

Job Purpose

Provides high-level technical support to the Director General/CEO to include project, programmes and systems analysis, identification and monitoring; and the prevention and resolution of potential issues and interruptions in the achievement of the strategic direction of the ITA

Qualifications

- Degree in Engineering, Data Science, Information Management or related field
- Training in Mechanical/Civil Engineering
- Five (5) years related experience in working closely with executive leadership in a technical capacity, especially for a regulatory agency/entity
- Masters Degree in Engineering, Data Science, Information Management or related field would be an asset

STRATEGIC PLANNING, PERFORMANCE AND RISK MANAGEMENT BRANCH

40. Administrative Assistant

Job Purpose

Provides support for the effective office and administrative management of the Branch

Qualifications



- Diploma/Associate Degree in Public Sector Management/ Administrative Management or related discipline
 - Two (2) years related working experience
- OR
- Four (4) CXC subjects including English Language
 - Diploma in Secretarial Studies from a recognized institution
 - Certificate in Administrative Management Level 1
 - Three (3) years related experience

Applications accompanied by resumes should be submitted to:

Senior Director, Corporate Services
Corporate Services Division
6-8 Grenada Way, Kingston 5

Email: Human.Resource@ita.gov.jm

SUBMISSION DEADLINE: October 6, 2026

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.