**JOB DESCRIPTION**

**Job title : Assistant I.T Manager**

**Division/department : Information & Communication Technology**

**Reports To : Managing Director**

**Industry : Insurance**

**Overall Responsibility**

Reporting to the Managing Director you will be responsible for the cost-effective operation of the IT delivery function. You will organize, plan, and execute strategic IT solutions in alignment with work processes.

**Key Tasks, Duties and Responsibilities**

* Supervise network technical support team to ensure the highest level of efficiency and effectiveness and organize software training programs.
* Develop and monitor appropriate security procedures to safeguard system from physical harm and viruses, unauthorized users and damage to data.
* Develop and manage an efficient I.T department, consistent and appropriate with the vision and strategic objectives of the company.
* Implement IT strategic plan in support of the company’s corporate & business plans.
* Analyze data flow and technical requirements to define a network strategy and the equipment required to meet projected data traffic.
* Formulate and implement company’s ICT policies including disaster recovery.
* Negotiate SLA’s with vendors and monitor IT systems performance to assurance service standards are consistently met.

**Minimum requirements**

* Bachelor of Science Degree in Computer Science or its equivalent.
* 6 years of proven Information Technology management experience, 2 of which should be in a supervisory role.
* Strong Information Technology background including tertiary qualifications in Management Information Systems & Professional qualifications in IT & Business Management related matters.