CAREER OPPORTUNITY: ICT/ DATA LEAD

JOB PURPOSE:

The incumbent is responsible for providing administrative support for all information technology and data/records management systems throughout the organisation by supporting staff and service providers, while achieving a high level of customer satisfaction.

ACCOUNTABILITIES:

- Ensures the continuous delivery and operation of integrated operational and administrative information systems
- Conducts enterprise-wide information technology planning upon consultation with management.
- Develops, coordinates, guides and maintains ICT systems operational plans in support of the overall business needs
- Develops, maintains and communicates ICT policies, practices and technology upgrades throughout the organisation
- Maintains a knowledge and understanding of current and emerging technologies equipment and systems and keeps current on issues, practices and procedures in technical areas
- Evaluates technology solution proposals and make recommendations that is fit-for-purpose to achieve the organisation's objectives
- Plans, leads, organizes and controls all projects related to selection, acquisition, development and installation of major information and communication systems
- Develops and maintains an annual operating (OPEX) and capital (CAPEX) budget for network information and technology systems operations
- Collects, stores, protects and delivers data, ensuring it meets the business needs of the organisation
- Ensures data quality, completeness, and integrity through the management of the organisation's records (physical & e-records) – Technical Data
- Captures, retrieves and files data records (physical and e-records for the upkeep of data/records management system – Technical Data
- Monitors the filing or retention of record series and document versions according to the organisation's policies
- Migrates records from one storage media or system to another storage media

MINIMUM QUALIFICATIONS/EXPERIENCE

- BSc in Business, Computer Science, Data Processing, Information Systems or equivalent
- Minimum 7 years of relevant work experience