



Job Title	IT Manager
Location	Meadowdale, Johannesburg
Industry	Information Technology
Salary	± R 83K p/month (± R 1 Mil p/annum)

### Responsibilities

- To maintain company's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- To manage the fulfilment of all business needs by providing IT tools and solutions, while showing excellent project management skills.
- To manage the company routine operations of all IT infrastructure and applications in order to ensure an excellent supply of IT services.
- To provide high-quality service based on SLAs and performance standards.
- To implement the group global procedures and processes.
- To be an active member of Group IT functional strategic team.

### Managerial Duties

- Managing the IT team including functions as IT Infrastructure Manager, IT Security Manager, Business Analyst, and Help Desk.
- Providing leadership to IT personnel through effective goal setting, delegation, and communication.
- Managing IT staffing, including recruitment, supervision, scheduling, development, and evaluation.
- Planning, preparing, establishing, and monitoring the annual IT budget and work plan.
- Optimising IT resources, personnel, and systems.
- Deep understanding for Company processes, goals, and objectives and translating them to IT solutions.
- Responsible for IT purchasing, inventory management, and vendor contracts.

### Group global procedures and processes

- Working with the group functional managers to define detailed project requirements and solutions.
- Taking part in the Group IT strategic team.



## Project Management

- Working with the business unit managers and systems analysts to define detailed project requirements and solutions (i.e. goals, scope, budget, risk, and resources).
- Managing projects by following the group IT and O&M procedures and best practice.
- Managing project life-cycle: project goals and milestones, project team and budget, monitor project progress by tracking activity, resolving problems, publishing progress reports, and more.
- Ensure that projects meet project goals, time and budget, and fulfil business requirements.

## System Maintenance

- Managing applications and systems lifecycle: design, configure, implement, maintain, and support of these systems.
- Designing and installing enhancements and upgrades to systems and application software.
- Managing the configuration, installation, monitoring, and troubleshooting of telecommunications infrastructure (i.e. LAN, mobile devices, Internet lines, and more).
- Providing server support and administration to all servers such as Windows servers, MS Exchange servers, ERP servers, DB servers, and more.
- Implementing the security, back-up and DRP procedures to ensure the appropriate protection for the company applications and information.

## Service

- Achieving quality of service goals by establishing and enforcing the group standards and methods.
- Providing back end and end user support within the agreed quality and timeframe levels.
- Monitoring and measuring the service level and user satisfaction.

## **Formal Learning Required**

Qualification	A relevant Tertiary IT related Degree
	Project Management



## Skills Required

- Analytical thinker who is able to translate Management Information into Business Intelligence.