

JOB DESCRIPTION			
JOB TITLE	Senior Manager - Information and Communications Technology (ICT)		
DIVISION	Corporate Services	DEPARTMENT	ICT and Knowledge Management
REPORTS TO	Chief Information Officer – ICT and Knowledge Management	SUPERVISES	Manager – Information Security Manager – Solution Architecture Team Lead – Network and Infrastructure Senior Professional – Service Delivery and Support Team Lead – Data Exploitation
JOB SUMMARY	<p>The Senior Manager – ICT is required to plan, direct and lead the development, operations and maintenance of the ICT resources and infrastructure of the TTRA and lead the delivery of its ICT programmes and projects. Duties include developing and implementing the TTRA’s ICT policies and strategic plan: leading and directing the ICT Division; designing and executing the change management and stakeholder engagement necessary to support ICT-driven organisational change; developing and executing the portfolio of ICT projects; preparing and managing budgets for the Department; and managing and developing managerial, professional, technical and support staff.</p>		
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE			
EDUCATION AND EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • M.Sc. in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related field • Minimum of eight (8) years’ experience at the managerial level in the area of ICT, including at least three (3) years at the corporate or senior managerial level involving the development, implementation and operation of major ICT systems and the management of a large ICT Department 		
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> • Extensive knowledge of the principles, tools and techniques required for the management and control of ICT within a large government based or business organisation • Considerable knowledge of project management tools and techniques • Knowledge of business process reengineering • Knowledge of relevant financial and procurement processes, rules and regulations 		
OTHER	<ul style="list-style-type: none"> • Any equivalent combination of education and experience 		
RESPONSIBILITIES AND ACCOUNTABILITIES			
<ul style="list-style-type: none"> • Manages and coordinates the development of the ICT vision, polices, strategic plan and standards in compliance with the relevant legislation, best practices and mission and plan of the TTRA. • Plans, directs and coordinates the ICT programmes of the TTRA and ensures that ICT programmes are managed to provide organisational benefits. • Directs the development of the ICT security policy, standards and procedures of the TTRA and monitors application and compliance. • Analyses the demand for ICT services of the TTRA and makes recommendations to key stakeholders on the required investments that ensure value for money with respect to the delivery of such services. 			

- Provides direction and guidance with respect to the information systems of the TTRA on the selection, implementation and operation of ICT security and controls.
- Provides direction and guidance with respect to the ICT strategies to maintain the confidentiality, integrity and availability of the TTRA's information systems and when necessary, ensures the restoration of such information systems.
- Provides advice, guidance and recommendations to address the ICT needs of the TTRA.
- Develops budgets, facilitates procurement, negotiations and contracting, monitors expenditure and ensures that all targets are met for the ICT projects and ICT operations of the TTRA.
- Manages the available workforce and ICT resources to ensure that the planning, development and delivery of specified ICT services achieve agreed levels of service and data integrity.
- Keeps abreast of new methods and trends in ICT and products in order to advance and improve the ICT capability of the TTRA.
- Makes recommendations for the staffing of the Department to ensure that there are adequate skilled people to meet the planned and defined ICT service delivery.
- Remains updated on relevant tools, methodologies, and technology.
- Performs other job-related duties as required.