



**JOB TITLE: MANAGER, ICT (1 post)**

Reports to: Finance and Administration Manager

**1. Job Purpose**

This position is responsible for the management, development and implementation of the Company's ICT Strategy and ensuring the design and selection of ICT applications and infrastructure support capacity and to drive the strategic business objectives.

**2. Key Responsibilities / Duties / Tasks**

**a. Managerial / Supervisory Responsibilities**

- i. Motivate and nurture the department to achieve excellence in capability to achieve overall objectives.
- ii. Lead the department by budgeting, planning and directing resources to achieve targets and objectives.
- iii. Supervise the development, implementation and management of finance policies.
- iv. Oversee staff development.
- v. Ensure performance measures are designed to evaluate performance against the strategic plan;
- vi. Play a senior leadership role in bringing the internal community along to support the outputs delivered by developing effective and strategic relationships
- vii. Build a highly effective team, by leading, managing and motivating staff and by directing and coaching them where appropriate, so that they achieve excellence in delivery.

**b. Operational Responsibilities / Tasks**

- i. Developing and executing an ICT Strategy and related ICT standards in support of and to enable the overall Company strategy.
- ii. Participates in formulation, interpretation and execution of ICT policy.
- iii. Plans, analyses, evaluate ICT requirements and ensure security and integrity of data, software and hardware.
- iv. Develops guidelines for system development, enhancements, user requirements, testing platforms criteria and bench marks for the entire organization.
- v. Provides and continually test Disaster Recovery and Business Resumption Planning.
- vi. Prepares and manages ICT operating and capital budgets.
- vii. Executes and controls ICT procurement, support and maintenance.
- viii. Manages and updates Company's website.
- ix. Ensures maintenance of optimal performance of all business systems and equipment through in house support or properly negotiated service level agreement with vendors.
- x. Develops and monitors technical specifications for procurement and contractual services for ICT related goods and services.
- xi. Aligning ICT objectives and programs/projects to enterprise-wide objectives and strategies.
- xii. Ensures provision of user support, coordination and facilitation of ICT training.
- xiii. Co-ordinates the implementation of standard procedures.

**c. Financial Responsibility:**

- i. Responsible for preparation, implementation and monitoring of the departmental budget.
- ii. Responsible for physical assets assigned by the institution. b) Provides oversight for all departmental physical assets.

**3. Job Competencies (Knowledge, Experience and Attributes / Skills).**

**a. Academic/Professional Qualifications**

- i. Bachelor's degree in IT or Computer Science or a related field.
- ii. Professional Qualifications / Membership to professional bodies.
- iii. Proper understanding and usage of ERP.

**b. Previous relevant work experience required.**

- i. At least 5 years' experience and 3 years in a managerial position.

**c. Attributes:**

- i. ICT proficiency.
- ii. Demonstrated ability to formulate strategy.
- iii. Ability to work under pressure.
- iv. Good communication skills.
- v. Interpersonal skills.
- vi. Attention to detail.
- vii. Ability to lead a team.

**4. Other Requirements:**

- i. A Certificate of Good Conduct from Criminal Investigations Department (CID).
- ii. A Clearance Certificate from the Higher Education Loans Boards (HELB).
- iii. A Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- iv. A Clearance Certificate by the Credit Reference Bureau (CRB).
- v. Clearance from the Ethics & and Ant-Corruption Commission (EACC).

Applications with detailed CV indicating current position, qualifications, work experience, current and expected remuneration, copies of academic and professional certificates and testimonials, copy of national identity card, names of at least three (3) referees and day time telephone contact should be sent to the address below.

The envelope should be clearly marked **Ref. CHEMELIL SUGAR COMPANY LTD/ICTM/2018**. Applications should be received not later than **7<sup>th</sup> December 2018**. Only shortlisted candidates will be contacted.

**THE MANAGING DIRECTOR**

**CHEMELIL SUGAR COMPANY LIMITED**

**P.O. BOX 177 – 40107**

**MUHORONI**