

MIS MANAGER (MIS/IT4)

SUMMARY OF DUTIES:

- Implement and maintain the Company's network systems and infrastructure – domain, application and mail servers, firewall, switches, ADSL, hubs, cat 5e and fibre-optics cables, user-computers, printers and cartridges, photocopier, fax machines, and data backup tapes.
- Provide ongoing technical support for software and hardware components – troubleshooting, problem resolution, device and user-connectivity and error tracking and reporting.
- Procure all I.T.-related equipment and services – that is procuring goods and services for Head office and all Rural Plants/Outlets.
- Plan and schedule data backups, the method to be used, the data being backed up, and the storage mechanism (both offsite and onsite).
- Implement data recovery methods as it entails being able to readily retrieve and upload recent data upon request.
- Perform network system analysis and make recommendations for changes or re-engineering of the company's IT infrastructure- availing the company with Industry standards and practices as is allowable, in order to foster efficiency and data relevance.
- Prepare M.I.S. /I.T. budget for each fiscal year, which is included in the Company's Annual Budget.
- Establish and maintain relationships with Product Vendors and Solution Providers – provide quotations for all goods and services being procured, entertain meetings with solution providers and vendor companies in-house or offsite, schedule product demonstrations and training as it relates to new systems/products.
- Prepare and submit reports to the CEO.

- Report on M.I.S. Operations at the quarterly Management Action Unit meetings.
- Attend Board meetings upon request or on a needs basis – that is, to seek approval for IT-related requests, to explain specific M.I.S. activities, to simplify any technical issues nearing but not necessarily pertinent to the position.
- Travel on a monthly/bimonthly basis (or as emergency situations dictate) to rural locations to perform system audit and functionality checks – audit each desk-user’s computer usage, check for peer to peer network connectivity, perform system and keyboard cleaning and ensure access to shared resources.
- Provide regular service/repair to computers and printers in all plants islandwide.

Required Knowledge Skills and Competencies

Technical/Functional:

- Expert knowledge of systems design, computer programming, implementation
- Expert knowledge in information systems analysis, design, construction, integration, operation, security and maintenance
- Expert knowledge of computer software and hardware
- Expert knowledge of systems implementation and data security
- Expert knowledge of computerized management information systems and relevant computer applications
- Comprehensive knowledge of the Company’s policies, rules and procedures, particularly as they relate to operations and other routine activities
- Excellent evaluative, judgement and analytical skills
- Research and programme development skills
- Excellent time and stress management skills
- Effective written communication skills including the ability to prepare reports, proposals, policies and procedures;
- Excellent decision-making skills and procedures
- Excellent decision-making and problem-solving skills
- Excellent creative and resourceful skills

Core:

- Excellent written and oral communications Skills
- Excellent interpersonal and customer relations skills
- Excellent integrity and ethics exercise

MINIMUM REQUIRED EDUCATION AND EXPERIENCE;

- B.Sc Degree in Computer Science
- At least three (3) years experience in Systems Administration.

REMUNERATION

Basic Salary: \$2,735,387.00 - \$3,678,791.00 per annum

Applications along with resumes should be submitted **no later than Tuesday January 31, 2023** for the attention of the Human Resource & Administrative Services Manager, to:

Email: hrmanufacture@gmail.com

We thank everyone for applying but only shortlisted applicants will be contacted.