

JOB DESCRIPTION

A. JOB IDENTIFICATION

Job Title: Head, Information Technology

Unit: Technology

B. ORGANISATIONAL RELATIONSHIPS

Directly Reports To: Managing Director

Directly Supervises: Power Hardware & OS Administrator
BASIS, Oracle & Linux Administrator
Network and Domain Administrator
E-Business (E-Channels) (Technical team)

C. JOB SUMMARY

Responsible for strategic and budgetary management, administration and control of the IT function of the bank.

D. SPECIFIC DUTIES & RESPONSIBILITIES

- Oversee all technology operations (e.g. network security) and evaluate them according to established goals
- Devise and establish IT policies and systems to support the implementation of strategies set by upper management
- Analyze the business requirements of all departments to determine their technology needs
- Purchase efficient and cost effective technological equipment and software
- Inspect the use of technological equipment and software to ensure functionality and efficiency
- Identify the need for upgrades, configurations or new systems and report to upper management

- Coordinate and supervise computer scientists, technicians and other professionals to provide guidance
- Control budget and report on expenditure
- Assist in building relationships with vendors and creating cost-efficient contract
- Revision of contracts in conjunction with Legal Unit

REQUIRED KNOWLEDE AND EXPERIENCE

- Proven experience as Head of Information Technology or similar role
- Experience in analysis, implementation and evaluation of IT systems and their specifications
- Sound understanding of computer systems (hardware/software), networks etc.
- Experience in controlling information technology budget
- Excellent organizational and leadership skills
- Outstanding communication abilities
- BSc/BA in computer science, engineering or relevant field; MSc/MA will be a plus