

SLBL Job Description				Job Title:	IT Manager	Job Grade:	15	Budget Responsibility
Version:	01	Date Created:	1/11/2014	Function:	Finance - IT	Job Code:	SLBLHRO14	xxxxxxxxxxxxxx

Qualifications:	B.Sc in information Technology HND in Information Technology Second Class Lower Division	Experience:	Minimum 1 - 4 years relevant experience in Similar position from any industry preferably FMCG or Mining	Reports to :	IT Manager
				No. of Direct Reports :	Nil

Job Purpose:	Support the development, configuration, maintenance and replacement of the technical infrastructure, computer equipment and the running of software in line with Company ICT strategy
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Key Responsibility – Top 5	Content (What, Activity, Action)	Constraints (Procedures, Rule, Strategy)	Deliverable (Results, Added Value)
• System Support and Maintenance	• Resolve hard/software failures. • Perform operational management of LAN's	• Ensure necessary step taken to rectify and resolve IT Related issue • Ensure LAN is up and running	• Ensure system is up and running
• System Availability	• Take care of data security. • Assure configuration administration	• Ensure regular backup • Maintain configuration	• No loss of data • Ensure system configuration and availability
• Support of user Departments	• Support all internal customers with their request • Coordinate, liaise with & evaluate external IT professionals	• Provide update for any queries	• User are always kept up to date with information • External IT professional always supported
• Project Realization	• Guide internal customers to identify buz requirements/need • Take care of and implement technical infrastructure.	• Adhere to policies of implementation	• Business requirement and need are met
• Budgeting, Control and Reporting	• Prepare and propose sectional/departmental budget. • Control and monitor departmental budget	• Draw up plan for budgeting	• Department budget submitted on time

Organizational Chart: (3 Levels Max)			Key Contacts:	<ul style="list-style-type: none"> All PC Email Users Outsourced IT Professional Project Coordinators, Orange NETWORK
			Success Measures/ KPIs	
			Challenges	

HEINEKEN Behaviors (indicate proficiency level)	Safety First	2	More Support less Control	2	Functional Comp.	1	1
	Entrepreneur	1	Keep it Simple	1		2	1
	Collaborate with trust	1	Learn to Improve	2		1	1

		Approved by/when:			SIERRA LEONE BREWERY LIMITED	<small>PART OF THE HEINEKEN COMPANY</small>
HHR						
MD						