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| **Position Title:** | Head of Information Technology |
| **Department:** | Director of Finance and Investment |
| **Grade Level:** | Senior Management |
| **Location:** | Freetown |
| **Reports to:** | Director of Finance and Investment |
| **Provides supervision to:** |  |

**Purpose of the position:**

The Head of Information Technology is responsible for the provision of information technology and management information systems required for the effective management and administration of the fund. S/he will directly oversee and supervise the development and maintenance of a robust, professional and functioning website for the administration.

**Major responsibilities: *(please define in output format what you expect to see as a result of this position)***

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| **Key Outputs/Responsibilities**  (Accountabilities and results) | |
| 1. | Development and maintenance of computer systems required for the proper management of the fund |
| 2. | Development of computer software required for the execution of the functions of the Administration |
| 3. | Collation and integration of information and use of management information services |
| 4. | Coordinating IT and computer literacy requirements of the Administration |
| 5. | Recommendation regarding the testing of computer software and systems |
| 6. | Carry out additional responsibilities that may suit his/her position and ability as assigned |

**General Competencies:**

* **Team Leadership** – The ability to demonstrate interest, skill, and success in getting groups to learn to work together; maintain an overview of entire projects while continuing to attend to detailed technicalities
* **Managing performance** – The ability to take responsibility for own and subordinates’ performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback and addressing performance problems and issues promptly, including skills development
* **Building collaborative relationships** – The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance and support; accommodate multi-stakeholder needs; work with government organisations and Board members on sensitive issues; work with the media, the public, designated road agencies, local and district councils and other government departments concerned with road related activities
* **Fostering innovation/Flexibility** – The ability to develop, sponsor, or support the introduction of new and improved methods, procedures or technologies to improve the organisation’s effectiveness; openness to different and new ways of doing things; create best practice within an organisation
* **Personal credibility** – Demonstrated integrity in life and work, practicing accountability, responsibility, reliability, cost management and trustworthiness
* **Knowledge management** – Understands the public sector, the organisation’s mission, vision, goals and its business; aware of own role in ensuring goals are achieved; identify, understand and apply policy objectives affecting road maintenance
* **Gender & cultural diversity** – Has respect for and is sensitive to different groups; seeks to understand and respect differing perspectives and viewpoints

**Specific Competencies:**

* **Empowering others –** The ability to convey confidence in employees’ ability to be successful, especially at challenging new tasks; delegating significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues
* **Technical expertise –** The ability to demonstrate depth of knowledge and skill in area of expertise, while completing tasks in a cost effective manner
* **Communication** – The ability to express oneself clearly in conversations and interactions with others and in business writing, to ensure that information is passed on to others who should be kept informed, while observing confidentiality; the ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences
* **Interpersonal awareness** – The ability to notice, interpret and anticipate others’ concerns and feelings, and to communicate this awareness emphatically to others
* **Analytical/forward thinking** – The ability to tackle a problem by using a logical, systematic, sequential approach, while anticipating the implications and consequences of situations and take appropriate action to be prepared for possible contingencies; to design, plan and manage projects
* **Strategic thinking** – The ability to analyse the organisation’s strengths and weaknesses and suggest ways to improve; plan over 3.5 and 10 year time horizons
* **Initiative** – Identifying what needs to be done and doing it before being asked or before the situation requires it
* **Entrepreneurial orientation** – The ability to develop and implement cost management initiatives; willingness to take calculated risks to achieve business goals
* **Thoroughness** – Ensuring that own and others’ work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled
* **Decisiveness** – The ability to make difficult decisions in a timely manner
* **Stress management** – The ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation; maintaining work/life balance
* **Time management** – Punctual for work and meetings; ability to prioritise work, multitask and consistently meet deadlines
* **Customer orientation** – The ability to demonstrate concern for satisfying one’s external and/or internal customers

**Educationand Technical Expertise**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

* Degree or professional qualification in Information Technology
* Advanced qualification in Information Technology Systems (desired)
* At least five years’ experience of managing an IT infrastructure in the public or private sector

**Working Environment/ Conditions:**

* ***Work Environment:*** Office-based [with frequent travel to the field?]
* **Travel:** [20% domestic travel?]
* **On call:** [50-75%]

**Accepted by:**

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Manager (printed) Signature Date

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Director (printed) Signature Date

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Head of Human Resources (printed) Signature Date