- **Deputy Director, Database & Network (MIS/IT 5) – Headquarters**

JOB SPECIFICATION

REQUIRED SKILLS/EDUCATION

1. A university degree in Computer Science, Computer Information System, Management Information System, Electronics, Electrical Engineering with Computer Science, Mathematics with Computer Science, Digital Technology or a closely related a discipline.

2. Certification in one or more of the following (or a closely related certification): CISCO Certified Network Associate (CCNA), Microsoft Certified System Engineer (MCSE), Certified Information System Security Professional (CISSP), Project Management Professional (PMP).

SPECIALIZED TECHNIQUES/KNOWLEDGE

1. Sound knowledge of current advances and emerging technology in field telecommunications and computer networks relating to enterprise architecture, design, implementation, security, network operating systems platforms and management.

2. Expert knowledge of enterprise database management systems and the mechanism required for design, implementation, security, data protection and management.

3. Working knowledge of project costing and management.

4. Strong oral communication and interpersonal skills

REQUIRED EXPERIENCE

Minimum of 5 years experience with at least two (2) years at the middle management level and three (3) years as a network administrator or systems engineer in an enterprise network environment.

ROLE AND CORE FUNCTIONS

Manage the design, implementation and management of a stable enterprise class network and relational database management system with relevant network based applications / systems that meets changing organisation needs. Coordinate and assist in staff training to ensure that the human asset of the organisation is equipped with the requisite knowledge to efficiently and effectively utilise deployed systems and is responsible for:

a) The design, implementation, maintenance and management of technical, administrative and library technology database systems.
b) To coordinate and provide staff training in the use of information systems and database systems.
c) To supervise the administration of all data and communication network assets.

FUNCTION AL RESPONSIBILITIES

1. Assists with the evaluation of corporate objectives and meet with senior managers to develop suitable approaches that conform to and/ or enhances the IT policy of the organisation.
2. Assist in the interviewing of personnel to ensure that the requisite competency exists that meet or exceed systems technical requirements.
3. Develop technical specifications for sourcing or development of applications, database management systems, network architecture and supporting ICT infrastructure.
4. Complete and gain acceptance for design specification, system architecture.
5. Manage the fine tuning of systems and network infrastructure.
6. Assists in the evaluation and selection of multi-media information and learning resources.
7. Assisting the establishment and maintenance of disaster prepareness and recovery plans.
8. Make infrastructure recommendations that underpin e-library services.
9. Supervise the addition, upgrade and maintenance of the organisation intra/ internet infrastructure and web-base applications
10. Evaluate system requirements and recommend purchase, development and modifications.
11. Ensure appropriate system security measures and define contingency and

disaster recovery plans.

12. Maintain control of the structure, content, integrity, replication, backup and access of the organisation database management system.
13. Establish and manage relevant and updated system documentation and user manuals for all computer based systems and network components.
14. Assist with the acceptance testing of system components and the diagnosis of system errors.
15. Develop or recommend training material and assist with the planning and implementation of training programmes.
16. Train the JLS system user to troubleshoot user specific problems, errors and discrepancies.
17. Coordinate the implementation of database change requests.
18. Assist with the preparation and monitoring of the Information Technology Division's budget.
19. Manage system administrators and support personnel of the JLS Island wide data and communication networks.
20. After the requisite authorisation, oversee the addition and deletion of users from the enterprise network.
21. Liaise with supplier in the procurement and installation of computer systems hardware, software and network components.

Salary Scale: $4,479,584.00 p.a to $6,024,541.00 p.a