



JOB DESCRIPTION

A. POSITION INFORMATION	
Job Title	Senior Manager – Information Technology
Job Grade	
Job Holder	
Department	Business Enablement
Division	Business Enablement
Review / Update Date	
B. JOB PURPOSE	
Leverage maximum utilisation of technology, data and information to drive BEDCO’s business strategy and operational efficiency as well as MSME’s support delivery. Develop effective ICT processes, policies and procedures for effective deployment and safekeeping for both material and intellectual property of the Corporation.	
Main Performance Areas	Main tasks to achieve the outputs
1. Effective Functional Management:	<ul style="list-style-type: none"> - Manage to day to day business performance of the Department - Lead and facilitate the optimal availability and usage of BEDCO’s ICT system at all times. strategy planning process, monitoring and evaluation and development of risk mitigation plan - Oversee, mentor and coach and build capacity of the Department staff
2. Information, Communication and Technology Usage and Availability	<ul style="list-style-type: none"> - Lead the development of BEDCO’s ICT strategy. - Ensure integrated and secure Corporation’s technological architecture and infrastructure are aligned and complementary to each other. - Partner with the Enterprise Development Department to develop entrepreneurs database systems. - Manage computing and information technology strategic plan, policies, programs, and schedules for business and finance data processing, computer services, network communications, and management information services to accomplish corporate goals and objectives. - Manage the information and data integrity of the organisation and its business units. - Develop and establishes operating policies and approaches for computing and information technology. - Evaluate overall operations of computing and information technology functions and recommend enhancements.

	<ul style="list-style-type: none"> - Advise senior management on strategic systems conversions and integrations in support of business goals and objectives. - Review and make recommendations on major contracts for computing and information technology services and equipment. - Ensure the security of the information systems, communication lines, and equipment. - Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages. - Responsible for the development, review, and certification of all back-up and disaster recovery procedures and plans. - Identify emerging information technologies to be assimilated, integrated, and introduced within the organisation and assess new computing technologies to determine potential value for the organisation.
3. Business Reporting:	<ul style="list-style-type: none"> - Prepare and submit Monthly Reports of the Department and prepare inputs into the BEDCO's annual reporting activities - Submit quarterly reports to the Board on quarterly basis
Focus Allocation	
50% focus on ensuring availability of operational support and entrepreneurs delivery systems	
50% focus on departmental operational optimization and efficiency	
C. JOB SPECIFICATIONS	
Minimum educational qualification:	Degree in computer science or Information technology systems, or related field.
Minimum experience required:	Eight (8) years' working experience in ICT environment at the Managerial level, preferably in a corporate environment.
Competencies:	<ul style="list-style-type: none"> • Leadership and Management: Demonstration of strategic thinking, resource allocation, and coordination of people and resources and the ability to motivate develop, and direct people towards execution. • Problem Solver: Ability to anticipate and solve problems proactively. • Analytical: Ability to navigate complex data and provide analytics and predictive scenarios that drive action and decision-making. • Stakeholder Management: Ability to support and create an inclusive and supportive working relationship and environment for both internal and external stakeholders.

	<ul style="list-style-type: none"> • Risk Management: Ability to identify, investigate, analyse, and measure strategic and operational risks early and develop strategies to manage/mitigate them. • Effective Communication: Ability to communicate clearly and effectively through both written and spoken communication.
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D. JOB SIGN-OFF

Compiled by		Date	
Updated by		Date	
Responsible Manager	Executive Head – Business Enablement	Date	
Job-incumbent		Date	
Next Level Manager		Date	
HR Manager		Date	