Unitalent

21-2 Jalan Putra Mahkota 7/7B
47650 Subang Jaya, Selangor, Malaysia
Tel: +6012-5227761
Website: www.unitalentcareer.com
Email: resume.unitalentcareer.com

VACANCY NOTICE

POSITION	HEAD OF IT
LOCATION	LEMBAH BERINGIN, SELANGOR, MALAYSIA
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

Head of IT is responsible for the management, strategy and execution of technical infrastructure in institution. He/She will be leading a team of IT staff, managing the design and implementation of IT infrastructure, eliminating security risks, developing in-house skillsets and managing key vendor relationships.

KEY ACCOUNTABILITIES

List the responsibilities (Key Result Areas and the major activities) that must be achieved in order that the job purpose is fulfilled.

- Manage information technology and computer system.
- Plan, organize, control and evaluate IT and electronic data operations
- Oversee and consult in planning, coordinating and implementation of projects to effectively meet user requirements.
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performances.
- Design, develop, implement and coordinate IT systems, policies and procedures.
- Ensure applications/software environments are fully maintained with appropriately supported updates in line with policies.
- Ensure security of data, network access and backup systems.
- Act in alignment with user needs and system functionality to contribute to organizational policy.
- Continually review the service provided to end-users and customers to ensure it meets agreed service levels and all customers' requirements.
- Identify problematic areas and implement strategic solutions in time.
- Audit IT related systems and assess their outcomes.
- Preserve assets, information security and control structures.
- Prepare the IT Department Annual Operating Plan.
- Provide support, coaching and mentoring to IT Team members to ensure that all objectives and commitments are fulfilled in line with expectations, agreements and standards.
- Ensure the IT team members deliver a professional, customer focused and high performing support service in line with agreed service scope and service levels.

21-2 Jalan Putra Mahkota 7/7B
47650 Subang Jaya, Selangor, Malaysia
Tel: +6012-5227761
Website: www.unitalentcareer.com
Email: resume.unitalentcareer.com

VACANCY NOTICE

- Monitoring network performance to determine if adjustments need to be made.
- Conferring with network users about solving existing system problems.
- Operating master consoles to monitor the performance of networks and computer systems.
- Produce presentation slides, Board Papers, Management Papers for approval whenever necessary.
- Undertaking any other duties and responsibilities as assigned by the Management

JOB REQUIREMENTS

- Degree in IT certificate or related.
- Minimum 3 years' experience in a similar capacity with experience and credibility in IT at a strategic level.
- Working experience in an educational institution will be an added advantage.
- Possess high degree of professionalism and integrity
- Able to anticipate potential when rolling out group initiatives
- Management and leadership skills and an exceptional team player
- Able to handle people from different levels with a versatile interpersonal skill