JOB DESCRIPTION

POSITION: HEAD OF IT

REPORTING LINE: COO

Job Overview: As the Head of IT, you will be responsible for leading and overseeing all aspects of the organization's Information Technology (IT) department and managing projects to ensure successful delivery within scope, time, and budget constraints.

Key Responsibilities:

1. **IT Leadership**
   - Develop and execute the IT strategy aligned with business goals. Provide vision and direction for IT initiatives, ensuring alignment with organizational objectives.
   - Lead a team of IT professionals, fostering a collaborative and innovative work environment.
   - Stay current with industry trends and technological advancements, recommending and implementing relevant technologies.
   - Manage all IT regulatory developments, enhancements, circulars and all changes as communicated

2. **Project Management**
   - Oversee the entire project lifecycle from initiation to closure, ensuring successful delivery.
   - Develop project plans, timelines, and resource allocation strategies.
   - Monitor and report on project progress, identifying and addressing potential risks and issues.
   - Collaborate with cross-functional teams to achieve project goals and deliverables.

3. **Team Management**
   - Recruit, mentor, and manage a high-performing IT and project management team.
   - Foster a culture of continuous improvement, training, and professional development.
   - Ensure effective communication and collaboration within the team and across departments.

4. **Budget and Resource Management**
   - Develop and manage the IT and project management budgets.
   - Optimize resource allocation to maximize efficiency and project success.
   - Evaluate and recommend investments in technology and infrastructure.

5. **Stakeholder Engagement**
   - Collaborate with key stakeholders to understand business needs and translate them into IT solutions.
   - Communicate project statuses, risks, and milestones to stakeholders.
   - Build and maintain strong relationships with internal and external partners.

6. Perform other duties as assigned by the supervisor

Qualifications:

- Bachelor's or Master's degree in Information Technology, Computer Science, or a related field.
- Proven experience in a leadership role within IT and project management. Strong project management skills with a track record of successful project deliveries.
- Excellent communication and interpersonal skills. In-depth knowledge of IT systems, infrastructure, and emerging technologies.
- Ability to navigate and lead in a dynamic, fast-paced environment.

Additional Requirements:

- Project Management Professional (PMP) certification (preferred).
- Familiarity with agile methodologies.
- Strong problem-solving and decision-making skills.

I, _____ have read and understood my job descriptions, and I hereby promise to deliver accordingly.

_____   _____   _____

Name   Signature   Date

Supervisor:

_____   _____   _____

Name   Signature   Date