**Position Description – Information Technology Manager**

**Date revised:** 26th April 2018

**Location:** Banz Campus

**Department:** Information Technology Department, Education Division

**Reports to:** Vice Principal Education

**Primary Purpose and Scope:**

Information Technology Department is a vital operating organ of a modern organisation. CLTC has a very dedicated and dynamic IT team who strive to provide quality ICT services to staff and students. It promotes the use of ICT technologies to assist in learning and research of our staff and students.

Information Technology Manager’s position is a senior managerial position that requires a person who can productively lead CLTC ICT Team. That person (he/she) has to be very competent in performing the following responsibilities diligently.

**Responsibilities:**

1. Manage entire ICT operations of CLTC in all three (3) campuses and ensure ICT services are provided as per required.
2. Train and Mentor ICT Department team members.
3. Administer and perform network management and systems administrations tasks/functions.
4. Teach/Train students and staff.
5. Manage main CLTC servers and network to ensure everything is working as required.
6. Strategic Planning for CLTC ICT Department
7. Maintaining and updating of CLTC Website and Email services.
8. Yearly IT budget planning
9. Liaising with various suppliers and service providers.
10. Manages IT Projects

**Indicators of High Performance**

1. ICT services are operating successfully in all three (3) campuses.
2. New innovative ICT services are provided to CLTC important stakeholders to improve efficiency and productivity.
3. Proactively involved in proposing ICT systems that will benefit CLTC.
4. Staff and students are learning new ICT skills and using them to utilise available softwares or new systems successfully.

**Position Requirements:**

1. **Academic**
   1. Bachelor Degree in Information Technology, Information Systems, or Computer Science is essential.
2. **Experience**
   1. At least 5-years of experience in leading and managing small ICT teams.
   2. Experience in managing an organisation’s ICT infrastructure and services that spans different centres.
   3. Must be able to know how to use Open Source (i.e. Linux etc) and Paid Operating Systems (Microsoft etc.)
3. **Personal**
   1. Support for the mission of CLTC and passionate about Bible training.
   2. Strong Christian faith.