

INFORMATION TECHNOLOGY MANAGEMENT DEPARTMENT, ITMD

IT Manager

- **Report to: Head of Information Technology Management**
 - Position Level: Manager
 - Qualification: Bachelor Degree in relevant field
 - Years of Experience: Minimum 15 years of experience in relevant field
 - Employment type: Contract
 - Specialization: Network/software/Cloud/etc

- **Responsibilities**
 - a. Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software and hardware.
 - b. Manage IT staff by training and coaching employees, communicating job expectations, and appraising their performance.
 - c. Evaluating existing IT infrastructure and plan for future requirements and improvements such as virtual workplace for LTAT workforce.
 - d. Ensure security of data, network access and backup systems.
 - e. Manage projects, solutions and key responsibilities within a larger business initiative.
 - f. Identify problematic areas and implement strategic solutions in time.
 - g. Research and evaluate emerging technologies, hardware and software.
 - h. Analyse organization needs, identify vulnerabilities and boost productivity, efficiency and accuracy to inform business decisions.
 - i. Ensure network components meet needs and work together seamlessly, using the full range of capabilities, and stay informed about new features and competitive solutions.
 - j. Continuously analyse current process, technologies and vendors to identify areas of improvement.
 - k. Prepare cost benefits analysis report when upgrades are necessary, continuously analysing vendors to ensure they offer the best possible service and value for company needs.
 - l. Identify training needs for IT Department personnel to ensure they have competitive skills to handle the latest IT software and systems.
 - m. Ensure the organisation's IT Disaster Recovery Program is adequate and proper data backup management is done.
 - n. To safeguard the classified information of LTAT and adhere to the policies, standards, procedures, safety guidelines adopted by LTAT during the creation, processing, storage, transmission, delivery, exchange and destruction.

- **Requirements:**
 - a. Bachelor degree in Information Technology/Computer Science and/or equivalent professional qualifications in IT or any related field.
 - b. Minimum 15 years in related position with hands-on experience managing networks and systems.
 - c. Exposure to Government of Malaysia IT requirement is an advantage.
 - d. Excellent understanding of system development and IT Infrastructure.
 - e. Ability to manage tight deadlines and work under pressure.
 - f. Demonstrate excellent leadership qualities
 - g. Excellent written and oral communication skills with the ability to present complex information effectively to management/stakeholders at different levels