Job Description of Assistant ICT Manager

Qualifications: Graduate in any field with appropriate certificate/diploma courses for handling area of operations.

Experience: Minimum of 5 years' experience in similar field.

Responsibilities
- Supporting the school's mission and objectives in all areas of operation
- Managing and overseeing the safe and efficient operation of all matters pertaining to the school's ICT infrastructure and network
- Ensuring that the school's ICT security software is up-to-date and operating appropriately
- Recommending to the ICT Manager any changes in the school's ICT hardware, software or systems
- Recommending to the ICT Manager any requirements in terms of additional security precautions related to access to the school's networks by students, faculty or staff
- Alerting the ICT Manager to any breaches of the school's ICT security system, policies or procedures
- Assisting the ICT Manager in Implementation of all approved new ICT projects
- Assisting the ICT Manager ICT System administration
- Assisting the ICT Manager in ICT Manpower Planning
- Ensuring the regular updating of all software used by the school including but not limited to ManageBAC, Time Tabler, Naviance and MS Office products
- Ensuring that the school's electronic attendance hardware and software systems are operating effectively
- Such other duties as may be assigned by the Head of Administration and the ICT Manager within the terms of employment
- Assisting the ICT Manager in organising and providing such training on the use of the school's ICT software and hardware by faculty and staff as may be required by the Heads
- Recommending to the ICT Manager Heads replacement/upgrading of hardware and software
- Evaluating hardware and software recommended to the Heads by faculty or staff
- Assisting the ICT Manager to upkeep the school IT inventory
- Within an agreed system of supervision, plan briefing of the staff and monitor their performances in line with the expectation.
- Assisting the IT manager to provide objective and accurate feedback and reports as required on daily basis.

Reporting : ICT Manager