VACANCY NOTICE

REF: U0910122024

POSITION	INFORMATION TECHNOLOGY MANAGER
LOCATION	MONT' KIARA, KUALA LUMPUR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

1. IT Strategy & Planning:

- Develop and implement the IT strategy in alignment with the institution goals.
- Evaluate emerging technologies and recommend enhancements to improve educational delivery and operational efficiency.
- Prepare and manage the IT budget, ensuring cost-effective solutions.
- Develop and implement system policies and procedures, ensuring adherence and compliance.

2. Infrastructure Management:

- Maintain and support the institution IT infrastructure, including servers, networks, and communication systems.
- Monitor and manage data backups, disaster recovery plans, and cybersecurity measures.

3. Project Management

- Lead technology initiatives, including system upgrades and the integration of new tools.
- Collaborate with departments to identify and implement technology solutions tailored to their needs.
- Track project timelines, budgets, and deliverables to ensure successful execution.

4. Compliance & Security:

- Ensure compliance with data protection regulations and institutional IT policies.
- Implement and maintain robust security protocols to safeguard sensitive data.
- Conduct regular audits of IT systems to identify and address vulnerabilities.

5. Vendor & Stakeholder Management:

- Liaise with external vendors and service providers to procure, implement, and maintain IT resources.
- Collaborate with teams from various departments to understand their IT requirements and provide tailored solutions.

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JOB REQUIREMENTS

- Bachelor's degree in Information Technology, Computer Science, or a related field
- Minimum 5 years of experience in IT management, preferably in an educational or similar environment.
- Strong knowledge of IT infrastructure, network systems, and cybersecurity.
- Proficiency in system administration, troubleshooting, and software deployment.
- Excellent leadership, communication, and interpersonal skills.
- Ability to prioritize and manage multiple projects simultaneously.
- Ability to think strategically and implement IT initiatives aligned with business goals