It Manager And It Head

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Company: Groupm Pakistan

Location: Karachi

Category: other-general

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Groupm Pakistan, PakistanManage IT projects so that they are:

- Implemented in line with the needs of the business and its current goals.

- Prioritized to deliver the greatest value to the business.

- Delivered to predefined time, quality and cost targets agreed with the local management and regional technology teams.

- Carried out using third-party or group packaged applications or products in preference to in-house developed solutions wherever practical.

- Provide guidance and support to the applications development team on all aspects of application development and deployment, including:

- Project management.

- Business analysis.

- System and database design.

- Coding, source control and change management.

- System testing and application and technical documentation.

- User support.

- Provide guidance and support to the local market technology staff on all aspects of the IT technical infrastructure and operations, incorporating the following hardware and all associated software:

- File & print, application, e-mail and Active Directory servers

- Backup devices and tape library.

- Workstations, printers and other peripheral devices.

- Switches, structure cabling infrastructure and other network equipment.

- Routers, firewalls and communications links.

- Additionally, work with the local market technology staff to ensure that:

- Uptime of the technology infrastructure is maximized.

- Backup and disaster recovery procedures are in place.

- Anti-virus software and virus signatures are updated on a regular basis.

- Server and workstation Operating System with the latest security service patch.

- An IT hardware asset register is maintained in conjunction with the finance team.

- A software asset register is maintained, and that software usage is licensed at all times.

- Technical support and troubleshooting assistance is provided on productivity and media applications.

- Loading of necessary research and other external data into media applications is carried out and automated.

- A common operating environment is implemented consistent with Organization's global standards for all workstations and servers.

- Ensure that the SOX and other compliance activities are fully implemented, giving special attention to:

- IT reports are submitted to management monthly.

- SOX audit documentation is properly managed for compliance.

- Organization's policies are adhered to

- Provide the finance/administration team with technical advice on telephony products.

- Actively participate in management planning/strategy meetings and provide input on the most appropriate and effective use of technology.

- IT staff management and annual performance and remuneration appraisals.

- Prepare yearly detailed IT budget projections, and quarterly budget updates in conjunction with the Finance Director.

- Ensure that IT spending is consistent with the worldwide IT direction, and that the Indonesia office stays within the approved Capex and Opex budgets.

- Coordinate IT purchasing activities across the country, with particular emphasis on leveraging the Organization procurement contracts with preferred suppliers.

- Develop and maintain good working relationship with the IT Managers of other ORGANIZATION group companies.

- Represent Organziation IT procurement committee.Job Specification- A minimum of three years IT project management experience including management reporting and budgetary responsibility.

- A minimum of three years experience managing a team of IT support personnel

- Prior hand-on experience of SOX compliance.

- Prior hands-on experience with the software technologies used to underpin Organization's IT environment:

- Microsoft Windows 2003 / XP

- Microsoft Active Directory

- Microsoft SQL

- TCP/IP, DHCP

- Symantec Vertias, Symantec Anti-virus

- Lotus Domino

- Microsoft Office, Microsoft Internet Explorer, Adobe Acrobat

- Previous experience developing and supporting media research, planning, buying and administration applications, or equivalent experience from a related industry sector, preferably in a Microsoft Visual Basic, .net and SQLServer environment.

- A conceptual understanding of software development life cycle, cabling systems, web technologies, wide area networking technologies.

- Certification in Microsoft operating system and networking products or equivalent hands-on experience.

- Certification in Lotus Notes/Domino or equivalent hands-on experience.

- Computing Science or equivalent Degree

- Good English verbal and written communications.Reporting to: Finance Director, Pakistan & IT Director Asia PacificInformation Technology and Services - Karachi, Pakistan#J-18808-Ljbffr

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