



Women Medical & Dental College.

A. JOB DESCRIPTION

Job Title	IT Manager.	Emp ID/ Reference Number	
Department	IT Department	Working Hours	8 am to 2 p.m. (Monday to Saturday)
Location of post	WMC, Abbottabad	Salary	(Optional)
Reports to	Director IT, WM&DC	Job type	Type of employment contract.

PURPOSE OF JOB

- Responsible for managing information technology and computer systems.
- Responsible for planning, organizing, controlling and evaluating IT and electronic data operations.
- Manage IT staff by coaching, communicating job expectations and appraising their performance.
- Responsible for designing, developing, implementing and coordinating systems, policies and procedures.
- Responsible for ensuring security of data, network access and backup systems.
- Act in alignment with user needs and system functionality to contribute to Women Medical College IT policy.
- Responsible for identifying problematic areas and implementing strategic solutions in time.
- Responsible for auditing systems and assessing their outcomes.
- Responsible for preserving IT assets, information security and control structures.
- Advise the IT Director of any planned IT Changes and assist in providing ideas back to the IT Director of improvements that can be made within the WMC both through IT Process and new technology.
- Responsible for managing communications and working relationships between IT and other departments of WMC as well as multiple outside IT service providers.
- Any other task/duty assigned by IT Director/Principal.

Team Structure

This position will be reporting to the IT Director. The post holder will also be required to work on a daily basis with all departments.

KEY RELATIONSHIPS

The post holder will need to develop successful relationships with:

- With all departments.

OTHER IMPORTANT FEATURES OR REQUIREMENTS OF THE JOB

Occasionally working after official working hours and weekends may be required.

Prepared by	Human Resource Department	Sign	
Approved by	Principal, Women Medical & Dental College.	Sign.	

B. PERSON SPECIFICATION

	Essential	Desirable
Skills and Knowledge	<p><u>Required Skills&Knowledge</u> <i>Excellent Knowledge of technical management, information analysis, and of computer hardware/software systems. Hands-on experience with computer networks, network administration and network installation.</i></p> <p><u>Communication Skills</u> <i>Good oral & written skills, timely and speedy communication of requests/incidents reporting.</i></p>	<p>Other Skills: <i>Excellent management, supervisory, analytical, problem solving, teambuilding and decision making skills.</i></p>
Experience	4+ years' proven working experience as IT Manager or relevant experience.	4+ years' proven working experience as IT Manager or relevant experience.
Qualifications	BS in Computer Science, MS or similar field.	BS in Computer Science, M S or similar field.