

## Requital African Region

<b>Job ID</b>		<b>Main Purpose of Job</b>	
<b>Job Title</b>	IT Coordinator - Countries		
<b>Direct report to</b>	Regional Globe IT Manager Dot line with Country F&C Manager		
<b>Main Responsibilities</b>		<b>Dimensions / KPIs</b>	
<ul style="list-style-type: none"> <li>▪ Set up system security values in accordance with Group policy</li> <li>▪ Ensure that all major initiatives are in line with IT Group objectives and directions.</li> <li>▪ Setting and maintaining system security through profiles as required</li> <li>▪ Security event monitoring - History logs and audit journals.</li> <li>▪ Implementation of firewalls and virus detection software</li> <li>▪ Ensure system data is secure through backups as required.</li> <li>▪ Ensure systems upgrades are done as and when necessary.</li> <li>▪ Ensure that all operational systems are functional.</li> <li>▪ Oversee the development of management information systems.</li> <li>▪ Monitoring overall systems performance.</li> <li>▪ Updating and generating timely management reports</li> <li>▪ Ensure all computer software copyrights are adhered to and all software licences are in place.</li> <li>▪ Establish and maintain efficient hardware and network infrastructure.</li> <li>▪ Plan and advise management on hardware issues.</li> <li>▪ Ensure hardware maintenance and liaison with suppliers on systems performance.</li> <li>▪ Explore ways to maximise resources usage</li> <li>▪ Ensure that Zone/Group IS strategies are properly implemented.</li> <li>▪ Ensure IS coordination between all respective Departments.</li> <li>▪ Plan, advice and co-ordinate information system activities for adequacy and shortcomings.</li> <li>▪ Ensure other IT colleagues in the country are aware of key IS initiatives in the market, so that learning experiences are shared.</li> <li>▪ Ensure proper and timely implementation of the Group mandatory items (software, hardware/network infrastructure).</li> </ul>		<ul style="list-style-type: none"> <li>▪ <b>System Security Management</b></li> <li>▪ <b>Systems Management</b></li> <li>▪ <b>Hardware Management</b></li> <li>▪ <b>IT/IS Administration and Coordination</b></li> <li>▪ <b>Training and Support.</b></li> </ul>	
		<p><u>Competencies</u></p> <p><u>Competencies</u></p> <ul style="list-style-type: none"> <li>▪ Understanding of business systems.</li> <li>▪ Achievement focus</li> <li>▪ Self Motivation.</li> <li>▪ Technical knowledge.</li> <li>▪ Prioritizing</li> <li>▪ Ability to transfer Skills \ Training</li> <li>▪ Team Player</li> <li>▪ Multitasking Skills</li> <li>▪ Logical thinking.</li> </ul>	
		<p>S-Standard    D-Developed    <b>HD</b>-Highly Developed</p>	

<ul style="list-style-type: none"><li>▪ Establish and submit yearly IT department's budgets as well as ensure its control</li><li>▪ Purchase IT HW &amp; SW as per approved Budget &amp; Group policies.</li><li>▪ Keep a HW &amp; SW register.</li><li>▪ Establish and maintain IT long-term plans.</li><li>▪ Ensure user support in the organisation.</li></ul>	<p><b><i>Required Qualifications</i></b></p> <ul style="list-style-type: none"><li>• University degree in Information Technology/related field</li><li>• MCP certification in Windows 2000</li></ul>
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