



## TARTOUS CONTAINER TERMINAL Job Description – Information Technology Manager

<b>JOB TITLE:</b>	<b>Information Technology Manager</b>
<b>LOCATION:</b>	IT Department – Tartous Container Terminal, Syria
<b>WORK SCOPE:</b>	Plan, organize, coordinate, and control all aspect of Information Technology in the organization. Optimize the use of computer hardware, software, and other facilities to ensure agreed levels of service to the user community for application systems, Administer the department staff, IT equipment, and office facilities.
<b>SUBORDINATES:</b>	A team of programmer, network specialist, and system implementer varying in number according to requirements and growth of the organization.
<b>REPORTING TO:</b>	General Manager/CEO
<b>ACADEMIC QUALIFICATIONS:</b>	Graduate of Bachelor of Science in Computer Engineering or an any IT field equivalent
<b>EXPERIENCE:</b>	Five years experience in similar position
<b>SPECIALIST KNOWLEDGE:</b>	<p>Proficiency in appropriate programming languages and techniques</p> <p>Good knowledge if PC products, computer hardware and network equipment</p> <p>Ability to manage and direct a professional staff</p> <p>Ability to work harmoniously with co-workers and vendors</p> <p>Ability to work under time pressures</p> <p>Customer focused</p> <p>Achievement oriented</p> <p>Good command of English both written and spoken</p>
<b>MEDICAL</b>	<p>A degree of physical fitness is required.</p> <p>Good Vision – correction aids acceptable.</p> <p>No color blindness.</p> <p>No fear of working at any shift.</p> <p>No history of mental conditions.</p>
<b>JOB CONTENT:</b>	<p>Plan and directs a multi-computer data center and its staff of programmers and technicians to facilitate the collection and processing of operational information in order to properly service all information needs.</p> <p>Directly responsible for the optimum utilization (consistent with user needs and priorities) of all programming, hardware, and network resources.</p> <p>Prepares and adheres to production schedules and online system availability as agreed with users and port management.</p> <p>Ensures proper data control functions, security of data and facilities, data backups and retrievals, and conformance with accepted IT industry practices.</p> <p>Reviews and approves operational and programming documentation for overall business system effectiveness.</p> <p>Maintains adequate staff of trained programmers, computer operators and other technicians needed to proper run the IT infrastructure.</p> <p>Ensures that the IT staff are trained in the appropriate skills to provide agreed service levels to the user community.</p>

	<p>Keeps abreast of the new IT tools and facilities to enable the department to maintain its ability to provide agreed service levels.</p> <p>Plans and coordinates IT functions relating to port and container terminal operating areas. Interfaces with IT vendors to provide the proper IT offerings for the department</p>
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