

## TERMS OF REFERENCE (TOR)

**Pos:** Manager - IT  
**Vacancies:** 01  
**Post Type:** Full time  
**Department:** Information Technology  
**Reporting to:** Managing Director

### Background

SME Development Finance Corporation (SDFC) requires an individual with technical knowledge and experience for the position of IT Manager to lead the IT Department of this corporation.

### Objective

To lead the IT Department in its support of the organization through the introduction and maintenance of best practice in the professional high-quality provision of IT infrastructure, telecommunications, business systems and strategic planning of future IT requirements to support the Corporation's strategy and staff. Ensuring that all systems are secure, stable, and robust.

### Responsibilities / Scope of Work

- Develop and implement IT policy, procedures and best practice guides that are in line with the strategic objectives of the organization.
- Lead and oversee all IT operations including staffing, managing budget, provision of support and maintenance of IT infrastructure and applications.
- Analyze business activities, processes and user needs and recommend technical solutions.
- Research and explore emerging technologies and recommend adoptable solutions that improves efficiency and enables achievement of strategic objectives.
- Overlook the processes of installation and implementation of systems and tools (hardware, software, systems, wiring, specialized applications and tools)
- Overlook the process of how IT staffs are maintaining technology equipment and systems (Servers, intercoms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively.
- Work closely with organization's departments to identify the need for upgrades, configurations, or new systems.
- Ensuring the software used within the organization is genuine.
- Verify application results by conducting system audits of technologies implemented.
- Identify and eliminate security vulnerabilities with strategic solutions that increase data security.

- Develop and implement policies and procedures for authorizing permissions to access data, technology applications and systems.
- Preserve assets by implementing disaster recovery, backup procedures, information security and control structures.

### **Qualifications and Experience**

- Master's degree in Computer Science/Cyber Security/Computer Engineering/Information Systems/Information Security or related field preferred with Minimum 4 years of experience within the information technology field.
- (OR)
- Bachelor's degree in Computer Science/Cyber Security/Computer Engineering/Information Systems/ Information Security or related field preferred with Minimum 6 years of experience within the information technology field.
- (OR)
- Minimum 9 years of experience within the information technology field.
- Experience in the financial industry preferred.
- Sound understanding of computer systems, networks, security, telecommunications, databases, and storage systems.
- Sound working knowledge of relevant programming languages and security protocols.
- Specialized knowledge and experience of MIS and application designing skills.
- Working knowledge of website and database designing skills.
- Experience in IT Strategic and Implementation Plan.
- Excellent analytical and problem-solving skills.
- Understanding of complex information and requirements.
- Experience in the most current technologies.
- CCNA, CCNP or networking related certificates would be an added advantage.
- CEH, CCISO, OSCP, OSWP or other Security related certificate would be an added advantage.

### **Remuneration**

- Gross pay between MVR 27,500 – MVR 29,500 depending on the Qualification and Experience.

### **Working Hours**

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Applications, together with (CV/resume, copy of academic certificates, Copy of National ID card, reference letters from current/previous employers supported by nonrelated referees should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-manager-it> On or before **28<sup>th</sup> January 2021, 14:00hours**. **Only short-listed candidates will be notified.**