

DEPUTY DIRECTOR MIS

Duty Station:	Peshawar
No of Positions:	01
Report To:	Director HR/Admin and Finance
Salary Package:	Equivalent to BPS 18 of KP Project Pay Policy

A. Job Description

i) Overall Role

The role of Deputy Director MIS is to plan, organize, and execute all IT functions of KPUMA including directing all IT operations to meet both internal and external requirements as well as supporting and maintaining existing IT applications and developing new technical solutions.

ii) Key Responsibilities

The major areas of responsibility for the Deputy Director MIS include:

- Providing leadership and management on IT strategy and systems to support the business functions of KPUMA;
- Monitoring the performance of existing networks and systems and ensuring optimum utilization of IT resources;
- Developing strategies and implementation plans for improved IT systems that may include preparing technical specifications, design, development, implementation and training;
- Leading the procurement of new IT systems and software including negotiating with prospective suppliers of IT products
- Maintaining security and privacy of KPUMA's IT systems and communication lines.

iii) Key Tasks

The specific tasks shall include but not be limited to:

- Providing management, support and guidance on IT matters to Director HR/Admin and Finance and other senior managers in KPUMA;
- Effective management and maintenance of all IT networks and systems;
- Preparing IT related management reports and presenting the HR/Admin and Finance and other senior managers;
- Preparing tender and contract specifications, conduct tender processes including analysing proposals;
- Leading the strategic planning, procurement and development of new IT products and services;
- Reviewing annually the performance of the IT Division against future KPIs to be targeted as part of the review of the KPUMA Business Plan and relevant Operating Manuals;
- Working with the senior management of KPUMA where IT services needs to be updated or amended to improve delivery;
- Maintaining professional and technical knowledge by attending educational workshops, expanding professional networks, and participating in professional societies.

- Perform other related duties as required.

B. Position Requirements

i) Attainments

a) Qualification

Master in computer sciences /IT/ information system with Bachelor in computer sciences/ IT / information system/ software/computer engineering from a HEC recognized university.

Specialized Training - Professional training courses in IT, IT risk management, IT Audit, IT management and any other skills considered relevant for the position.

Active Affiliations - membership of relevant recognized Industry or Professional Organisations.

b) Experience

At least 7 years of post-Qualification relevant experience including 3 years in a mid-level management position. Experience in a similar role is highly desirable. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

ii) Core Competencies

- Extensive experience and knowledge at the managerial level in the IT and communications fields;
- Comprehensive knowledge of contemporary IT products and their suppliers, systems, concepts, and methodologies;
- Demonstrated technical knowledge and managerial expertise in the design, installation and maintenance of IT and telecommunications systems;
- Managerial ability to perform independently at the senior management level working under pressure of frequent/tight deadlines and often in demanding and unpredictable circumstances;
- Demonstrated ability to achieve successful and timely outcomes;
- Mature, credible, and comfortable in dealings with senior management, clients and other stakeholders;
- Proficiency in IT, Microsoft Office and relevant software (s) is essential; and
- Excellent oral and written communication skills.

iii) Circumstances

- Age 35 - 45 years.
- Fluency in English and Urdu, Pashto would be an added advantage.
- Good health allows to work long and irregular hours (when required).