UGANDA BAPTIST SEMINARY

JOB DESCRIPTION

Title	ICT Manager
Reports To	Deputy Principal of Finance and Administration
Direct Reports	None

Overview
The ICT Manager is responsible for coordinating, planning, and leading computer related activities at UBS. They help determine the ICT needs of an organization and are responsible for implementing computer systems.

Responsibilities

- Develop new network troubleshooting strategies to help reduce downtime and decrease maintenance costs.
- Create rational strategies for upgrading the company's network software whenever a new update is available.
- Construct and implement plans to ensure the company's network continues to operate smoothly in the event of a problem.
- Purchase equipment as needed while staying under budget.
- Stay up to date with new network technology and report this information to the DPFA.
- Work closely with faculty to help students complete their assignments.
- Teaching computer skills to students.
- Manage information technology and computer systems.
- Plan, organize, control, and evaluate IT and electronic data operations.
- Ensure security of data, network access and backup systems.
- Act in alignment with user needs and system functionality to contribute to organizational policy.
- Work with providers as needed.
- Identify problematic areas and implement strategic solutions in time.
- Perform miscellaneous job-related duties as assigned.

Competencies

- Adaptability to change and willingness to adopt new processes and ideas.
- Excellent organization skills.
- Strong computer literacy.
- Strong critical thinking and decision-making skills.
- Excellent project management skills and strong ability to prioritize.
- Firm grasp on IT infrastructure and operations best practices.