

### **Schedule of Duties – IT Manager**

1. To be responsible for:
  - (i) all works relating to Information Technology, including co-ordination and management of projects, preparation, updating and implementation of IT plans, preparation and appraisal of tenders for hardware, software, etc.
  - (ii) the establishment of software and data security procedures to protect the confidentiality of information at the Authority.
2. To write simple programmes and perform trouble shooting activities in the field of Information Technology.
3. To advise on Information Technology issues and liaise with external organisations in matters relating to IT.
4. To provide technical assistance on equipment evaluation, selection and installation.
5. To formulate and implement IT plans.
6. To advise and assist in the construction and implementation of the training policies for the upgrading of IT skills of all staff in the Authority.
7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the IT Manager in the roles ascribed to him.