

STATE TRADING CORPORATION

SCHEME OF SERVICE

- Post** : IT Manager
- Code** : STC 39
- Salary** : **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**
- Qualifications** : A. By selection from among candidates who:
- i) Possess a degree in Computer Science or Computer Engineering or Information Systems or Information Technology;
 - ii) Possess a Master's Degree in Computer Science or Computer Engineering or Information Systems or Information Technology;
Or an equivalent qualification acceptable to the Corporation
 - iii) Reckon at least 5 years' post-qualification experience in IT
 - iv) Have excellent leadership, communication and managerial skills; and
 - v) Have effective communication and interpersonal skills

Candidates should produce written evidence of all experience claimed

Responsible : To be responsible to the General Manager for the efficient and effective organization and management of the IT Division of the Corporation.

- Duties** :
- 1) To develop and manage the IT Strategy and platform for the Corporation
 - 2) To formulate strategic IT policies and to implement plans and projects to meet the corporate needs
 - 3) To assess future IT needs of the Corporation and to advise management thereon
 - 4) To provide technical advice on IT equipment, including evaluation, selection, commissioning and development
 - 5) To manage the IT systems of the Corporation
 - 6) To provide and develop the relevant and supporting technology for new lines of business
 - 7) To monitor and manage servers
 - 8) To develop and maintain the Corporation's intranet
 - 9) To optimise new and innovative web/communication instruments such as social media, internet of things etc.

- 10) To liaise with leading IT institutions for best practice beneficial to the Corporation
- 11) To develop procedures for the effective maintenance of the systems
- 12) To keep abreast and advise on new developments in Information and Communication Technology and its related fields
- 13) To monitor and supervise team members
- 14) To review employees' performance and contribution
- 15) To use ICT in the performance of his duties; and
- 16) To perform such other duties directly related to the main duties above or related to the delivery of the output and results expected from the IT Manager in the roles ascribed to him/her.

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