MAURITIUS STANDARDS BUREAU

MOKA

List of duties for IT Manager

Role and Responsibilities:	To assist in the delivery of timely and cost-effective ICT operational support services at the Bureau
Duties:	1. To be responsible to the Director for all IT technical support and application development/maintenance activities at the Bureau; 2. To effect co-ordination between the different functions, plan, organise, schedule and monitor staff postings, assignments and workloads; 3. To provide leadership and direction in the development of standards, procedures, strategies, staff training programmes and workflows to improve operational efficiency and ensure optimal use of resources; 4. To oversee the administration and maintenance of Information Technology infrastructure at the workplace; 5. To provide technical assistance on equipment evaluation, selection and installation; 6. To supervise and train subordinate staff; 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.