

## VACANCY ADVERTISEMENT - INFORMATION TECHNOLOGY MANAGER PROJECTS

### Main Purpose of the Job

The Institute of Development Management is a regional organization, with campuses in Botswana, Lesotho and Eswatini providing Education, Training, Research and Consultancy services. IDM invites applications from suitably qualified candidates for the position of Information Technology Manager Projects.

The incumbent will be responsible for leading and directing the day-to-day execution of IT projects and operations in the Institute. Additionally, the IT Manager Projects will be responsible for discerning and bringing forth technology infrastructure and solutions to actuate the Institute forward through the development and implementation of robust information technology strategies.

### Key Performance Areas and Responsibilities

- Manages assigned IT projects to ensure adherence to budget, schedule, and scope of projects, reviewing work plans that set out in detail, the activities and associated timelines thereof.
- Plans and oversees the preparation and dissemination of project communications.
- Assists and monitors vendors' adherence to agreed work plans through reports of the objective measures of progress and such other measures as are appropriate.
- Administers and manages the Institute's database management systems.
- Develops master information systems plan and implements in accordingly.
- Defines annual information technology requirements and associated budget.
- Generates cost benefits analysis reports when IT procurements and upgrades are necessary, constantly analysing vendors to ensure that the best possible service and value is offered for Institute needs.
- Provides leadership for the design, development, implementation and coordination of the information technology policies, procedures and standards framework within the Institute.

- Develops and execute Institute-wide disaster procedures, and maintains data backups.

### Education and Experience

**Qualification:** Degree in Information Technology or related field. Membership to a recognised professional body would be an added advantage.

**Experience:** A minimum of 7 years post qualification experience of which 3 years will have been at supervisory/managerial level in a tertiary level training institution or within a private service industry.

### Key Competencies

- Team Leadership & Motivation
- Planning, Organising & Coordinating
- Critical Thinking & Innovation
- Initiative and proactive
- Consultations & Interpersonal Relations
- Assertive and innovative

### Remuneration

IDM offers an attractive remuneration package commensurate with qualifications and experience.

Applications, accompanied by a detailed CV, contact details, certified copies of educational qualifications and contact details of three referees, should be addressed to the Director of Corporate Services, Institute of Development Management, P O Box 60167, Gaborone Botswana, and sent electronically to [ro-recruitment@idmbls.ac.bw](mailto:ro-recruitment@idmbls.ac.bw) by close of business 10 June 2022.

Applicants are requested to quote the job title on the email's subject line.

**N.B.** The position is tenable in Gaborone, Botswana.