	Information Technology Manager Job Description		Document Number: JD-SS-07.01
	Department: Information Technology	Effective Date: June 14, 2016	Revision No 0

I Reason for Existence

Information Technology (IT) Manager is responsible to lead/manage all aspects of applications and related technologies of the company. He/ She maintains information technology strategies by managing staff; researching and implementing technological strategic solutions.

II Immediate Leader

Reports to the Senior Vice President (SVP) - Chief Finance Officer/Chief Resource Officer.

III Duties and Responsibilities

1. Perform as a strategic business partner and provide quality IT advisory services to internal and external customers and translate business requirement into quality solutions to improve business process.
2. Lead as Subject Matter Expert (SME) and the representative of application(s) to the business enabling the effective delivery of business required solutions in the above areas.
3. Communicate with business leaders, vendors and colleagues in understanding current & future business needs, operational challenges and new business pipelines and manage IT resources / business expectations accordingly.
4. Accomplish information technology staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.

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5. Maintain staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
6. Maintain organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
7. Direct technological research by studying organization goals, strategies, practices, and user projects.
8. Perform other functions as assigned by his/her immediate superior.

IV Minimum Qualifications

1. University degree holder in Computer Science, Industrial Engineering, Supply Chain Engineering or related discipline; Master in Business Administration (MBA) or Master in Information Technology (MIT) is highly preferred.
2. At least 10 years solid IT experience in functional / technical architecture design of ERP or Supply Chain System, etc.
3. At least 5 years of team leading experience; multinational / regional work experience in is highly advantageous.
4. Demonstrate proven track record of successfully delivering projects in distribution, logistics or manufacturing industry in multiple geographies and disparate requirements. Project experience involved Business Process Reengineering (BPR) is required.
5. Strong abilities to liaise, co-operate and work with all levels of internal customers.

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6. Well-rounded project experience in a service delivery environment, ideally spanning across strategy, product / service offering, operation, and IT related projects within quality and budget.
7. Strong leadership, influencing, inter-personal, coordination, people management skills to lead project teams in delivering projects.
8. Proven communication and negotiation skills.
9. Excellent both in oral and written communications.

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