|  |
| --- |
| **GRADE** |
|  |

**Title of Position:** Applications Support and Operations Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Immediate Supervisor:** Head – Information and Communications Technology

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Titles of Direct Subordinate(s):** Application Support Specialist, ICT Analyst

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:** Harare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION A: REPORTING RELATIONSHIP**

**ORGANOGRAM**

**SECTION B: OVERALL PURPOSE**

Manages the implementation, operation, maintenance and support of all application technologies within National Building Society. The Applications Support and Operations Manager is responsible for the Management of applications projects, ICT Service Management for all applications, supervision of applications support and operations staff members and recommendations to the Head of ICT regarding ICT applications strategies, policy and procedures that support business strategies for sustainable growth, service excellence and profit maximization.

**SECTION C: MAIN DUTIES & RESPONSIBILITIES**

| **MAIN DUTY AND RESPONSIBILITY** |
| --- |
| 1. **GENERAL MANAGEMENT (Align, Plan and Organise)** 2. Contribute to ICT Strategy 3. Manage Applications Architecture 4. Manage Applications Innovation 5. Manage Applications and Operations Budget and Costs 6. Manage Applications Support and Operations Human Resources 7. Manage Applications Relationships 8. Manage Applications Service Agreements 9. Manage Applications Suppliers 10. Manage Applications Quality 11. Manage Applications Risk 12. Manage Applications Security 13. **PROJECT MANAGEMENT (Acquire, Build and Implement)** 14. Manage applications programs and projects 15. Manage applications requirements definition 16. Manage solutions identification and build 17. Manage applications availability and capacity 18. Manage applications change 19. Manage applications change acceptance and transitioning 20. Manage applications Knowledge 21. Manage applications Assets 22. Manage Applications Configuration 23. **SERVICE MANAGEMENT (Design, Service and Support )** 24. Manage Operations 25. Manage Applications Service Requests and Incidents 26. Manage Applications Problems 27. Manage Continuity and Disaster Recovery 28. Manage Business Process Controls 29. **MONITORING (Monitor, Evaluate and Assess** 30. Monitor, evaluate and Assess Performance and Conformance 31. Monitor, evaluate and Assess the System of Internal Control 32. Monitor, evaluate and Assess Compliance with external requirements |
|  |

**SECTION D: DECISION MAKING**

The job incumbent can make the following decisions without necessarily consulting his/her supervisor within policy and guaranteeing the development of a sound business framework for the Division.

* Decides on applications project implementation and evaluation strategies;
* Decides on applications improvement strategies;
* Develops applications budgets and monitors budget performance (taking corrective action where necessary);
* Decides on when approved changes are to be implemented to the live systems.
* Decides on solutions to a challenge in the event of a disaster or system malfunction.
* Decides on strategies to ensure smooth execution of ICT operations activities
* Technical training for applications support and operations employees;
* Decides on the prioritization of logged jobs

**SECTION E: PLANNING REQUIRED**

The planning horizon of this job ranges from 1 months to two years. Short term plans and medium term plans are developed and implemented by the incumbent. Listed below are examples of plans (planning) that are made by this job:

* Resource utilization planning
* Planning software deployments and upgrades
* Operations and systems mantainance plan.
* Business Continuity plan.
* DRP simulation plan.
* Prioritizing outstanding calls
* Annual Leave plans
* Planning user training

**SECTION F: SUPERVISORY RESPONSIBILITY**

* 1. **Supervision Given**

|  |  |
| --- | --- |
| **Job Title Of Direct Subordinate(s)** | **Method And Frequency Of Supervision** |
| Application Support Specialist x 2; ICT Analyst | Department Meetings (Monthly) |
| Reports (Weekly, Monthly, Quarterly, Annual) |
| Feedback session/ meetings (Ad hoc) |
| Performance Appraisals (Bi Annually) |

* 1. **Supervision Received**

|  |  |
| --- | --- |
| **Job Title Of Immediate Supervisor(s)** | **Method And Frequency Of Supervision** |
| Head of ICT | Departmental Reports (Monthly) |
| Meetings (Monthly) |
| Executive Management Meeting (Monthly) |
| Performance Appraisal (Quarterly) |

**SECTION G: PROBLEM SOLVING**

Listed below are the typical work related problems that may be experienced in this position:

* Managing difficult internal and external clients
* Determining which helpdesk issues to prioritize
* Managing scarce human resources in demanding support environment
* Managing delicate balance between cost containment and providing timely support to customers
* Ensuring Systems are properly tested and all documention is in place
* Addressing or attending to complicated ICT System challenges
* Ensure compliance to service level agreement in terms of support
* Deciding on action to take during a disaster
* Ensure compliance of systems to audit requirements
* Ensure all challenges, delays and problems are escalated within the expected times.

**SECTION H: ACADEMIC QUALIFICATION/TRAINING REQUIRED**

1. **Academic Qualification and Experience**
2. Minimum B.Sc. Information Systems, Computer Science, Electronic Engineering, Telecommunications Engineering or equivalent.
3. Information Technology Infrastructure Library (ITIL foundation).
4. A minimum of 5 years similar work experience, 3 years of which should have been at a managerial level preferably in the Banking and Financial services sector.
5. **Additional Training Required**

The incumbent MAY need the following on-going training in-order to perform this job effectively:

* ICT Service Management
* ICT Governance
* ICT Security
* Business Process Engineering
* Project Management Training – particularly, Prince II

**SECTION I: CRITICAL OR TECHNICAL COMPETENCIES REQUIRED**

* Must have system administration skills
* Ability to liaise with senior stakeholders and manage expectations
* Must be have knowledge of project management
* Must understand requirements Analysis
* Must have Data Analysis skills
* Must have good communication skills
* Must be able to work with minimal supervision
* Must have strong analytical and problem solving skills
* Must be customer focused and results-oriented
* Must be able to coach and mentor subordinates;
* Business Continuity Management practices and protocols, including in-depth knowledge of international BCM standards promoted by BCI and DR. and ISO
* Must have knowledge of DB2, Oracle and SQL databases; IBM WAS, MQ Series and JBOSS Application servers.
* Must have knowledge of system integration.

**CONFIRMATION OF JOB DESCRIPTION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed by Incumbent (Name) (Signature) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed by Supervisor (Name) (Signature) Date