Information Technology Department

1. Chief Information Officer (CIO)

- **Job Description**:
  - Oversee all IT activities and initiatives.
  - Develop and implement IT policies and strategies.
  - Manage the department's budget and resources.
  - Ensure compliance with IT regulations and standards.
  - Collaborate with other departments and external partners on IT matters.
  - Represent the department in public forums and meetings.
- **Job Specifications**:
  - **Responsibilities**:
    - Develop and implement strategic IT goals and objectives.
    - Monitor and evaluate the effectiveness of IT programs and policies.
    - Manage the department's budget, including forecasting and resource allocation.
    - Ensure all operations comply with local, state, and federal IT regulations.
    - Build and maintain relationships with key stakeholders, including government officials, community leaders, and IT organizations.
    - Lead, motivate, and develop a team of IT professionals.
    - Prepare and present reports on departmental performance and IT issues to senior management and elected officials.
    - Innovate and implement new IT technologies and practices to improve IT management.
  - **Requirements**:
    - **Education**: Master's degree in Information Technology, Computer Science, or a related field.
    - **Experience**: 10+ years in IT management, with at least 5 years in a senior leadership role.
    - **Skills**:
      - **Leadership**: Proven ability to lead and manage large teams and complex projects.
      - **Strategic Planning**: Experience in developing and executing long-term strategic plans.
      - **Budget Management**: Strong financial acumen and experience managing large budgets.
      - **Communication**: Excellent verbal and written communication skills, with the ability to present complex information clearly and effectively.
      - **Problem-Solving**: Strong analytical and problem-solving skills, with the ability to think strategically and implement innovative solutions.
      - **Stakeholder Management**: Ability to build and maintain strong relationships with a wide range of stakeholders.
    - **Certifications**: CISM (Certified Information Security Manager) or equivalent is preferred.
  - **Benefits**:
    - Salary: QAR 50,000 per month

- Comprehensive health insurance
- Retirement plans
- Paid time off (30 days per year)
- Professional development opportunities

2. Assistant CIO

- **Job Description**:
  - Assist the CIO in managing department operations and executing IT programs.
  - Develop and implement IT policies and procedures.
  - Oversee staff performance and ensure compliance with IT regulations.
  - Manage departmental projects and initiatives, ensuring they are completed on time and within budget.
- **Job Specifications**:
  - **Responsibilities**:
    - Assist in the development and implementation of strategic IT goals and objectives.
    - Support the CIO in budget management and financial reporting.
    - Coordinate activities among various units within the department to ensure seamless service delivery.
    - Supervise, mentor, and develop junior staff.
    - Ensure departmental operations comply with IT laws and standards.
    - Handle public inquiries and complaints related to IT issues.
    - Manage departmental projects, including planning, execution, monitoring, and reporting.
    - Identify opportunities for process improvement and implement best practices.
  - **Requirements**:
    - **Education**: Bachelor's degree in Information Technology, Computer Science, or a related field.
    - **Experience**: 8+ years in IT management, with at least 3 years in a management role.
    - **Skills**:
      - **Leadership**: Strong leadership and team management skills.
      - **Policy Development**: Experience in developing and implementing IT policies and procedures.
      - **Staff Management**: Proven ability to manage and develop staff.
      - **Communication**: Excellent verbal and written communication skills.
      - **Problem-Solving**: Strong analytical and problem-solving abilities.
      - **Project Management**: Experience managing projects from inception to completion.
    - **Certifications**: ITIL (Information Technology Infrastructure Library) certification or equivalent is preferred.
  - **Benefits**:
    - Salary: QAR 40,000 per month
    - Comprehensive health insurance
    - Retirement plans

- Paid time off (25 days per year)
- Training and development programs

3. IT Manager

- **Job Description**:
  - Manage the daily operations of the IT Department.
  - Ensure compliance with IT regulations and standards.
  - Implement departmental policies and procedures to enhance IT management.
- **Job Specifications**:
  - **Responsibilities**:
    - Oversee the execution of IT programs and initiatives.
    - Monitor staff performance and provide training and development opportunities.
    - Develop and manage departmental budgets.
    - Liaise with other departments and external partners on IT issues.
    - Address public complaints and inquiries related to IT management.
    - Prepare and present reports on IT performance.
    - Identify areas for improvement and implement changes to enhance IT management.
    - Ensure compliance with health and safety regulations.
  - **Requirements**:
    - **Education**: Bachelor's degree in Information Technology, Computer Science, or a related field.
    - **Experience**: 5+ years in IT management or a related field.
    - **Skills**:
      - **Operations Management**: Strong ability to manage daily operations.
      - **Coordination**: Excellent coordination and organizational skills.
      - **Problem-Solving**: Strong analytical and problem-solving abilities.
      - **Communication**: Effective verbal and written communication skills.
      - **Budget Management**: Experience in managing budgets.
    - **Certifications**: IT management certifications are beneficial.
  - **Benefits**:
    - Salary: QAR 35,000 per month
    - Comprehensive health insurance
    - Retirement plans
    - Paid time off (20 days per year)
    - Professional development opportunities

4. Systems Administrator

- **Job Description**:
  - Manage and maintain the municipality's IT systems and infrastructure.
  - Ensure system security and data integrity.
  - Provide technical support to users.
- **Job Specifications**:
  - **Responsibilities**:

- Manage and maintain the municipality's IT systems and infrastructure.
- Ensure system security and data integrity.
- Perform regular system backups and updates.
- Provide technical support to users and resolve IT issues.
- Monitor system performance and make recommendations for improvements.
- Collaborate with other departments on IT projects.
- Maintain accurate records and documentation of IT systems.
- Participate in training programs on IT systems and security.
  - **Requirements**:
    - **Education**: Bachelor's degree in Information Technology, Computer Science, or a related field.
    - **Experience**: 3+ years in systems administration or a related field.
    - **Skills**:
      - **Technical Skills**: Strong technical skills in systems administration and IT infrastructure management.
      - **Security Awareness**: Knowledge of IT security practices and regulations.
      - **Problem-Solving**: Ability to troubleshoot and resolve IT issues effectively.
      - **Communication**: Effective verbal and written communication skills.
      - **Attention to Detail**: Meticulous in maintaining records and documentation.
    - **Certifications**: CompTIA Security+, Microsoft Certified Systems Administrator (MCSA), or equivalent is preferred.
  - **Benefits**:
    - Salary: QAR 25,000 per month
    - Comprehensive health insurance
    - Retirement plans
    - Paid time off (18 days per year)
    - Training opportunities

5. Network Engineer

- **Job Description**:
  - Design, implement, and maintain the municipality's network infrastructure.
  - Ensure network security and performance.
  - Provide technical support for network-related issues.
- **Job Specifications**:
  - **Responsibilities**:
    - Design, implement, and maintain the municipality's network infrastructure.
    - Ensure network security and performance.
    - Monitor network traffic and troubleshoot network issues.
    - Configure and maintain network devices, such as routers and switches.
    - Collaborate with other departments on network-related projects.
    - Provide technical support for network-related issues.
    - Maintain accurate records and documentation of network infrastructure.

- Participate in training programs on network management and security.
  - **Requirements**:
    - **Education**: Bachelor's degree in Information Technology, Computer Science, or a related field.
    - **Experience**: 3+ years in network engineering or a related field.
    - **Skills**:
      - **Technical Skills**: Strong technical skills in network design and management.
      - **Security Awareness**: Knowledge of network security practices and regulations.
      - **Problem-Solving**: Ability to troubleshoot and resolve network issues effectively.
      - **Communication**: Effective verbal and written communication skills.
      - **Attention to Detail**: Meticulous in maintaining records and documentation.
    - **Certifications**: Cisco Certified Network Associate (CCNA) or equivalent is preferred.
  - **Benefits**:
    - Salary: QAR 28,000 per month
    - Comprehensive health insurance
    - Retirement plans
    - Paid time off (18 days per year)
    - Training opportunities

6. IT Support Specialist

- **Job Description**:
  - Provide technical support to users and resolve IT issues.
  - Maintain IT equipment and software.
  - Assist in the implementation of IT projects.
- **Job Specifications**:
  - **Responsibilities**:
    - Provide technical support to users and resolve IT issues.
    - Maintain IT equipment and software.
    - Assist in the implementation of IT projects.
    - Monitor IT systems and troubleshoot issues.
    - Collaborate with other departments on IT-related matters.
    - Maintain accurate records and documentation of IT support activities.
    - Participate in training programs on IT support and best practices.
    - Ensure compliance with IT regulations and standards.
  - **Requirements**:
    - **Education**: Bachelor's degree in Information Technology, Computer Science, or a related field.
    - **Experience**: 2+ years in IT support or a related field.
    - **Skills**:
      - **Technical Proficiency**: Strong technical skills in IT support and troubleshooting.
      - **Communication**: Effective verbal and written communication skills.

- **Problem-Solving**: Ability to troubleshoot and resolve IT issues effectively.
- **Customer Service**: Strong customer service skills and the ability to work with diverse users.
- **Attention to Detail**: Meticulous in maintaining records and documentation.
  - **Certifications**: CompTIA A+ or equivalent is preferred.
- **Benefits**:
  - Salary: QAR 20,000 per month
  - Comprehensive health insurance
  - Retirement plans
  - Paid time off (15 days per year)
  - Training opportunities

7. Software Developer

- **Job Description**:
  - Design, develop, and maintain software applications for the municipality.
  - Ensure software quality and performance.
  - Collaborate with other departments on software projects.
- **Job Specifications**:
  - **Responsibilities**:
    - Design, develop, and maintain software applications.
    - Ensure software quality and performance through testing and debugging.
    - Collaborate with other departments on software projects and requirements.
    - Maintain accurate records and documentation of software development activities.
    - Provide technical support for software applications.
    - Participate in training programs on software development and best practices.
    - Innovate and implement new software technologies to improve municipal services.
  - **Requirements**:
    - **Education**: Bachelor's degree in Computer Science, Software Engineering, or a related field.
    - **Experience**: 3+ years in software development or a related field.
    - **Skills**:
      - **Technical Proficiency**: Strong technical skills in software development and programming languages.
      - **Problem-Solving**: Ability to troubleshoot and resolve software issues effectively.
      - **Communication**: Effective verbal and written communication skills.
      - **Attention to Detail**: Meticulous in maintaining records and documentation.
      - **Teamwork**: Ability to work collaboratively with other team members.

- **Certifications**: Certifications in software development (e.g., Microsoft Certified: Azure Developer) are a plus.
- **Benefits**:
  - Salary: QAR 25,000 per month
  - Comprehensive health insurance
  - Retirement plans
  - Paid time off (18 days per year)
  - Training opportunities