JD 004 MANAGER – SYSTEM INTEGRATION

Job Title:	**Manager Systems integration**
Grade:	KS 4
Ministry /Corporation:	Kenya Bureau of Standards
Directorate/Division	Finance and Strategy
Department:	ICT
Section / Unit:	**Systems integration**
Location / Workstation:	KEBS Head office - Popo Road, Off Mombasa Road
Reporting Relationships	
Reports to:	Head of Department - ICT
Direct reports:	Assistant manager systems integration
Indirect Reports:	a) Principal applications developer b) Officer ICT applications programmer c) Assistant officer applications programmer

Job Purpose

The job holder is responsible for identifying new ICT solutions, modify, enhance or adapt existing systems and integrate new features or improvements, all with the aim of improving business efficiency and productivity.

Key Responsibilities / Duties / Tasks

I. Managerial / Supervisory Responsibilities

a) Monitor and manage all business application automation activities of the section and checks that ICT systems are aligned with business processes, secure, to ensure cost reduction improved turnaround time.
b) Conceptualize ICT strategies, policies and procedures in line with best practice through research, analysis and evaluation of new applications technologies and makes recommendations for their deployment.
c) Manage ICT systems project teams in software development/acquisition as per the user department specifications and ensure proper system testing and full implementation is done.
d) Plan and monitor target achievements within the section and submit reports to the HOD ICT.
e) Monitor and evaluate supplier performance based on the service level agreements and submit reports to HOD ICT for decision making.
f) Carry out staff appraisal, personal and professional development, leave management and succession planning of staff within the section.
g) Monitor implementation of contracts with external suppliers for the provision of technical support as required.
h) Supervise appropriate deployment, support and maintenance of outsourced software as per the running legal contracts.
i) Participate in development of the Department's Work plan and budget;
j) Prepare monthly, quarterly and annual sectional reports
k) Mentor and coach staff
l) Participate in the implementation of the performance management system in the section
m) Participate in departmental meetings
n) Participate in committee meetings as appropriate

II. Operational Responsibilities / Tasks

a) Support head of ICT in the conceptualizing and application of creative, innovative, appropriate, reliable and integrated technological solutions that enable KEBS to efficiently and effectively fulfil its mandate.

b) Coordinate system upgrades and security backups of hardware and software systems, in line with the needs analysis of business applications that support the organizations mandate.	
c) Prepare, report and plan for the section and implements annual budgets for the section.	
d) Makes strategic, operational and financial decisions for decisions for the section	
e) Plans the work of subordinates	
f) Assigns work to subordinates	
g) Monitors subordinates work performance	
h) Appraises/evaluates subordinates' performance	

Job Dimensions:

I. Financial Responsibility:

a) Development of budgets.
b) Sectional expenditure approvals.

II. Responsibility for Physical Assets

a) Responsible for physical assets assigned by the institutions.
b) Provides oversight for the physical assets assigned to the department.

III. Decision Making:

a) Makes strategic, operational and financial decisions.
b) Plans the work of subordinates
c) Assigns work to subordinates
d) Monitor subordinates work performance
e) Appraises/evaluates subordinates' performance

IV. Working Conditions:

Works predominantly within the office.

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic Qualifications

a) Have a bachelor's degree in any of the following fields: Information Technology, Computer Science/Engineering, Business Information Technology or its equivalent qualification from a recognized Institution;
b) Masters' degree in related field.

Professional Qualifications / Membership to professional bodies

a. ICT professional certification in either database management, Information security management or application development (MCITP, MCTS CCNA, CCNP, MCSE, N+,A+);
b. Project Management
c. Member of a professional body and in good standing,
d. Management Course lasting not less than four (4) weeks from a recognized institution;
e. Relevant management systems auditor/assessor.
f. Fulfilment of chapter six of the constitution of Kenya

Previous relevant work experience required.

At least eight (8) years relevant work out of which three (3) years' experience in a supervisory capacity.

Need to know:	Attributes:
a) System analysis and design	a) Interpersonal skills
b) User Acceptance Testing	b) Time management
c) Database Implementation and Maintenance	c) Communication skills
d) Data Storage technologies	d) Team player
e) ACCPAC Enterprise Resource Planning	e) Attention to detail
	f) Innovative
	g) Critical thinking

f) Information security management technologies g) Windows server administration technologies h) ISO 9001 i) Xenapp server technologies j) Testing Laboratories Sample Master Laboratory Information Management System administration k) Business continuity management	h) Organizational skills