



The Students' Loan Bureau (SLB) invites applications from suitably qualified persons for the following positions:

1. Systems Administrator (Assistant Manager), MIS (Grade 3A)

Scope of Responsibilities

This position reports to the Manager, Management Information Systems department and is responsible for assisting with the daily supervision of the staff engaged in providing information technology solutions to the Bureau, ensuring the effective implementation and maintenance of the information systems that support the Bureau's effectiveness. The incumbent will also ensure efficient utilization of people and information technology in keeping with the Bureau's strategic goals.

Technical Responsibilities

- Assists the MIS Manager in the preparation and implementation of the operational plan and procedures for the Management Information Systems (MIS) Department.
- Manages the administrative functions to support the
 - a. Addition of new users to the system
 - b. Security of the network along with Network Administrator
 - c. Management and maintenance of the IT infrastructure (internal & external)(Fileserver, Active Directory (AD) structure, Databases, Mail server and Firewall).
- Manages and troubleshoots IT Infrastructure.
- Assists with the development and maintenance of disaster recovery activities.
- Establishes systems controls and ensures the relevant documentation and communication of these controls.
- Monitors the implementation and adherence to quality assurance standards to guide the technical operations.
- Monitors compliance with policies and procedures for the effective recording, analysis and reporting of all information technology matters.
- Assists in organizing the deployment of staff ensuring they are effectively utilized to achieve the Department's objectives as well as personal growth and development.
- Provides advice and guidance on Information Technology matters to all department managers and other personnel.
- Represents the MIS Manager at meetings and other fora, as required.

Management Responsibilities

- Assists in supervising the day-to-day functions in the MIS Department and monitors the operations to ensure compliance with deadline and policies.
- Sets targets, provides guidance and support, and undertakes performance appraisal for staff supervised.
- Contribute to the development of the implementation of the SLB's Information Technology strategic plan.

- Ensures that all required reports are accurately and properly prepared in accordance with required deadlines and formats for internal as well as external reporting. Ensure that data in the system are easily accessible in user-defined format.
- Assists with maintaining budgetary controls for the Department.
- Develops and implements continuous training plan for staff in the MIS Department and wider users of the IT services (all staff, and external stakeholders).

Qualifications and Experience

- BSc. Degree in Computer Science, Management Information Systems
- At least (3) years' experience in an Information Technology environment, with two (2) years' being at supervisory level.

Specific Knowledge Required

- Knowledge of information technology computer systems and software
- Knowledge of supervisory principles and practices
- Knowledge of the Bureau's policies, regulations and practices relating to Information Technology

Skills, Behaviours and Competencies Required

- Ability to provide supervision and direction for the MIS team.
- Proficiency in the use of management information systems, computer applications and other relevant information technology packages.
- Demonstrated capability to interface and maintain effective relationships with all departments.
- Excellent oral and written communication skills.
- Detail oriented with logical and methodological approach to problem solving and decision making.
- Ability to plan and schedule the work of others.
- High level of confidentiality and integrity
- Excellent negotiation skills.
- Excellent leadership, teambuilding and interpersonal skills
- Ability to multi-task and operate within a dynamic environment.
- Methodical, businesslike, meticulous, honest, self-assured and self-motivated

Remuneration Package

- Basic Salary \$1,754,407 to \$2,392,373 p.a.