

## IT MANAGER – P5

The IT Manager will be responsible for the organisation and subsequent management of IRENA's IT function to ensure a stable, reliable and secure IT system. The IT Manager will also be responsible for the future strategic vision of IRENA's IT function by regular analysis of organizational and user requirements and needs.

### **Organizational Setting and Reporting Relationships:**

The IT Manager will be located at the IRENA Secretariat Headquarters in Abu Dhabi, United Arab Emirates. However his/her geographical remit will also cover the Innovation Technology Centre in Bonn and the Liaison Office in Vienna.

She/he will be reporting directly to the Manager of Site Support.

The duration of the contract will be 3 years with the potential to renewal.

### **Grading:**

P5

**Responsibilities:** Within delegated authority the IT Manager will be responsible for the following duties:

- To ensure that IRENA's IT system is functional, reliable and secure and with only minimal system downtime.
- To implement a standard helpdesk procedure for any technical issues highlighted by users.
- To ensure all IRENA's IT assets are correctly recorded and accounted for.
- To assess IRENA's current IT environment against best practice and produce the vision and strategy for development.
- To analyze and outline both infrastructure and application needs for both the short and medium term for IRENA.
- To ensure that all of IRENA's IT projects are correctly managed to ensure delivery within time and specified budget.
- To set department KPI's outlining IT department effectiveness and performance.
- To stay up to date with new IT technologies and best practice.
- To manage and adapt the IT team in line with organisational objectives.

### **Work implies frequent interaction with the following:**

The Manager of Site Support; IRENA Executive Management team, IRENA employees and IT counterparts within other international organisations.

**Results Expected:** To successfully assess, identify and implement a suitable IT strategy in line with a growing international organisation. To plan, continually monitor and improve IRENA's IT policies, procedures and processes to ensure optimum IT performance and to ensure IRENA's technology architecture remains both reliable and secure and in line with similar international organisations.

**Competencies:**

- **Professionalism:** Knowledge of, and ability to plan, implement and continually monitor the policies, procedures and processes of IT department in a professional manner.
- **Communication:** Speaks and writes both clearly and effectively. Ability to listen to users concerns and needs, responding appropriately.
- **Teamwork:** Works collaboratively with both colleagues within IT department and users from the wider organization.
- **Planning & Organizing:** Develops clear departmental goals and targets that are consistent with agreed strategies; identifies priority activities and assignments; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.
- **Accountability:** To ensure that all responsibilities and commitments are completed to the best of his/her ability in line with both operational objectives and organizational rules and regulations.
- **Creativity:** Ability to 'think outside of the box' with regards to both problem solving and identifying future IT strategy.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect.
- **Commitment to Continuous Learning:** Seeks to develop oneself professionally by adding new technology skill sets and monitoring industry best practice.
- **Technological Awareness:** Keeps abreast of new technological developments to ensure IRENA's IT is in line with advancements in technology.

**Qualifications:**

**Education:** A minimum of Masters level degree educated in Information Technology or Computer Science. A recognised Project Management qualification would also prove advantageous.

**Experience:** A minimum of 10 years of progressively responsible IT experience including senior IT management experience. Extensive IT strategy and planning experience. Excellent knowledge of IT architecture including hardware (including networks, servers) and software (applications and OS's). Extensive ICT project delivery experience. Conversant with IT security management, IT risk management and IT security policies.

**Language:** Excellent command of written and spoken English is essential. Fluency in other languages would be advantageous.

### **Applications**

Submission of applications: Qualified candidates may submit their application by sending a complete and comprehensive CV and a letter of interest via e-mail to [recruitment@irena.org](mailto:recruitment@irena.org) under the reference **Application for IT Manager** before 6<sup>th</sup> March 2010.

Kindly indicate the reference and title of the position when applying.

Applications sent by written mail and/or after the closing date will not be considered.

All applications will be treated with strict confidentiality and respect. IRENA is committed to achieving workforce diversity in terms of gender, nationality, culture. Individuals from minority groups, indigenous and people with a disability are encouraged to apply.

Reference checks will be made after pre-selection and interviews for short listed candidates. For more information on IRENA, visit IRENA web site at [www.irena.org](http://www.irena.org)