



Braeburn Schools
Summum Appeto

JOB DESCRIPTION - COUNTRY ICT MANAGER

Job Title:	Country ICT Manager
Department:	ICT
Reports to:	Chief Operations Officer
Supervises:	Directly: <ul style="list-style-type: none">• Country ICT Systems Administrator• Country ICT Network Administrator• Country ICT Procurement Officer• Country ICT Administrative Assistants• Lead Systems Integrator and Developer Dotted line to the Schools ICT Staff
Revision Date:	June 2026

Job Purpose

The Country ICT Manager is responsible for the development of the Company information technology (IT) strategy and ensuring that all systems required to support the Company operations and objectives are in place. The incumbent oversees the use of Information technology (IT) at Company level with the overall goal of ensuring that information technology adds the maximum value to the Company to facilitate success of the Company operations.

Key Duties/ Responsibilities

1. Develop and maintain the ICT infrastructure strategy and vision for internal systems design and development, systems planning, programming, computer operations, networks, data warehousing, architecture, data processing, data security, systems support, and analysis.
2. Establish and maintain ICT governance frameworks to ensure that the school's ICT infrastructure and systems are secure, and reliable and ensuring effective communication of these policies and procedures to all stakeholders
3. Develop and oversee the implementation of ICT projects to ensure they are delivered on time, within budget, and to the required quality standards plans and timelines

4. Develop, manage and monitor the ICT budget, ensuring resources are allocated effectively to meet the school's ICT needs. Identify areas for cost savings or investment.
5. Manage relationships with ICT vendors and service providers, monitor vendor performance and service level agreements as required.
6. Develop and implement data management policies and procedures, ensuring data is backed up securely to protect from loss or damage, and access is controlled appropriately.
7. Manage the day-to-day operations of the information technology department including directing staff, and support administrative computing, networking, user services, telecommunications and all other information technology functions.
8. Foster a culture of innovation and continuous improvement within the Company, encouraging ICT staff to identify and implement improvements to the school's ICT infrastructure and systems.
9. Provide a reliable and secure ICT infrastructure that supports the school's overall strategic objectives while providing efficient and effective services to staff and students
10. Direct, plan, organize, and control all of activities of the Company's management information systems and ensure the effective efficient and secure operation of all automated data processing systems. Select and implement suitable technology to streamline all internal operations.
11. Manage staff capacity and skill levels within the IT department to meet current and planned outputs. Implement and monitor performance management programs and support departmental staff through training, mentorship and coaching
12. Responsible for developing and implementing policies and procedures related to the use of ICT resources, ensuring that they comply with regulations and standards.

Key Outputs/Deliverables

- i. A robust IT system to manage the Company's operations
- ii. Proper laid out IT Organisation structure, Policies & Procedures
- iii. Effective utilization of the IT budgets and cost reduction
- iv. Utmost service availability through ICT infrastructure, applications and services v. IT security
- vi. Effective management of strategic partnerships with key technology suppliers and stakeholders

Qualifications and Educational Requirements

- Bachelor's degree in business or information technology related field; a Masters degree is preferred;
- Certification in System Administration, Networking, Hardware, Database management;

Knowledge, Experience and Competences

- Minimum ten (10) years' work experience in IT systems administration and management with at least 3 years' experience managing and/or directing IT operations.
- Excellent knowledge of IT systems and infrastructure, planning, designing/developing and implementing IT systems.
- Excellent working knowledge with productivity tools Microsoft Office Programs, IT operations frameworks and IT project management frameworks
- Strong leadership skills with hands-on capability and management style.

- Planning, coordination, work monitoring and problem resolution skills.
- Demonstrate a high degree of sensitivity, confidentiality when dealing with internal and external customers.
- Results oriented with excellent negotiation, interpersonal, communication and social skills.
- A forward planner with clear focus, ardent team player and able to work with remote supervision in a diverse environment;
- Good decision-making skills with a sense of diplomacy, attention for detail and strong analytical ability;
- Business acumen, strategic thinker with ability to make sound decisions for the business
- Have good problem analysis and reporting skills;
- High moral standing with impeccable integrity

Approval

Job Holder	Supervisor
Company ICT Manager Signature: Date:	Chief Operations Officer Signature: Date:

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.*