

## Job Card

- Job Title: Manager of Information Technology Unit

### Job Reference

- Administration Manager.

### Responsible for

- Employer of Information Technology Unit.

### Job Summary

- Supervise the Information Technology Unit, advertisement on the screens and installation of the equipment for meetings and be responsible for electronic devices in the classroom and maintenance of staff devices.

### Job Description

- Supervise the Information Technology Unit.
- Access to the latest developments in this area, according to regulations and instructions.
- Contribute to the training of the employees of the faculty (staff members, administrative and technicians) proficiency in the use of computer and electronic workflow.
- Offer advisory and technical services for the faculty regarding the use of computers.
- Offer information and data to the staff in the faculty yearly and save them for reference.
- Follow-up the Faculty Website and constantly update its knowledge, develop services and add services to it to appear in a decent appearance.
- Contribute to and coordinate with the departments and the Faculty Administration about the need to provide or design programs and systems.
- Supervise offering the spare parts for IT equipment and labs when needed.
- Follow-up offering of technical support to the faculty staff and employees about the design of official and personal websites.
- Follow-up connection of new computers to the Internet.
- Cooperate with the Faculty Administration in the application and activation of the e-management programs.
- Supervise the operation and maintenance of computers and networks and their operating systems and software applications.
- Evaluate periodically the hardware and software and ensure their performance.
- Supervise the new technical projects in the Faculty and follow-up implementation by the executing companies.
- Supervise the computer labs in the faculty.
- Process the computers with programs and update them continuously, in cooperation with the Information Technology Center at the University.

- Reform the distribution equipment breakdowns in the Faculty, in cooperation with the Information Technology Center in the university.
- Assist faculty members and students in operating the education aids.
- Perform any other work, related to his job, assigned to him by the Administration Manager.

### **Qualifications and Experiences**

- Diploma with the relevant experience at least or bachelor degree in information technology.
- One year experience in information technology.

### **Skills and Abilities**

- Competent to perform the required tasks.
- Have a leading personality and willing to take responsibility.
- Skilled in communicate with others, encouraging them for team work.
- Master the English language.

