** BRITISH VIRGIN ISLANDS PORTS AUTHORITY **

 **VACANCY NOTICE 3/2018**

 **INFORMATION SYSTEMS (IS) MANAGER**

The British Virgin Islands Ports Authority seeks to employ an experienced full-time IS Manager to oversee all Information Technology ***(IT)*** functions of the Authority to lead a team of IT professionals and oversee the Authority’s technological operations and the implementation of new IT systems and policies.

**Primary Responsibilities:**

**For the successful candidate, the role of IS Manager of the Authority offers an opportunity to:**

* Oversight of all technology operations (e.g. network security) and evaluation of them according to established goals
* Devise and establishment of IT policies and systems to support the implementation of strategies set by the Board and the management team
* Analysis of business requirements of all departments for recommendation of technological needs
* Purchase of efficient and cost-effective technological equipment and software
* Identification of the need for upgrades, configurations or new systems and recommendation to upper management
* Management of IT staff Ensure security of data, network access and backup systems
* Procurement, Budgeting, Forecasting, and management of IT assets

**Requirements:**

* Excellent knowledge of technical management, data governance, information analysis and of computer hardware/software systems, networks, network administration and installation
* Experience in the development, ownership and management of IT budget through its full life-cycle
* Expertise in inventory and procurement management of IT equipment and services
* People management skills including experience in developing and leading a team
* Excellent organizational and leadership skills
* Outstanding communication abilities
* Project management experience and the ability to balance competing priorities between multiple projects as well as operational support.
* Proven ability to work in a dynamic and innovative environment
* Experience in creating and implementing IT policies and systems to ensure IT systems effectivity in operating within budget, time and specifications of the Authority

**Qualifications:**

* 5+ years working experience as an Information Systems Manager, or relevant experience
* BSc/BA and/ or higher in Information Technology, Engineering or relevant field
* CISCO / networking experience and certifications: CCNA or CCNP
* Microsoft certifications: MCSA or MSCE

**CLOSING DATE: October 16, 2018**

Please send applications to:

 **Chairman of BVIPA Board of Directors**

 **British Virgin Islands Ports Authority**

 **Box 4, Road Town, Tortola.**

 **British Virgin Islands**

 **or email to: *jjthomas@bviports.org***