

Terms of Reference

Designation: Director General

Post Type: Permanent, Full time

Reporting Relationships

The Director General will be the Head of the Information Technology Division. He/she will also work closely with other members of the Information Technology Division.

Scope of Work

- Actively engage in the design and development of software to provide quality, high performance, user-centered, and data rich web applications.
- Contribute to the development of enhancements to existing software as well as new software.
- Collaborate in a team environment to share best practices, implement process improvements, and ensure software quality.
- Devise and establish IT policies and systems to support the implementation of strategies set by upper management
- Analyze the business requirements of all departments to determine their technology needs
- Purchase efficient and cost effective technological equipment and software
- Inspect the use of technological equipment and software to ensure functionality and efficiency
- Identify the need for upgrades, configurations or new systems and report to upper management
- Running regular checks on network and data security

- Identifying and acting on opportunities to improve and update software and systems
- Conducting regular system audits
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages

Desired Experiences:

Experiences – Hardware and Network Support:

- Completed Cisco network trainings.
- Designed and implemented a secure Datacenter with High Availability.
- Hands-on experience in Datacenter Cooling Systems, Datacenter Backup Systems, Datacenter Monitoring Systems and Datacenter Power Backup Systems.
- Hands-on experience in managing Tower Servers, Rack Servers and Blade Servers.
- Hands-on experience in managing Network Attached Storage (NAS) and Storage Area Network (SAN).
- Hands-on experience in Datacenter Switches, Datacenter Routers and Datacenter Firewalls.
- Hands-on experience in Virtual LAN and Subnetting.
- Hands-on experience in Virtual Private Network.
- Hands-on experience in Intrusion Detection Systems (IDS) and Intrusion Prevention Systems (IPS).
- Hands-on experience in enterprise level wireless networking.
- Hands-on experience in data sharing across government network.
- Hands-on experience in Private Cloud, Public Cloud and Hybrid Cloud environments.

- Completed VMware virtualization trainings.
- Designed and implemented a VMware secure virtualized server environment with high availability.
- Hands-on experience in virtualized backup concepts and virtualized disaster recovery concepts.
- Completed Microsoft Windows Server trainings.
- Designed and implemented a secure server environment with high availability.
- Hands-on experience in Microsoft Windows Server Active Directory Domain Services, Active Directory Federation Services, Group Policy Management, DHCP Server, DNS Server, File and Storage Services, Print and Document Services, Remote Desktop Services, Web Server IIS and Windows Server Update Services.
- Hands-on experience in Microsoft Team Foundation Server.
- Hands-on experience in monitoring and carrying out maintenance tasks with 99.9% uptime.

Added Advantage

- Added advantage if hands-on experience in managing a Virtualized Desktop Environment.
- Added advantage if hands-on experience in Containers Virtualization Technology.
- Added advantage if hands-on experience in managing a server operating system other than Microsoft Server.
- Added advantage if hands-on experience in managing a locally hosted enterprise level email server.

- Added advantage if hands-on experience in managing a locally hosted enterprise level PABX.
- Added advantage if hands-on experience in managing a source control software other than Microsoft Team Foundation Server.

Experiences – Software Development:

- Hands-on experience in all phases of System Development Life Cycle.
- Hands-on experience in Data Flow Diagrams, Context Diagrams, Data Dictionary, Decision Trees, Decision Tables, Structured English, Pseudocode.
- Hands-on experience in leading a team of developers to design and build a Microsoft ASP.NET MVC web applications using HTML, CSS, Bootstrap, JQuery, C# and LINQ, of 2 Years.
- Hands-on experience in Microsoft SQL Server.
- Hands-on experience with Code First and Database First models.
- Hands-on experience in Microsoft SQL Server Stored Procedures and Triggers.
- Hands-on experience in REST Web Services and SOAP Web Services.
- Hands-on experience in Mobile Application Development for IOS and Android.
- Hands-on experience in Single sign-on authentication scheme.
- Hands-on experience in Web Sockets.
- Hands-on experience in Alpha Testing and Beta Testing.
- Hands-on experience in deploying application to Microsoft IIS Web Server.
- Hands-on experience in deploying application to Linux Distribution.

Added Advantage

- Added advantage if hands-on experience in Programming Languages other than Microsoft C# (Eg: PHP, Python, Java, JavaScript)
- Added advantage if hands-on experience in Web Frameworks other than Microsoft ASP.NET (Eg: Laravel, Angular, Vue)
- Added advantage if hands-on experience in ASP.NET Razor Pages, ASP.NET Blazor and ML.NET
- Added advantage if hands-on experience in Database Servers other than Microsoft SQL Server. (Eg: Oracle, MySQL, PostgreSQL, MongoDB)