

## **JOB DESCRIPTION**

**Position Title:** IT Manager

**Position Supervisor Title:** Commercial Manager

**Purpose of position:** Ensure up-time of IT systems to support production and other departments to function with efficiency. You will oversee the management and administration of Unix and Windows Servers, LAN network, IT Backup and recovery and IT Security.

### **RESPONSIBILITIES**

#### **Specific Responsibilities**

- Unix and Windows server Administration.
- Responsible for up-time of IT system supporting production environment and support departments 24/7 through staff activities with personal attention to major deviations.
- Manage EDI Data Exchange.
- Responsible for up-time of Telecommunication equipment supporting production environment and support departments 24/7 through staff activities with personal attention to major deviations.
- Responsible for day-to-day smooth running of IT and telecommunication equipment through staff activities with personal attention to major deviations.
- Responsible for IT service to production and support departments through staff activities with personal attention to major deviations. Manage LAN Network.
- Responsible for IT staff management that includes managing, leading, motivating, coaching, employment, competence and training.
- Responsible for IT system security through staff activities with personal attention to major deviations.
- Responsible for managing IT and Telecommunication suppliers and service providers.
- Responsible for IT Backup procedures and breakdown and emergency operations 24/7 through staff activities with personal attention to major deviations.
- Chairing disciplinary matters

#### **General Responsibilities**

- All Employees of KSRB are responsible to comply with their contract of employment, the Kromberg and Schubert disciplinary code, direct instructions and target settings and procedures from their superiors, the Kromberg & Schubert QMH 1.00.00.00, the Kromberg & Schubert UMH 10.00.00.00, all related Procedure Instructions and Work Instructions, all national and international legal requirements and norms relevant for product and operations.
- Adherence to the procedures and requirements arising out of the OHSA and in order to maintain workplace safety is responsibility of every employee.
- Every employee must comply to security requirements and protect the property of Kromberg & Schubert and its employees.
- Knowledge and Experiences, esp. if acquired in training provided by Kromberg & Schubert and if required for fulfilment of responsibilities must be maintained. Outstanding training or retraining requirements must be reported to the next superior immediately.

## **AUTHORITIES**

### **General Authorities**

- All reasonable measures to ensure workplace safety, security of property of Kromberg & Schubert and its employees, compliance to QMH 1.00.00.00, UMH 10.00.00.00, all related Procedure Instructions and Work Instructions, all national and international legal requirements and norms relevant for product and operations in absence of the superior or instructions from the superior or in accordance to his instructions. Immediate information of superior is required.
- Where reasonable put Material, Equipment and Operation (Production) on hold for Quality, Safety and Compliance Reasons. Immediate information of superior, Quality Manager, Production Manager and Technical Manager or their Deputies required.

## **PERSON SPECIFICATIONS**

### **Qualifications and Experience**

- A BSc computer Science or equivalent with relevant experience in Solaris, Sybase and Windows Administration.
- 5 years' relevant IT experience with at least 2 years in a managerial role.

### **Competencies**

- Ability to work under pressure in meeting deadlines
- Conceptual/analytical skills
- Inter/intrapersonal skills
- Excellent communication skills
- Strategic focus
- Integrity/Honesty/Loyalty
- Courage
- Adaptability
- Facilitation/presentation skills
- Innovative/creative (problem solving skills)