

**TERMS OF REFERENCE**

<b>Name of Role</b>	IT Manager	
<b>Supervisor</b>	Operations Manager	
<b>Supervisee(s)</b>	Senior IT Officer	
<b>Location</b>	Jakarta, Indonesia	
<b>Purpose of Role/ Position</b>	The IT Manager will oversee and lead the development of IT needs of all offices under this specific contract, including for organizing and execution of IT functions for MAHKOTA Project and its counterpart (TNP2K, Poverty Data Management Team and Social Protection Hub). S/he is also responsible to ensure that CARDNO Emerging Market's policy and MAHKOTA Operation Manual are applied.	
<b>Duration</b>	One year with possible extension	Period: 1 August 2020 – 31 July 2021
<b>Responsibilities/ Tasks</b>	<ul style="list-style-type: none"> <li>• Directing all IT operations support to meet projects requirements as well as the support and maintenance of infrastructure and applications development.</li> <li>• Provide the delivery, strategic support and oversight of the technology aspects of project initiative including IT strategy and implementation plan.</li> <li>• Working closely with MIS team to Identify areas of opportunity for the use of technology and take steps to implement where feasible</li> <li>• Set up technology and provide ongoing asset maintenance/support in all MAHKOTA Project and its counterpart</li> <li>• Provide guidance to all staff regarding tools and strategies to ensure that programming utilizes technology in an effective way.</li> <li>• Remain well-informed about IT System applied and all project counterpart and working group issues affecting on the Information Technology.</li> <li>• Managing secure network access for remote users</li> <li>• Designing maintenance procedures and putting them into operation</li> <li>• Liaise and coordinate with technical TNP2K team and implementing partners to ensure effective delivery of activities.</li> <li>• Ensure preparation and submission of IT reports.</li> <li>• Coordinate with CARDNO IT on IT implementation at MAHKOTA office, especially in MAHKOTA IT Security</li> <li>• Perform other duties as delegated by the Operations Manager</li> <li>• Maintain stringent standards of personal behaviour in interactions with children and take steps to report concerns about child abuse or risks to children.</li> </ul>	
<b>Selection Criteria</b>		
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>• Formal qualifications in Information and Communication Technology, computer science or other related courses</li> </ul>	

	<ul style="list-style-type: none"> <li>• Experience in developing plan and analysing for project IT needs</li> <li>• Knowledge on IT Strategic and Implementation Plan</li> <li>• Hands-on experience with computer networks, network administration and network installation</li> <li>• Excellent analytical and problem-solving skills</li> <li>• Understanding of complex information and requirements</li> </ul>
<b>Experience/s</b>	See above
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Computer hardware and software systems and programs</li> <li>• Computer viruses and security</li> </ul>
<b>Interpersonal Skills</b>	Good communication skills (verbal and written)
<b>Teamwork Skills</b>	Ability to coordinate and consolidate inputs from team members
<b>Time Management</b>	Proven ability to deliver to deadline; can manage time effectively and with limited supervision
<b>Language Skills</b>	Fluent in written and spoken English and Bahasa