

ZCCM-IH PLC

JOB DESCRIPTION

1.0 IDENTIFICATION SECTION

JOB TITLE : Chief ICT Officer

JOB GRADE : ZH2

DEPARTMENT : ICT

2.0 JOB PURPOSE

To implement and manage all technical and management information systems and electronic communications within the organization, and establish the IT policies, technical procedures and standards to ensure that there are sufficient systems for the organizational needs.

3.0 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Design of ICT Systems	Ensures that ICT systems are designed, developed and implemented to meet specific ZCCM-IH needs.
Security System	Ensures that the security and integrity of organizations systems and data is maintained at all times through the installation and daily managing of the anti-virus software, creating user of accounts with passwords; Devises and documents new or revised procedures relating to security control of all ICT environments, systems, products or services in order to demonstrate continual improvement in control; Conducts security control reviews for most control types and techniques and for most types of business applications and computer installations.
Backup Measures	Ensures that daily, weekly and monthly backups of the system are run.
ICT Policy	Leads in the reviewing of the ZCCM-IH ICT Policy Manual and implement with management's approval.

Planned Maintenance	Plans and enforces the daily and quarterly routines hardware and software maintenance checks and repairs of ICT equipment; Plans and supervises the implementation of ICT systems in the company; Maintains close contact with software vendors and package solution providers and software houses, to determine that staff have the necessary support structure and skills to develop these applications to an acceptable quality and standard; Ensures that routine maintenance of accurate inventory of technology hardware, software and resources, and repairs all faulty ICT equipment is done.
Design of ICT Infrastructure	Designs the computer network infrastructure and effectively implement the installation of the computers of ZCCM-IH to facilitate effective communication.
Capacity Building	Conducts and implements ICT training on existing technology within the company in order to impart the latest knowledge and skills in computers.
Supervision	Supervises safe storage of all ICT information media at appropriate locations; Ensures that all users have access to their respective personal and shared resources on the network (files, printers, email and internet).

4.0 **REPORTING RELATIONSHIPS**

- a) **Reports to:**
Chief Executive Officer
- b) **Other Jobs Reporting to (4a) above:**
- Chief Investment Officer;
 - Chief Technical Officer;
 - Chief Financial Officer;
 - Chief Legal Officer;
 - Chief Human Resource and Administration Officer;
 - Chief Internal Audit Officer; (dotted line)
 - Company Secretary; (Dotted line)
 - Risk Manager;
 - Corporate Affairs Manager;

- Procurement Manager;
- Manager Strategy;
- Special Assistant- MD; and
- Personal Assistant.

c) **Number and level of immediate subordinates:**

Systems Administrator
 Network Administrator
 ICT Technician

2.5.5 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

a) **Professional Qualification:**

Grade 12 certificate
 Bachelor's degree Computer Science; Information Systems; Computer Engineering
 A Master's Degree in related field will be added advantage
 Relevant professional membership

b) **Minimum Relevant Pre-Job Experience:**

7 years' experience in a similar position

c) **Skill Specifications:**

- Numerical skills
- Computer skills
- Technical skills

d) **Other Attributes (Personality Traits)**

- Integrity
- Innovative
- Collaborative

Job Holder's Name: Job Holder's Signature:

Supervisor's Name: Supervisor's Signature:

Date of Issue:

