



POSITION DESCRIPTION

POSITION TITLE : Group IT Director/K1002

DEPARTMENT : IT

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Finance Director

POSITIONS SUPERVISED : 4-8

POSITION PURPOSE

The Group IT Director is responsible for KOJ computer systems within company, ensuring all systems operate effectively and efficiently, purchasing relevant IT Infrastructure (Hardware, Software etc), providing the right IT needs for business and also contributing to KOJ business policy and strategic planning.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Manage IT department to increase sales and profitability by using technology to reduce cost, improve efficiency, and decision making processes
- Manage various IT team verticals to deliver efficient results
- Manage IT department so it is aligned to business growth and strategy
- Build appropriate IT team so all IT Infrastructure is used and run efficiently
- Implement right projects that help business in achieving strategic goals
- Build strategic relationships with vendors and peers to bring in best practices and delivery for all IT investments
- Identify the needs of business and build IT objectives, long-term strategy and Team to enable right IT Infrastructure and process
- Based on companies overall vision and goals, recruit, mentor and build the right IT team to meet internal and external customers needs
- Develop business case for IT projects with maximum ROI & implement same
- Develop and manage Annual IT business strategy and action plan
- Manage budget of IT department and report on same
- Involve in business decision and recommend right solutions for growth
- Based on companies need – build the right Helpdesk team and support structure
- Implement appropriate Upgrade plan for all Hardware and Software
- Manage all IT services to business and monitor their SLA's
- Be up to date with IT industry developments and how it improves business
- Direct, train and motivate staff, so the technology utilization in business is at optimum levels
- Review IT team performance and take / recommend corrective actions

PERSONAL CHARACTERISTICS:

- Investigative
- Has initiative
- Persistence
- Attention to detail
- Self motivated



PERFORMANCE MEASUREMENTS

- IT – Service availability (measured every quarter on 24 IT services provided)
- Successful projects – measured annually on cost, time and business sign off
- Drive ITCC ticket volumes down – measured every month

QUALIFICATIONS\REQUIREMENTS:

- B.Sc. or B.A in Computer Science or related field
- Graduate degree is highly desirable
- 10-15 years experience in IT field
- Proven leader in implementing solutions that save cost and bring positive ROI
- Project Management skills
- Good understanding of Retail business and how IT impacts same
- Impeccable spoken and written English

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Drive for Results - 4
- Integrity and Trust - 4
- Negotiation Skills - 4
- Teamwork - 4
- Strategic Thinking - 4
- Priority Setting and Time Management - 4
- Managing Relationships - 4
- Valuing Diversity - 4

Department Head:

Employee: