CENTRAL WATER AUTHORITY

JOB SPECIFICATION

POST   :   **IT MANAGER**

RESPONSIBLE TO :   Deputy General Manager (Adm.)

SALARY   :   Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x

2000 – 75800 x 2150 – 77950 **(PRB 2021) CWA 63**

QUALIFICATIONS :   A.   A Degree in Computer Science

OR

An equivalent qualification acceptable to the Board.

B.   At least five years post qualification experience in Unix, Network, X Base or RDBMS, Windows Environment and C or 4 GL.

Experience in Client/Server Architecture and wide area Networks (WAN) would be an advantage.

NOTE :

In the absence of candidates possessing the qualifications at (B) above, consideration may be given to candidates with at least three years experience.

DUTIES   :   To be in charge of the Information Technology Department;

To prepare, update and implement Information Technology Plans;

To co-ordinate and manage computer projects;

To prepare and appraise tenders for hardware and software acquisitions/services ;

To advise management on Information Technology matters and policies;

To control the library of software and the fleet of hardware and accessories, and to ensure their proper maintenance/upkeep.

To establish software and data security procedures to protect the confidentiality of information;

To mount training courses and train staff in Information Technology;

To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

Approved by Central Water Board on 10th September 2008 - CWB(08)218

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