

## Job Description

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|---|----------------------------------|--------------------------|--------------------------------|
| <b>Job Title</b>                                  | <b>IT Manager</b>                |                          |                                |
| <b>Strategic Business Unit</b>                    | TVET IV                          | <b>Location</b>          | Islamabad Or Karachi           |
| <b>Pay Band</b>                                   | Consultancy Contract (Long Term) | <b>Contract Duration</b> | 4.5 Years Consultancy Contract |
| <b>Deadline to Apply:</b> 15 June 2024 (11:59 PM) |                                  |                          |                                |

## About the project

This project is a 54-month programme jointly co-financed by the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ and the British Council and the overall objective of this action is to contribute towards strengthened inclusive socio-economic development of Pakistan, with sufficient skilled and relevant human capital available to meet private sector needs.

The British Council is leading on € 10 million funding for component 4; to increase availability of skilled female labour force in digital skills and high-tech professions. The British Council through delivering the component 4 of the project aims to develop high quality, relevant and inclusive TVET system with improved progression pathways to higher education and employment for Women, including refugee and returnee, and women with disabilities.

The project will be implemented in Khyber Pakhtunkhwa, Baluchistan and Gilgit Baltistan with an aim to develop and roll out new digital skills and high-tech CBT&A packages in Robotics, Artificial Intelligence, IoTs, and Data Science/Analytics including green skills and life skills as cross-cutting modules in collaboration with private sector, to be endorsed by federal authorities. The project will also establish two CoEs with the focus on digital skills and high-tech to offer career-focused training programmes to build the capacity of institutions for sustainability through teacher training, internationally accredited Digital Centre of Excellence and Public Private Partnership for the employment of trained students. This will also include women/ girls, persons with disabilities, migrants, returnees, and refugee communities as part of the target group.

## About the role

The post holder will be responsible to ensure the effective planning, implementation, and management of day-to-day IT operations and IT systems aspects of the project. This includes defining project-specific IT requirements, assembling, and selecting and deploying appropriate IT components, overseeing the IT budget, and ensuring the quality and reliability of IT components but not limited to Laptops, Printers, Access Control and Vendor Management.

The appointee will have responsibility for:

- To work with project team for IT Service deliveries for their business operations

- To ensure IT services and operations not limited to IT hardware, software, networks, CCTV, Access Control Video conference and Printers Infrastructure across offices.
- Employees Onboarding and offloading to ensure IT Inventory and compliance.
- Physical IT Equipment hands-on Installations, maintenance, including but not limited to Laptops, Servers, Printers, and network equipment.
- IT Inventory management for GIS compliance, Audits and Governance.
- Access Control System maintenance and Operations
- To work with vendors to ensure smooth operations and service delivery.
- To provide advice and support relating to the implementation of agreed IT solutions.
- GSD Local support Incident management assigned by and through GSD.
- To ensure that the performance of IT systems and services meet service level standards and adhere to corporate policies, including IT security, information management and acceptable IT usage.

### Safeguarding

- The post holder will understand the importance of safeguarding and ensure policies and processes are in place to offer maximum protection of children, young people and adults in the project and at all relevant events and venues and ensure compliance with the British Council's safeguarding policy and its implementation standards in the project.
- Undertakes project safeguarding risk assessment and monitors the implementation of activities accordingly.
- Escalating all safeguarding concerns to the National Safeguarding Manager, Pakistan
- Ensure partners/third parties are aware of their duty of care for protecting children and adults.

### Reporting and Line Management:

The IT manager will report to Senior Programme Manager.

### Required qualifications and experience

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|-----------------------------|---|--|
| <b>Skills and knowledge</b> | <ul style="list-style-type: none"> <li>• Excellent knowledge of technical management, information analysis and of computer hardware/software systems</li> <li>• Expertise in data centre management and data governance</li> <li>• Hands-on experience with computer networks and network administration.</li> <li>• Strong written and verbal communication skills.</li> </ul> |  |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• at least 2 year proven working experience as an IT Manager or relevant experience.</li> <li>• Experience of working with donor funded projects.</li> <li>• Proficient in MS Excel, Outlook and Word</li> </ul>   |  |

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| <b>British Council values and behaviours</b> | <p>British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are:</p> <p>Open and Committed; Expert and Inclusive; Optimistic and Bold.</p> <p>For further information please visit the below pages.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.britishcouncil.org/sites/default/files/bc_behaviours.pdf">https://www.britishcouncil.org/sites/default/files/bc_behaviours.pdf</a></li> <li>• <a href="https://www.britishcouncil.org/about-us/our-values">https://www.britishcouncil.org/about-us/our-values</a></li> </ul> |  |
| <b>Condition of employment</b>               | <p>Proof of Identity requirements/right to work in country.</p> <p>Candidates are expected to have researched whether they have the right to live and work in the Pakistan in which the role is based.</p>   |  |

### Submission guidelines:

- Email subject: Application for 'Post title'
- KINDLY SHARE YOUR CVS ALONG WITH COVER LETTERS ON THE FOLLOWING ADDRESS: [tvvet.iv@britishcouncil.org.pk](mailto:tvvet.iv@britishcouncil.org.pk)
- Applicants failing to comply with the above-mentioned guidelines will not be considered.
- Only Shortlisted candidates will be called for interviews.