



EMPLOYMENT OPPORTUNITY SECURITIES COMMISSION OF THE BAHAMAS

The Securities Commission of The Bahamas (the Commission), a statutory agency responsible for the oversight, supervision and regulation of the Investment Funds, Securities and Capital Markets, in or from The Bahamas, as well as the supervision of Financial and Corporate Service Providers, invites applications from qualified individuals for the following position:

MANAGER – INFORMATION TECHNOLOGY

Principal Responsibilities

The Information Technology Department Manager's core responsibilities are to:

- Oversee the administration and maintenance of the company's IT and telephony infrastructure.
- Oversee the administration of the company's IT policies, procedures and manuals.
- Oversee troubleshooting, systems backups, data security, archiving, and disaster recovery and provide support when necessary.
- Implement changes to Internal IT Systems and company website.
- Respond to elevated help desk issues.
- Interact with internal clients on all levels to help resolve IT-related issues and provide answers in a timely manner.
- Build and maintain vendor relationships and manage the purchase of hardware and software products
- Develop and manage department budget.
- Ensure that company assets are maintained responsibly.
- Initiate and implement improvements in all areas of IT responsibility.
- Serve as main point of contact on all IT-related matters.
- Assist in the planning and implementation of upgrades to the company's telephone system, intranet system, Website and internal database systems.
- Supervise development of internal databases.
- Oversee all telephone changes, including routing for seating assignments.
- Assume responsibility for the mobile phone policy and administration.
- Perform such other job-related duties as assigned.

Knowledge/Skills

- Strong written and oral communication skills
- Strong technical knowledge of network and PC operating systems, including Microsoft Server, SQL databases, Exchange, Windows 7/8, IIS, Hyper-V, SAN technologies.

- Strong technical knowledge of current network hardware, protocols, and standards, including Nortel switches and firewall, iSCSI.
- Strong understanding of project management principles.
- Strong leadership and interpersonal skills.
- Excellent written and oral communication skills.
- Ability to conduct and direct research into IT issues and products as required.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly self-motivated and directed.
- Proven analytical, problem-solving abilities and attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Exceptional customer service orientation.
- Extensive experience working in a team-oriented, collaborative environment.

Qualifications/Experience

- Bachelor and/or Master's degree in Accounting, Finance or IT.
- 10 - 15 years' experience in Information Technology, of which, a minimum of 5 years must be at the Management level.
- Knowledge of Microsoft server technologies as well as SQL server databases.
- Certifications in IT Service Management, Cisco, Virtualization or IT Security would be a plus.
- Experience in the financial services industry would be an asset.

Competitive salaries and benefits will be offered.

Contact Information

Interested persons should submit their applications no later than **13th April 2017** to:

Manager, Human Resources Department

Securities Commission of the Bahamas

Tel: (242) 397-4100

Fax: (242) 326-4802

E-mail: hrm@scb.gov.bs

Website: www.scb.gov.bs