

IT OPERATIONS MANAGER

JOB DESCRIPTION

Summary

The IT Operations Manager is responsible for Riffa Views International School's (RVIS) learning and business infrastructure. RVIS has a strong culture of learning innovation which relies on a robust technical environment of 800+ devices. The IT manager heads up the IT Operations team, ensures learning services are highly accessible and provides a secure and reliable platform for business operations.

The IT Manager reports to the Superintendent.

Essential Experience

- Graduate degree in Information Technology or similar.
- Proven ability to lead and manage a small team of technical staff.
- Track record in deploying technical solutions across an SME.
- Proactive leader who can identify problems, plan initiatives, and provide comprehensive solutions.
- High level of written and verbal business level English.
- MCSA, CCNA (Security), CCNP and/or NSE certifications preferred.

Required Technical Experience

- ERP implementation experience similar too Odoo, SAP or Microsoft Dynamics
- ITIL service framework
- Blended device environments - OSX, iOS, Chrome, Android and Windows
- Microsoft Server Administration
- Network Security Management
- Cisco networking and APs
- VMware ESXi
- Meraki MDM
- Print Server (Equitrac)
- Backup Mangement (Veaam)

Desirable Technical Experience

- G Suite Administration
- Windows Azure Disaster Recovery
- PABX systems

Business Experience

- Project Management
- Budget development and management
- Vendor relationship management
- Process, workflow and documentation development
- Presentation and training skills

Application Process

Please submit the following to Susan Scott - sscott@rvis.edu.bh

1. A cover letter (one A4 page max).
2. A comprehensive CV including three referees with full contact details.
3. A brief overview of two technical initiatives/projects you have led. Please describe the context, any tasks or actions you led and the outcome(s) of the project. (2 A4 pages max).