

JOB DESCRIPTION

Job Title:	ICT Executive	Department:	ICT
Grade:		Reports to:	General Manager, Multi-Sport Games

Job Purpose	The IT executive is responsible for coordinating, planning, and leading computer-related activities at the Olympic Council of Malaysia (OCM), including determining the ICT needs of the OCM and is responsible for implementing computer systems to fulfill the organization's information systems requirements.
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Job Description and Responsibilities:
<ul style="list-style-type: none">• To design, develop, implement and coordinate systems, policies and procedures of ICT, including forward planning and testing new technologies and providing relevant recommendations to the OCM• To ensure the smooth-running of the OCM's ICT system including but not limited to monitoring and maintaining OCM's servers (Unix & Windows), computer systems and network, installing and configuring hardware and software, and solving technical problems.• To ensure security of data, network access and backup systems• To act in alignment with user needs and system functionality to contribute to OCM's policy• To identify problematic areas and implement timely strategic solutions, including but not limited to trouble-shooting, repairing equipment, etc.• To preserve OCM assets, information security and control structures• To provide technical support to OCM employees (this may be in person or over the phone)• Able to operate Content Management System (CMS)

Experience Required	
*Functional Experience (No. Of years, Specialized Field if any)	2 years minimum experience working in the ICT industry
Education and Qualifications Required	
Certificate / Diploma / Degree in Information Technology or any related area	
Any Additional Requirements (<i>Language Skills, Computer Skills</i>)	
<ul style="list-style-type: none"> • Highly skilled in Programming Language (Web, Applications, Mobile) and Networking Setup (LAN, Wifi) • Highly skilled in Server, Computer and Mobile setup and maintenance (Windows, Mac, Linux, Unix, Android, ios) • Able to operate Content Management System (CMS) • Ability to think creatively against a brief • Possess own transport or ability to travel independently • Ability to work under pressure and against tight deadlines • Ability to occasionally work during weekends • Competent understanding & knowledge of the sports is an advantage • Self-discipline, motivated, possess high work rate & a team player 	

Employee Acknowledgment	
Name:	
Signature	