

# HR FORM OBRAZAC LJP-A



## Job Advert (M\_EDGE@\_FM\_06) vF

**Name of Position: IT Manager**

**Mine/Operation Name: Finance**

**Location: Vareš, Tisovci**

**National/Expat Reference Nr [org unit]: National, F1**

Date:	30/06/2022
Job Posting End Date:	30/07/2022
Job Country:	Bosnia and Herzegovina
Job State/Province:	Federation B&H, Zeničko-dobojski Canton
Job Location/Region:	Vareš, Tisovci

### **About Eastern Mining**

We value a diverse and motivated workforce that thrives on seeking responsibility for excellence. Eastern Mining is committed to building a working environment that is secure, fair and diverse and a culture that fosters leadership and allows every person to contribute and realize their potential. Sound employment practices are crucial to developing a workforce with the necessary skills and qualities to support a successful, ethical and responsible business. Diversity is celebrated and encouraged.

All new employees will be selected based on culture and values fit.

### **About the Role**

Reporting to Chief Financial Officer, the IT Manager will be required to coordinate. planning, managing, and controlling information technology, computer systems, and electronic data in the organization, as listed below:

- Manage communication and working relationships between IT and other departments within the organization as well as external IT service providers
- Collaborate with internal stakeholders to develop and maintain an IT roadmap
- Manage and adhere to annual IT budget and ensure cost-effectiveness
- Promote and maintain a high-performance culture through IT-related activities
- Ensures the integration of information on key IT market drivers and emerging trends into strategic reviews
- Lead large IT projects, including the design and deployment of new IT systems and services
- Monitor performance of IT systems to determine cost and productivity levels and to make recommendations for improving the IT infrastructure
- Manage information technology and computer systems
- Manage multiple cloud-based, hosted systems
- Plan, organize, control and evaluation IT and electronic data operations
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
- Design, develop, implement and coordinate systems, policies and procedures that relate to the IT environment
- Ensure security of data, network access and backup of systems
- Act in alignment with user needs and system functionality to contribute to organizational policy, standards, and procedures
- Identify problematic areas and implement strategic solutions in time
- Audit systems and assess their outcomes
- Preserve assets, information security and control structures
- Develop a plan of requirements, budgets and schedules for information technology projects as required
- Assess and purchase new and replacement hardware
- Actively manage both new starters and those leaving the company ensuring licenses are set up correctly with access to appropriate files on SharePoint, and licenses canceled accordingly.
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations, and outages.
- Constructing and implementing plans to ensure the company's network continues to operate smoothly in the event of a problem.

## **About You**

The successful candidate will ideally possess the following:

- Minimum 5 or more years of work experience at the same or similar positions.
- Formal education acquired through education in higher education institutions, BS in Computer Science, MIS, or similar field.
- Proven experience and practical application of IT network design and management, and user helpdesk support.
- Extensive knowledge of Microsoft Office 365, SharePoint, OneDrive, and the infrastructure within this system.
- Knowledge of using Cisco Meraki switches, VPNs, and firewalls.
- Extensive experience of support both Apple and Windows clients.
- Desirable- Knowledge of using and configuring Fortigate, Cisco Meraki switches, Cisco VPNs, and firewalls.
- Critical thinking skills to identify, analyze and fix and maintain IT challenges effectively.
- Leadership skills to plan, communicate, influence, lead and establish the IT department.

- Experience with operating systems (MS Exchange, Active Directory, and other Windows-based systems), current equipment and technologies, enterprise backup and recovery procedures, and system performance monitoring.
- Drivers Licence B.

### **About Our Process**

At Eastern Mining, we are committed to employing individuals who align with the company values and meet the role requirements. Therefore, as part of the recruitment process, several checks may be conducted to demonstrate an applicant's suitability for a role, including police/criminal background checks, medical, due diligence checks, right to work checks, occupational assessment, and/or reference checks.

### **How to apply:**

To apply for this role, please send a copy of your CV clearly indicating the reference number of the role, to [selma.turulja-borcak@mojposao.ba](mailto:selma.turulja-borcak@mojposao.ba) before the closing date.

No applications will be considered after submission of the closing date and time 30<sup>th</sup> July 2022, or if the information sent is incomplete.