<u>Ng Kam Wing, Allan</u>

Role and Responsibilities

Role:
Manage overall IT functions (internally and externally) including application system design and development, office automation and communication networks, services delivery and end user support, as well as strategic planning to meet the business/organization objectives in the most cost-effective manner.

Responsibilities:
1. Provide business solutions to customers.
2. Define and maintain customer service standard.
3. Define and set IT strategy and standards on system development methodology, operating platform and service delivery.
4. Prepare IT budget for management approval and subsequent expenditure monitoring and control.
5. Plan and direct all IT staff matters including recruitment, training, performance and career development.
6. Negotiate contracts and supplier services with vendors, ensuring equipment acquisition and installation standards are adhered to.
7. Continually keep up-to-date of the latest IT research and development activities to enhance the future efficiency of the organization.
8. Communicate and work effectively with other department/functions in the organization.