

## Job Description

<b>Job Title</b>	Director of ICT
<b>Section</b>	Information, Communication and Technology
<b>Category</b>	Corporate and Support Services
<b>Reports to</b>	Pro Vice Chancellor [Corporate]
<b>Location/Campus</b>	Kukum Campus
<b>Responsible for</b>	Sectional Heads

### Summary of Duties

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This is a newly created position for the University. Reporting to the Pro Vice-Chancellor for Corporate Affairs, the Director of ICT is expected to provide leadership on ensuring that all responsibility entrusted to the section are carried out, and that the ICT section becomes a highly skilled and efficient unit with the University. The University now has over 8,000 students and over 500 staff on three campuses within a 4km radius, with distance learning centres in a number of locations. The University also has student management and finance systems, and would be introducing HR and properties management modules from 2020. The Director is required to ensure that all staff and students are adequately connected to ICT facilities, befitting the standing and status of a University, and that all its systems meet the needs of the University. Areas of responsibility include: Systems, Networks, ICT Infrastructure, and User Services. Additionally, the responsibilities include planning and budgeting, facilitating procurement and contract management, ICT infrastructure R&M, health and safety; utilities management, and ICT space management. Working with the Senior Management team, the Director will have a strategic input into both, the ICT's and the University's strategic directions.

### Key Accountabilities

- Provide quality support systems and services to the University through overall management, control and administration of the facilities.
- Oversee ICT planning and maintenance.
- Plan institutional development in line with strategic business objectives; managing and leading change to ensure efficient delivery of ICT services to the University community;
- Supervise and coordinate staff activities in various Units within ICT.
- Work collaboratively with departments to ensure integrated service provision.
- Ensure compliance with legislation.
- Ensure provision of high quality service and advice that is proactive and solution focused and responsive to customer needs.
- It is also expected that the Director will carry out all other duties that are within the scope, spirit and purpose of the role as required.

### Essential Qualification and Experience Requirements:

- A relevant academic qualification, preferably at the PG level, in an ICT area is required. However, in exceptional cases, clearly demonstrated high-level hands-on skills in one or more of the following areas for large organisations can substitute for lack of a degree or PG qualification: systems development, programming, network setups and security, or ICT infrastructure design and development.

- At least ten years of direct ICT experience, of which at least five (5) years is at senior management level experience in a similar environment or in managing an ICT portfolio dealing with systems development, programming, network setups, or ICT infrastructure design and development, is expected.
- Up-to-date awareness of the regional and global ICT market.
- Excellent technical competencies and communication and report writing skills.

**Desirable Attributes**

- Strong skills in ICT project management.
- Knowledge and experience in University corporate, staff and students needs and demands, and appropriate strategies for balancing these.
- Strong financial skills.

**Terms and Conditions**

The position of Director is for three (3) years under an employment contract. The contract is renewable subject to good performance. The salary package comprises cash payments and allowances of between SBD220,000 and SBD304,000 per annum, and a housing support of up to SBD120,000 per annum. A superannuation of 7.5% of basic salary is also paid into the national superannuation fund.