

We're looking for:

Position Title	Head of Information Technology
Department	Information Technology Department
Job Code	HR-44-2021

Job Description

To oversee and develop the Information Technology department ensuring ITD supports the academic and administration functions at Sorbonne University, Abu Dhabi (SUAD), in order to create a digital campus for students, faculty and staff.

Key Responsibilities:

- Develop the Information Technology (IT) strategy in collaboration with the Deputy Vice Chancellor – Administrative & Financial Affairs, ensuring key initiatives are aligned to the University's strategic plan and communicated to the department.
- Provide leadership to the Information Technology department by setting and directing on the vision and mission of the department, to ensure that all direct reports are aware of what they are required to achieve and how they are performing against their objectives.
- Manage the day-to-day operations of the department providing guidance, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards.
- Develop direct reports through setting individual development objectives, reviewing performance and providing ongoing formal and informal feedback and appraisal in order to maximize subordinate and departmental performance.
- Determine and provide pertinent information required by management in relation to how the ITD department can improve the University's performance.
- Oversee ITD projects and initiatives within the ITD business units, based on the University's strategic and operational priorities.
- Identify and promote opportunities for the application of emerging technologies to SUAD divisions/departments, in order to support excellence in teaching and learning and to improve support services for students, faculty and staff; utilizing a model of partnership and collaboration.
- Ensure an appropriate campus IT infrastructure and support service for SUAD employees and students with access to SUAD services, maintenance of hardware and software and responding efficiently to issues.
- Liaise and coordinate with internal and external parties at the appropriate levels to support and ensure execution and smooth flow of the University's Digital transformation and Innovation department.
- Remain abreast with latest local, regional, and global IT-related updates in order to provide SUAD with informed and updated perspectives when required and evaluate the IT function in order to implement and enhance an up-to-date IT service

We're looking for:

- Maintain the security and confidentiality of any proprietary or sensitive information or data in any medium
- regarding SUAD or its students, faculty or staff, ensuring integrity in the work conducted.
- Contribute to the preparation of the divisional budget to ensure considerations of all ITD department operational expense in the overall budgeting
- Monitor the department's financial performance versus the set budget so that areas of unsatisfactory performance are identified and rectified promptly and potential performance improvement opportunities are capitalized upon
- Ensure all projects are completed successfully within the set timeframe and budget and oversee all external service provider activity to ensure quality thereof
- Develop and implement the Digital transformation and Innovation department's policies covering all areas to ensure all relevant procedural/legislative requirements are fulfilled
- Communicate the requirement of operational policies and procedures to direct reports and monitor their adherence so that work is carried out in a controlled manner.
- Ensure that all departmental reports are prepared timely and accurately to meet University requirements, policies and standards
- Perform other related duties or assignments as directed by the Line Manager.

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Minimum Qualifications:

- Bachelor's degree in Computer Science, Management Information Systems (MIS) or Engineering, or a related subject
- Master's degree is preferred

Minimum Experience:

- 10 years DTI experience with at least 5 years in a management role, preferably in the Higher Education sector.

Job-Specific Skills:

- Leadership skills
- Strategic planning and execution
- Ability to manage the entire spectrum of Digital transformation and Innovation operations
- Knowledge of contracting and negotiating
- Relationship building
- Analytical thinking
- Change management skills
- Customer service oriented
- Knowledge of Higher Education sector and related policies
- Languages: English. French and/or Arabic is an added advantage

We're looking for:

Conditions

TBC

Grade

3

Package Details

TBC

How to apply

<http://www.sorbonne.ae/vacancies/>

Application to be sent by

12 /12/2021