



## **MZUZU UNIVERSITY**

### **VACANCY**

#### **POST OF DIRECTOR OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

Applications are invited from suitably qualified candidates to fill the position of Director of ICT at Mzuzu University. Reporting to the Vice-Chancellor, the Director of ICT will provide leadership and coordination for ICT strategic planning, implementation, management, maintenance and services across the University.

This appointment will be on contract for a period of four years.

#### **Qualifications**

- A postgraduate degree in ICT or related field.
- At least 5 years experience of ICT management at a strategic level.
- Experience of ICT management in an institution of higher education an added advantage.

#### **Duties and Responsibilities**

- Managing ICT infrastructure development, maintenance and services for staff and students across the University.
- With the assistance of the ICT Committee, developing, implementing, reviewing, monitoring and evaluating an ICT Strategic Plan for the University.
- Creating a set of Key Performance Indicators to benchmark Mzuzu University ICT services.
- Overseeing the portfolio of ICT projects, including the coordination of applications to external funding bodies.

- Producing an annual plan for ICT management, comprising an agreed set of priorities and a corresponding budget, with responsibilities for managing the approved budget.
- Ensuring that critical ICT services are delivered effectively and are resilient, robust, and reliable.
- Managing risk and ensuring business continuity for enterprise-wide and shared ICT services.
- Managing the Mzuzu University website ensuring that it is up to date and ascertains accurate information relating to teaching, research, and outreach.
- Developing an agile and standards-based ICT culture receptive to change and innovation through communication and liaison with central ICT providers, the University Community and all components of the coordinated ICT decision-making structure.
- Serving as Secretary for the ICT Committee of Senate.
- Representing the University on research and related issues as required.
- Undertaking other duties as required by management.

### **Desired Attributes and Competencies**

The Director of ICT is expected to have the following:

- Excellent ICT management skills and experience.
- Ability to manage ICT infrastructure projects.
- Demonstrated culture of service provision within ICT management.
- Demonstrated ability to conceptualize, plan and implement strategic developments within the context of broad strategic objectives and plans.
- Experience with budget management.
- High level consultation and negotiation skills.
- Excellent interpersonal skills with the demonstrated capacity to effectively work cooperatively and in partnership with diverse groups, and to sensitively balance the requirements of each of these groups.
- Understanding of national developments influencing ICT management in institutions of higher education.
- Ability to fully appreciate the academic principles underlying the University's ICT management and projects.
- Ability to raise funds an added advantage.

### **Method of application**

The applications should include an up to date Curriculum Vitae (CV), copies of academic and professional qualifications and names and contact details of **three traceable referees**. The job title should be indicated on the envelope and sent to:

University Registrar  
Mzuzu University  
Private Bag 201  
Luwinga  
**MZUZU 2**

To reach the University not later than **Thursday, 31<sup>st</sup> May 2018**. Only shortlisted candidates will be acknowledged.

***Female candidates are encouraged to apply.***