MZUZU UNIVERSITY

VACANCY

DIRECTOR OF INFORMATION AND COMMUNICATION TECHNOLOGY

Mzuzu University is Malawi's Second Public University established under the Laws of Malawi Cap 30:09 (Mzuzu University Act No. 12 of 1997). The University is a dual mode public institution and hence has face-to face and open, distance and e-learning (ODeL) students. Mzuzu University also offers some of its programmes on block, week-end and vacation releases and through collaborations with international partners.

The University invites applications from suitably qualified candidates to fill the position of Director of Information and Communication Technology.

Reporting to the Vice-Chancellor, the Director of Information and Communication Technology will provide strategic leadership to ICT services. He/she will coordinate the development, utilization, management and maintenance of ICT services across the University.

Qualifications

- A master's and a bachelor's degree in Information and Communication Technology, Information Technology, Computer Science or equivalent obtained from a reputable and accredited institution of higher learning.

- At least seven (7) years' experience in ICT management at a strategic level including software development and management.

- Experience of ICT management at senior level in an institution of higher education will be an added advantage.

Duties and Responsibilities

(a) Leadership in Provision of ICT Services

    (i)   developing ICT solutions for the University;

(ii) overseeing maintenance and delivery of ICT services and its infrastructure to cater for staff and student needs across the University;

(iii) ensuring that critical ICT services are delivered efficiently and effectively and that they are resilient, robust, and reliable in line with the University's Service Charter;

(iv) developing, implementing, reviewing, monitoring, and evaluating an ICT Strategic Plan for the University with the assistance of the ICT Committee;

(v) creating a set of key performance indicators to benchmark Mzuzu University's ICT services; and

(vi) producing an annual plan for ICT management, comprising an agreed set of priorities and a corresponding budget, with responsibilities for managing the approved budget.

(b) Entrepreneurship

(vii) Overseeing the portfolio of ICT projects, including the coordination of applications to external funding bodies;

(viii) managing risk and ensuring business continuity for enterprise-wide and shared ICT services; and

(ix) managing the Mzuzu University website, ensuring that it is up to date and ascertains accurate information relating to teaching, research, and outreach.

(c) Networks

(x) Establishing and sustaining good working relationships with central ICT providers, the University community, donors and all components of the ICT decision-making structure; and

(xi) representing the University on ICT research and related issues as required.

(d) Team Leadership

(xii) Supervising ICT staff;

(xiii) creating a conducive culture in the Department through implementation of performance management system;

(xiv) ensuring fulfilment of customer service charter performance levels;

(xv) serving as Secretary to the Senate's ICT Committee; and

(xvi) undertaking other reasonable duties as required by Management.

Desired Attributes and Competencies

(i) Excellent ICT management skills and experience;

(ii) ability to manage projects involving ICT infrastructure;

(iii) demonstrable culture of quality service provision and supervision within ICT management;

(iv) ability to conceptualize, plan, and implement strategic objectives within the context of broad University strategic objectives and plans;

(v) experience in budget management;

(vi) high level consultation, negotiation and communication skills;

(vii) excellent interpersonal skills with demonstrated capacity to work cooperatively and in partnership with diverse groups, and to sensitively balance the requirements of each of these groups;

(viii) understanding of national developments influencing ICT management in institutions of higher education;

(ix) ability to fully appreciate the academic principles underlying the university's ICT management and projects; and

(x) ability to mobilize resources.

Terms and Conditions of Service

This appointment will be on a fixed-term contract from three (3) years. Mzuzu University shall provide an attractive salary and benefits to successful candidate in accordance with its emolument structure.

Method of Application

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

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

Or Electronic Submission:

Electronic submission of the application should be sent as attachments in PDF or MS Word format to jobvacancies@mzuni.ac.mw. The subject line of the application should read **Job Vac: Director of ICT**.

To reach the University not later than **Friday, 18th March 2022**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.