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POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 293006
SCHOOL/OFFICE: Pro Vice Chancellor (ASA)	CLASSIFICATION: UN13
DIVISION/STRAND: Information & Communications Technology	POSITION TITLE: Director
BRANCH:	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: U6 PN 121002
SECTION:	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: (UN12) PN (293052)
LOCATION: Ground Floor Gunther Building	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The Director, Information & Communication Technology is responsible for all aspects of Information & Communications Technology (ICT) management and control, including supervision of ICT employees; outsourced services; budget preparation and management; recommendations for technical solutions; and development of guidelines; standards and procedures. The Director is charged with strategic planning, tactical action, and operational decision-making to fulfill the mission of the ICT. They will be responsible for the day to day management of the operation and will coordinate the strategic development of ICT services. They will provide organization wide leadership for technical services and solutions. The successful candidate will ensure the delivery of world class IT and IS functional services to support the university in achieving its strategic objectives.

MAJOR DUTIES

1. Managing the division's resources, including drafting and executing its budget, developing its organizational structure and task allocation, staff management and professional development.
2. Contributing to the university's strategic plans and developing the ICT strategic plan, formulating policies and plans to meet the strategic objectives of the university.
3. Ensuring implementation and maintenance of all policies related to ICT services, including procurement, distribution and asset management.
4. Recommending technical solutions, developing guidelines, standards and procedures.
5. Supporting schools, divisions and departments in the achievement of their goals. Identifying and promoting the use of best in class technology solutions to support the university mission.
6. Advise management on strategies and their implementation from an ICT perspective.
7. Provide project support services to the schools, divisions and department. Procuring and managing outsourced IT services.
8. Ensure continuous improvement of the quality and cost efficiency of the ICT Services.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

Persons employed at Grade 13 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- Postgraduate qualifications and extensive relevant experience; or
- Extensive management experience and proven management expertise; or
- An equivalent combination of relevant experience and/or education/training.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Significant senior level experience leading an ICT function with a large complex organization with comparable scope, responsibilities budgets and responsibilities
2. Experience of leading multi-disciplined IT teams (Technical Support Service, Network and Communication, and on-line service).
3. Highly developed people skills.
4. Proven record of contributing to information services strategic planning, successful track record in the delivery of major organizational objectives.
5. Experienced in an ICT function within the higher education sector, public sector or a comparable service sector.
6. Excellent knowledge of business opportunities presented by emerging ICT technologies and their applications to large scale dispersed organizations.
7. Strong team player, analytical/technical mindset, and strategic thinker.
8. Excellent written and verbal communication skills including the ability to convey complex technical solutions in plain English.
9. Strong project management skills.
10. A customer focus with positive and professional approach.
11. Knowledge of the UPNG Code of Conduct.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS