

**ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN**

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Chief ICT Officer**
- 1.2 Position Level: 4/3**
- 1.3 Occupational Group: Administrative & Technical**
- 1.6 Place of work: Office of the Vice Chancellor**

2. MAIN PURPOSE OF THE POSITION:

The Chief ICT Officer shall support the Director of Planning and Resources by leading in the development and use of ICT for teaching-learning, research, services, networking and communications in the University.

3. *Representative Work Activities:*

- Formulate policies, procedures and processes on the development and use of ICT for teaching-learning, research, services, networking and communications in the University;
- Oversee the management of Communication Technology and network in the University;
- Represent College/OVC and provide input to the national ICT plans and policies, including BIPS;
- Develop/improve organisation's infrastructure and applications systems;
- Ensure proper planning and coordination of cost-effective procurement of information technology;
- Investigate new technology and propose for upgrading of infrastructure and facilities including application systems in the University;
- Establish and enforce application standards;
- Manage staff training in information technology and knowledge management;
- Ensure that the organisation's databases conform to the technical standards followed in the country;

- Formulate and implement Information Technology and Knowledge management strategy to guide the organisation's future directions;
- Manage all IT personnel, resources and operations of the Division;
- Support change management practices and re-engineering initiatives; and
- Carry out any other task that may be assigned from time to time.

4. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS** :

4.1 Education: Masters Degree in Information Technology or equivalent

4.2 Experience: 10 years of experience in professional position (as officer position or equivalent)

4.3 Knowledge Skills and Abilities:

- Leadership quality to garner support of different functional units and colleges.
- Excellent inter-personal skills to garner full support from relevant officials both within and outside the University to deliver the outcomes in the area of responsibilities.
- High level of technical knowledge in the area of responsibilities with ability to contribute to formulation of policies, strategies and strategic goals.
- Ability to set strategic direction and make prompt decisions to ensure efficient and effective service delivery.
- Sound knowledge of higher education systems and management, and able to contextualise the technical knowledge that befits tertiary education system.