

**ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE**

1. JOB IDENTIFICATION

- 1.1 **Position Title** : Chief, ICT Division
1.2 **Position Level** : PL4/P1
1.3 **Occupational Group** : Administrative and Technical
1.4 **College/OVC** : Office of the Vice Chancellor

2. MAIN PURPOSE OF THE POSITION:

The Chief ICT Officer shall perform management activities and provide direction and guidance in strategic operations and planning of the Information and Communication Organization.

3. GENERAL ROLES AND RESPONSIBILITIES:

The Chief ICT Officer shall report to the Department of Planning and Resources. The General roles and responsibilities of the Chief ICT Officer shall include but will not be limited to the following:

- 3.1 Formulate policies, procedures, and processes on the development and use of IT for teaching-learning, research, services, networking, and communications in the University;
- 3.2 Oversee the management of Communication Technology and network in the University;
- 3.3 Represent College/OVC and provide input to the national ICT plans and policies, including BIPS;
- 3.4 Develop/improve organizations infrastructure and applications systems;
- 3.5 Ensure proper planning and coordination of cost-effective procurement of information technology;
- 3.6 Investigate new technology and purpose for upgrading infrastructure and facilities including application systems in the University;
- 3.7 Establish and enforce application standards;
- 3.8 Manage staff training in information technology and knowledge management;
- 3.9 Ensure that the organization's databases conform to the technical standards followed in the country;
- 3.10 Formulate and implement Information Technology and Knowledge Management strategy to guide the organization's future directions;
- 3.11 Manage all IT personnel, resources, and operations of the Division;
- 3.12 Support change management practices and re-engineering initiatives; and
- 3.13 Carry out any other task that may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Continuous contribution to the development and formulation of ICT policies, projects, research, services, and their implementation.
- 4.2 Overall management of ICT and its services in the University

- 4.3 Contribution to the national ICT plans and policies, as well as at the international level by participating more in the appropriate forums.
- 4.4 Look for new technology and upgrade infrastructures and facilities accordingly in the various fields
- 4.5 Manage and provide staff training in ICT in the various field
- 4.6 Establish and maintain ICT standards for networks, servers, and their applications
- 4.7 Ensuring proper planning and coordination of cost-effective procurement of IT.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 **Education:** BIT/BCA/B.Sc IT/ B Engg. IT

5.2 **Experience:** 10 years of experience in the relevant field at professional positions or equivalent.

5.3 Knowledge Skills and Abilities:

5.3.1 High level of technical knowledge in the area of responsibilities with the ability to contribute to the formulation of policies, strategies, and strategic goals.

5.3.2 Leadership quality to garner the support of different functional units and colleges.

5.3.3 Excellent interpersonal skills to garner full support from relevant officials both within and outside the University to deliver the outcomes in the area of responsibilities.

5.3.4 Ability to set strategic direction and make prompt decisions to ensure efficient and effective service delivery.

5.3.5 Sound knowledge of higher education systems and management, and ability to contextualize the technical knowledge that benefits tertiary education system.