



الجامعة الدولية المفتوحة

International Open University

Former: Islamic Online University

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Recruitment of Director Information & Communication Technology

POSITION SUMMARY

As the **ICT Director**, responsible for the management, strategy and execution of IT infrastructure of the University.

POSITION DETAILS

JOB TITLE: **ICT Director**
DEPARTMENT: IT
CATEGORY: Administrative
REPORTS TO: Deputy Vice Chancellor, Admin
JOB TYPE: Full-Time
WORKING HOURS: Eight Hours a day/Six days a week

Profile/Technical Qualifications requirements:

Senior developer with 10 yrs or more experience in a senior or higher role.

- Bachelors or Masters Degree in IT / Computer Science.
- Project Management Certification or equivalent
- Expert hands-on development experience
- Ability to manage competing priorities.
- Familiar with Php/Mysql ecosystem and their possible integrations,
- Familiar with Git installation and implementation
- Familiar with Web Systems administration and Software development Life cycle.
- Familiar with database modelling design and administration

JOB RESPONSIBILITIES

Supervisory Role:

- Responsible for providing leadership and direction to IT team, carrying out analysis and managing multiple projects to develop and implement improved systems.
- Overseeing technical projects in alignment with the University's goals.

- Developing and implementing IT policy and best practices for the university.
- Planning and managing system updates, upgrades, migrations & outages
- Directing the effective delivery of development and disaster recovery systems and processes.
- Identifying and acting on opportunities to improve and update systems and softwares.
- Creating and supervising backup policy for IT infrastructure
- Defining and managing the budget for the IT resources in an annual year.
- Proposing and managing budgets for sub projects.
- Supervising the IT and VLE teams to deliver effectively and timely.
- Planning and executing strategies for completing the assigned projects on time.
- Researching and developing designs and products.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees which includes Deputy Director of ICT, Web Developers and Virtual Learning Environment Support officers.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Identifies staff development and training needs and ensures that training is obtained.
- Maintains documentation, prepares reports (if required), and composes correspondence relative to the work.
- Ensure maximum tasks closure rate on the task management system (Clocking IT)at any given point of time.
- Training and applications orientation of new joiner's in the ICT team.
- Conducting regular system audits and taking corrective measures as required.
- Monitoring server performance and security checks

Individual Role:

- Requirements gathering and requirements analysis of all client projects and internal projects
- Proper scope definition of client projects before development begins.
- Preparation of functional and non functional specification requirements documents.
- Data modeling and database design and redesign
- Refactoring of codes to improve extensibility and preparation of code and system Documentation.
- Development of new web applications as identified by members of staff and management to increase staff efficiency and overall students' experience
- Supporting and enhancing existing applications and also making sure all internal systems are integrated
- Developing external Web portals and ERP applications allowing students and management to input and retrieve accurate information.
- Designing, implementing and monitoring of the database and web applications in the areas of security, integrity, availability and business continuity
- Extensive hacking of Php and Python codes to fix and rectify bugs along with extensive testing to make sure service is not interrupted. (Testing and fixing)
- Generating ad hoc reports in various formats with SQL queries

- Modifications of existing codes and development of new scripts.
- Upgrading Moodle instances as and when required.
- Exploring new technology in learning management systems.
- Carrying out regular Database maintenance.
- Working with members of staff and clients to develop and document business requirements
- Development of better and more effective systems functionality to contribute to a higher level of business availability and business continuity
- Preparation of Functional and non functional specification requirements documents for developers.
- Ensuring that proper SDLC techniques are used in the development of system applications
- Creating clear system specification for the design and development of applications using proper data and process modeling techniques.
- Initiating new development ideas for the improvement of the site aesthetically and functionally.
- Assisting other developers in the refactoring of codes to improve extensibility and preparation of code and system documentation
- Monitoring, improving, and updating the performance of the existing site. Checking for bugs or other issues and troubleshooting accordingly for smooth performance.
- Database management and administration
- Integrating the LMS with other systems and applications as needed and requested.
- Planning, implementing, testing and troubleshooting new system software as required.

