Habib University
Job Description of Chief Information Officer

Scope of the Position
The position will be responsible for development of Information Technology (IT) strategies and programs for the University including planning and implementation of infrastructure to meet IT demands for academic, research and administration functions. The incumbent must be a planner with a vision for how IT permeates academic and business operations of a high-quality university.

Summary of Key Functions
• Participate in strategic and operational processes by being a part of various planning and policy-making committees.   • Lead I.T. strategic and operational planning to achieve business goals by fostering innovation, prioritizing I.T. initiatives and coordinating the evaluation, deployment and management of current and future I.T. systems across the organization.   • Develop and maintain an I.T. organizational structure that supports the needs of the University.   • Assess and communicate risks associated with I.T. investments.   • Coordinate and facilitate consultation with stakeholders to define system requirements for new technology implementations.   • Establish lines of control for current and proposed information systems.   • Assess and make recommendations on the improvement or re-engineering of the I.T. department.   • Be aware of trends and issues in the I.T. industry to be able to advise and counsel management on their competitive or financial impact.   • Promote and oversee strategic relationships between internal I.T. resources and external entities.

Qualification, Experience and Skills
The successful candidate must possess a post-graduate degree in Information Technology and should be a seasoned implementation manager. The candidate should have worked at an academic institution of higher learning, preferably in any North American university. The candidate must have an in-depth knowledge of IT systems and operations, project management, large-scale system implementations and information security.   The successful candidates should possess excellent communication skills combined with a service-oriented attitude. The incumbents must have proven interpersonal and team management skills as well as the ability to work independently. The prospective candidates should have the aptitude to work under pressure and comply with strict deadlines. The candidates should have willingness to take initiatives and be flexible.