

JOB DESCRIPTION

Position Title	Head, Technological Advancements
Department	Information Technology and Digital Innovation
Reporting To	Vice President, Operations & Finance

POSITION DESCRIPTION

The Head of Technological Advancements will provide strategic and operational leadership for all technology functions at Habib University. The role is responsible for developing and executing the university's digital vision, ensuring that technological systems, platforms, and infrastructure effectively support academic, research, and administrative excellence.

This position oversees enterprise systems, digital transformation initiatives, data governance, cybersecurity, and infrastructure operations. The incumbent ensures the seamless integration of innovative technologies, fostering an ecosystem that enhances institutional efficiency, user experience, and long-term digital sustainability.

DUTIES AND RESPONSIBILITIES

1. Strategic Leadership and Digital Transformation

- Formulate and implement a comprehensive technology and digital innovation strategy aligned with the university's mission and objectives.
- Lead initiatives in automation, digitalization, artificial intelligence, and data analytics to drive operational and academic excellence.
- Identify and integrate emerging technologies that enhance institutional capabilities and learning experiences.
- Establish governance frameworks, standards, and policies to ensure alignment between technological innovation and organizational goals.

2. Systems Design, Development, and Integration

- Oversee the design, development, and integration of enterprise applications and systems.
- Supervise the development and implementation of digital platforms that support academic, administrative, and operational functions.
- Direct the creation of user-centered systems and applications that optimize efficiency and improve service delivery.
- Manage external partnerships and technology vendors to deliver high-quality, cost-effective digital solutions.

3. Infrastructure, Data Security, and Operations

- Ensure the reliability, availability, and security of the university's IT infrastructure and data centers.
- Develop and enforce cybersecurity strategies and data protection measures in compliance with institutional and global standards.
- Oversee disaster recovery planning, risk mitigation, and business continuity frameworks.
- Maintain high standards of performance, scalability, and sustainability in technology operations.

4. Data Management and Business Intelligence

- Lead the development and execution of the university's data management and analytics strategy.
- Ensure data integrity, accessibility, and accuracy to support evidence-based decision-making.
- Oversee the implementation of reporting and visualization tools that provide actionable insights for leadership and stakeholders.
- Promote a culture of data-driven innovation and continuous improvement.

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5. Leadership, Collaboration, and Capacity Building

- Provide strategic direction, mentorship, and performance management to the technology leadership team.
- Foster collaboration between IT and other departments to deliver integrated, user-focused digital solutions.
- Promote professional growth, innovation, and knowledge-sharing within the technology division.
- Represent the university in external partnerships, forums, and strategic collaborations related to technology and innovation.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Master's degree in Computer Science, Information Systems, or a related discipline.
Required Experience	✓ Minimum 12–15 years of progressively responsible experience in technology leadership roles, with demonstrated expertise in systems design, enterprise architecture, and digital transformation. ✓ Proven experience leading multidisciplinary technology teams and managing complex IT ecosystems within higher education or large organizations.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	IT governance, cybersecurity, infrastructure management, and data analytics.	High
2.	Strategic understanding of emerging technologies including AI, automation, and cloud computing.	High
3.	Strong command of enterprise platforms (ERP, CRM, LMS), database management, and integration frameworks.	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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