



JOB DESCRIPTION

POSITION : HEAD, IT SERVICES

THE PERSON FOR THE JOB

- Applicants should possess a Master or Bachelor Degree in IT related field and have at least 10 years of IT management experience in a leadership role in higher education.
- Applicants with professional certificates and exposure in the Learning Management System (LMS) and Student Information System (SIS) will be an added advantage.
- Experience in strategic and analytical approach to financial management and able to mitigate risk factors through careful analysis of financial and statistical data.
- Experience in agile and waterfall project management methodologies within the tight deadline given.
- Able to supervise and coordinate the resources within the infrastructure and application team and overseeing the full spectrum of IT.
- Keep updated with the emerging technologies and passion to drive for a better change.
- Able to make good communication with the department members, the stakeholders and the regulatory bodies.
- Experience with online and distance learning, with a high level of oral and written competence in both English and Bahasa Malaysia.

THE PERSON WILL BE REPORTING TO:

- The Chief Operation Officer (COO). This person will also work with the organization departments to ensure that the institution is being updated on the latest standards, changes and trends to stay ahead as an ODL institution in the revolving world of the IR 4.0.

RESPONSIBILITIES

- An IT Head in our organization has total strategic and management responsibility. He / She manages the organization's information technology resources and supervises the staff responsible for operating and supporting the IT systems.
- The person should work with the organization departments to align their IT systems to their requirements and manages the systems to ensure they are constantly available to users.