

# POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>CHIEF INFORMATION OFFICER</b>
<b>TYPE OF VACANCY</b>	<b>SENIOR MANAGEMENT</b>
<b>SCHOOL/DEPARTMENT</b>	<b>OFFICE OF INFORMATION TECHNOLOGY</b>
<b>SUMMARY</b>	<p>The Office of Information Technology (OIT) Department is responsible for the strategic planning, implementation, and support of technology products and services to meet the academic, research, and business needs of The College of The Bahamas community. The Chief Information Officer provides technical leadership and seeks to ensure the delivery of exceptional customer service with a focus to providing innovative solutions and creating a reliable infrastructure that demonstrates value to the students, faculty, staff, and alumni of The College. The OIT Department works in partnership with academic units, business units, and other academic support functions to provide campus-wide services in the areas of academic and research technology, enterprise application systems and services, networking and telecommunications, information security, data centre operations, user support, training and outreach.</p>
<b>DUTIES &amp; RESPONSIBILITIES</b>	<p>The senior position of Chief Information Officer is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"><li>• Responsible for strategic leadership and operational management of The College's information technology operations, facilities and services;</li><li>• Responsible for a standard approach to planning, evaluating, controlling, selecting and prioritizing I.T. projects;</li><li>• Direct the information and data integrity and develop and establish operating policies and approaches for computing and information technology;</li><li>• Evaluate overall operations of computing and information technology functions and recommend enhancements;</li><li>• Prepare objectives and budgets to facilitate the orderly and efficient capture, storage, processing and dissemination of information;</li><li>• Identify emerging information technologies to be assimilated, integrated and introduced within the organization;</li><li>• Responsible for overseeing the design, implementation, and continuous improvement of the systems infrastructure, including an array of systems, servers, storage technologies, and other peripheral equipment;</li><li>• Responsible for maintaining a modern data centre that remains abreast of The College's growing information requirements and for managing a technical staff responsible for systems maintenance and upgrades,</li></ul>

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	<p>capacity planning, life cycle management, quality assurance, security of information, load management, and virtualised services;</p> <ul style="list-style-type: none"> <li>• Will have a key role in developing plans for business continuity, disaster recovery, contract services, and outsourcing arrangements, as appropriate;</li> <li>• Interact with management on internal and external operations that are impacted by the capture, storage, processing and dissemination of information.</li> </ul>
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to manage heterogeneous system platforms and equipment;</li> <li>• Technical knowledge together with management and leadership skills, including coaching, consensus building, and the ability to effectively manage resources to address competing priorities;</li> <li>• Experience in managing data centre operations;</li> <li>• Effective communication at all levels; staff, clients, executive, vendors and to diverse constituencies, both technical and non-technical;</li> <li>• Demonstrated team performance and change management skills;</li> <li>• Demonstrated project management skills;</li> <li>• Experience negotiating and managing vendor agreements and developing and managing budgets;</li> <li>• Knowledge of principles, practices and techniques for providing information technology-related services in a higher education environment is highly desired</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Master's degree in a relevant technical field</li> <li>• Minimum of ten (10) years of operations experience, five (5) of which must be in management, preferably of technical staff</li> </ul>
<b>REPORTS TO</b>	President
<b>SALARY SCALE</b>	CONTRACTUAL
<b>APPLICATION END DATE</b>	April 24, 2012
<b>DATE PUBLISHED</b>	March 21, 2012
<b>APPLICATION INFORMATION</b>	<p>Interested applicants should send the following:</p> <ul style="list-style-type: none"> <li>• The College of The Bahamas Application for Employment Form</li> <li>• A letter of interest (highlighting, work experience and accomplishments relevant to the position)</li> <li>• Curriculum Vitae/Résumé with copies of qualifications and transcripts</li> </ul> <p>At least four (4) written professional references</p>
<b>MAILING ADDRESS</b>	The College of The Bahamas Human Resources Department P. O. Box N-4912

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	<p>Poinciana Drive &amp; Thompson Boulevard Nassau, Bahamas <u>Attention: Renee Mayers</u> <u>Associate Vice President, Human Resources</u> OR <a href="mailto:hrapply@cob.edu.bs">hrapply@cob.edu.bs</a></p>
<p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Chief Information Officer.</i></p>	