

20. Chairs departmental Admissions Committee.
21. Chairs departmental Assessment Committee.
22. Chairs regular Departmental meetings (at least two times a semester) and communicates University policies, procedures and other pertinent information to Departmental staff.
23. She/he is a member *ex officio* of Faculty Academic Board.
24. Provides quarterly reports to the Faculty Academic Board on Departmental activities.
25. Sees to the efficient and maximum use and maintenance of Departmental resources, classrooms and facilities.
26. Represents the Department in conferences and meetings within and outside the University.
27. Maintains harmonious relations with Faculty, staff, students, of the Department and those of other Departments.
28. Prepares, in consultation with Departmental staff, the proposed annual budget for the Department, and submits to the Dean of the Faculty, in accordance with the guidelines and policies of the Vice President University Administration.
29. Performs other duties that may be assigned or delegated by the Dean of Faculty or Vice President Academic Affairs.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Minimum Master’s Degree, preferable a PhD or Doctorate in appropriate field.
- b. Knowledge – In managing people; fluent in speaking and writing English; understanding of Papua New Guinea culture or the ability to quickly understand the culture and adapt accordingly; knowledge of virtual learning and teaching, knowledge of the academic environment and its role in society.
- c. Skills – Computer literate (MS Word, Excel, email); skills working as a part of a team; demonstrates leadership capacity; organisational and administrative ability; ability to liaise with key stakeholders in the community/industry to determine society’s needs and ability to respond appropriately in the academic environment.
- d. Work Experience – Experience in HRM Minimum of 3 years; experience as a lecturer in a tertiary institution; record of community service.
- e. Other - publications in professional journals within the country.

DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA044
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY	

DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA ICT INNOVATION AND ACADEMIC TECHNOLOGY DEPARTMENT
BRANCH: N/A	REPORTING TO: VICE PRESIDENT ACADEMIC AFFAIRS
SECTION: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY

DEPARTMENT: ICT Innovation and Academic Technology Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Vice President Academic Affairs
Supervises: ICT Infrastructure Manager, Information Security
Manger, Information Administration and Communication Technology Manager,
Students and Staff Support Services Manager, Cloud and Platform/s Manager and
Data Management and Reporting Manager

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-
Librarian, Heads of Department.

PURPOSE

The Director of ICT Innovation and Academic Technology is an innovative, creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the University. Oversees best practices involving digital tools and integration of technology into daily practical classroom use and research. She/he needs to be a big picture thinker and a hands-on implementer, the Director of ICT Innovation and Academic Technology engages with administrators, educators and support personnel, parents and students to extend responsible and creative use of technology.

The Director of ICT Innovation and Academic Technology must be a strategic thinker with strong communication, organization, and interpersonal skills, and the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the IUE's curriculum and instruction. The Director of ICT Innovation and Academic Technology oversees staff development opportunities to meet the diverse

learning needs of staff as it relates to integrating technology into academic programming.

DUTIES AND RESPONSIBILITIES:

1. The Director of ICT Innovation and Academic Technology is responsible for planning, implementing, directing and maintaining the IUE's use of educational and research technology within the instructional curriculum.
2. Evaluating and providing recommendations regarding complementing classroom instruction with software applications and computer technology.
3. Assisting administrators and lecturers, providing professional development for educational technology and overseeing the IUE's Online Learning Plan.
4. Communicates with parents, students, employees, administrators and outside the University for the purpose of providing administrative support, enhancing program awareness and assisting with program implementation and conflict resolution.
5. Collaborates and coordinates the design, planning, support, professional development and implementation of technology use in teaching, learning, research and IUE curriculum for the purpose of improving student learning experience in all subject areas.
6. Develops and directs the development and interpretation of program policy and procedures for the purpose of establishing guidelines needed to effectively and efficiently meet IUE educational program goals while adhering to all relevant regulations and guidelines.
7. Collaborates with the Director of Project and Infrastructure Development and the IUE Executive Leadership and Management Board to develop, evaluate, and implement technology plans and assists in the creation and management of the Online Learning.
8. Manages personnel who are available to meet program, IUE needs and objectives.
9. Directs program assessments for the purpose of ensuring that technology standards for lecturers and students meet program goals and IUE academic guidelines.
10. Directs, analyses and evaluates a variety of program related data (e.g. student assessments, lecturers' assessments, emerging technology trends, requested applications, systems and hardware, etc.) for the purpose of ensuring availability of technology resources needed to meet student, and staff objectives while adhering to budget limitations.
11. Identifies, develops and reports program related technology assessment results for the purpose of directing student and lecturer's growth toward technology integration, technology literacy and technology use.
12. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions and/or representing the University to external individuals and/or organizations.
13. Prepares a variety of materials (e.g. presentations, reports, memos, letters, procedures, manuals, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
14. Responds to inquiries for the purpose of providing information and/or direction.

15. Performs other tasks and assumes other responsibilities as assigned.
16. Knowledge of privacy laws and digital literacy for staff and students.
17. Create online learning and all facets thereof; laws, programs, set-up, professional development, scope of instruction
18. Knowledge of current instructional practices, principles and techniques of instructional technology.
19. Principles and techniques for project planning, scheduling and control, public sector business practices and emerging trends in instructional technology. Use of technology to support instruction in all Facilities curriculum content areas.

REQUIREMENTS AND QUALIFICATIONS:

- a. Masters' Degree in Information Technology or other teaching qualification.
- b. Evidence of relevant and challenging continuing professional development.
- c. Knowledge and experience in ICT.
- d. Experience in leading the vision, strategic planning and implementation of Educational Technology and Innovation initiatives.
- e. Experience in highly effective relationship management with a variety of stakeholders.
- f. Record of excellent personal success as a classroom lecturer and a passion for own academic subject.
- g. Experience of developing and implementing digital projects in an educational environment.
- h. Successful experience implementing various technologies in instructional and classroom settings.
- i. Experience in providing professional development and/or recent mentoring and/or support experience.
- j. Must be able to collaborate and cooperate with other departments/
- k. A minimum of three (3) years of experience in Higher Education.
- l. Have the ability and willingness to inspire others; leading by example, role modelling the IUE's vision statement: Education for Life and Leadership
- m. Be flexible and capable of managing change and instilling high standards.
- n. Be highly motivated, ambitious and collaborative and willing to take the initiative.
- o. Have high levels of honesty and integrity in aspects of their role.
- p. Demonstrate empathy, humility and genuine care about staff and students, taking time to support, guide and motivate them.
- q. Be able to think strategically and drive improvements in student welfare and their wider learning experiences.
- r. Be flexible and able to manage change.
- s. Have excellent organizational, communication and interpersonal skills.
- t. Demonstrate strategic leadership and the ability to lead and manage a team to deliver the digitalized IUE development plan effectively.