UNIVERSITY OF MORATUWA
POST OF DIRECTOR/ CENTRE FOR INFORMATION TECHNOLOGY SERVICES [(CITeS)

The University of Moratuwa invites applications from among the Senior Professors, Professors, Associate Professors and Senior Lecturers of the University for the Post of Director/ Centre for Information Technology Services (CITeS).

Applications accompanying a statement describing how the following terms of reference would be fulfilled and curriculum vitae with contact details should be addressed to the Senior Assistant Registrar, Academic Establishments under confidential cover to reach the Division on or before 28th February, 2019. The post applied should be indicated on top left hand corner of the envelope.

Qualifications

a. Experience in managing data center infrastructure and IT services infrastructure at a University or Telecom service provider or similar environment.

b. Professional Chartered membership in an ICT related field.

c. Undergraduate or postgraduate qualification in Computer Science/ Engineering or Telecommunications Engineering or Information Technology.

Terms of Reference

1. The Director shall be responsible for efficient management of the software infrastructure, network infrastructure and data infrastructure of the University of Moratuwa (UOM), including monitoring performance and to install, maintain and upgrade hardware and software as necessary.

2. To be responsible for the planning, development and implementation of the Information Communication Technology (ICT) strategy of UOM and service provision to enhance teaching, learning, research and administration including managing all aspects of ICT technical support in the University.

3. To ensure the proper administration of permanent and temporary staff attached to Center for Information Technology Services (CITeS) through monitoring of their day to day work. To lead, motivate and develop the CITeS team, obtaining commitment to the delivery of all agreed objectives. To actively support the personal development of each member of the team through rigorous performance management, in line with University policies.

4. To assist the ICT policy committee of the University to decide on all matters related to use of ICT within the University as the convener of the Committee.

5. To lead the self-evaluation and improvement planning process for ICT services, preparing an annual self-evaluation report and a rigorous evidence based annual improvement plan to the University administration.

6. To ensure the uninterrupted network services to 3rd parties where Memorandum of Understanding has been signed to that effect. E.g. Technical maintenance of ITUM ICT infrastructure.

Application should be submitted through the Head of the Department and Dean of the Faculty.

Applications received after the closing date will be rejected.

This appointment would be made initially for a period of three years and monthly honorarium of Rs. 20,000 /- will be paid.

Acting Registrar
University of Moratuwa
21st January, 2019