



Job description: Head ICT

The Swiss International Scientific School in Dubai (SISD) opened in August 2015 and is a candidate school for all three academic International Baccalaureate (IB) programmes with the goal of becoming an IB continuum school. We seek to inspire students beyond the classroom to become lifelong learners and global citizens of the 21st Century by developing their talents in a multilingual environment. The school currently serves nearly 1000 students up to and including Grade 10. Student numbers will eventually rise to a targeted total of about 2200, of whom 300 will be boarding. Our generous, state-of-the art campus with significant sports facilities is located in Dubai Healthcare City.

| | | | |
|---|---|-------------------------------|------------|
| Job title | Head of ICT | Department | ICT |
| Start date | TBC | Location | Dubai, UAE |
| Reports to | Head of Operations and Finance | Position(s) Supervised | Team of 4 |
| Job Scope | The Head of ICT develops and implements the ICT strategy in coordination with the educational and leadership teams. The Head of ICT and his/her team ensure that the school's computer network is functional at all times and all ICT users and labs are fully supported at all times. | | |
| Main Duties and Responsibilities | <ul style="list-style-type: none"> • Overall responsibility for the schools networks, communication, and stand-alone devices • To keep up to date with technology in education • To propose forward looking solution • To participate in setting the overall school ICT strategy with the leadership team • To manage the ICT support team to reach excellence in service • To manage the applications officer workbook and project delivery • To set yearly budgets and forward looking projections • To maintain the school's e-mail and internet systems • To devise and keep update a disaster recovery plan. • To provide periodic reports on different KPIs and usage throughout the school | | |
| Key Relationships | | | |
| Internal | Administration and academic staff, Students, Leadership team | | |
| External | Providers and Suppliers | | |
| Position Requirements | | | |
| Education | Minimum Bachelor's degree with focus on ICT | | |



| | |
|--------------------------------|--|
| MUST HAVE SKILLS | <ul style="list-style-type: none">• Proficiency in spoken and written English• A self-starter with a high degree of initiative• Excellent communication skills• Detail oriented with the ability to manage projects from inception through implementation• Creative thinker, devising new ways of communicating with internal stakeholders |
| Experience | <ul style="list-style-type: none">• 5 years working experience in an international, mid-sized company with preference in the education sector preferred• Greenfield projects experience• Leadership experience• UAE working experience preferred |
| Competencies | <ul style="list-style-type: none">• Inter-culturally aware with well-developed interpersonal skills• Proven ability to build strong working relationship, internal and external to the organization• Ability to build trust, drive execution, foster innovation, focus on delivery to customers• High integrity |
| Additional Requirements | <ul style="list-style-type: none">• Candidates fluent in German, French and/or Arabic preferred• Any additional language a plus |
| Salary & Benefits | The salary and benefits package is competitive, will be commensurate with the qualifications and experience of the successful candidate and is in line with UAE Labour Law. |
| Contract | Unlimited on Free Zone |
| Application | <p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none">• Cover letter, no longer than one page, explaining your strengths as a candidate and why you are interested in this particular position• Current CV, not to exceed two pages, with passport size photo• A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years <p>Please send your application to: hr@sisd.ae</p> |