

TERMS OF REFERENCES

Director of Information & Communication Technology

Director Information Technology is responsible for providing vision, strategies, and action plans to achieve the University's IT-related objectives. He also provides operational leadership to the Information Technology Center of the University and accountable for IT-related systems and solutions in all the faculties and administrative branch of the University.

Key Responsibilities:

- Developing strategies, policies and procedures with regard to all aspects of (Network Connectivity, Software Development, Information Systems, Information Management, Hardware Maintenance, IT Security, disaster management) Information and communication services of the University.
- Working with the staff of the IT centre to find solutions to smoothly manage the IT-related activities in the University with 24/7 uninterrupted support.
- Supervise the staff of the IT centre while working closely with the university administration and external entities.
- Conduct a comprehensive audit on the current status of all the IT-related hardware, software and services and future requirements.
- Prepare a financial budget proposal for the next five years and execute it annually to reach the targets at the end of the five years.
- Research on new IT related solutions, products and services to improve the current status of the IT infrastructure and operations of the University.
- Administrating all IT related contracts and agreements
- Responsible for evaluation and procurement of all IT related hardware, software and services

Additionally, Director of IT should possess the following attributes.

- Sufficient IT-background with up-to-date advanced in the modern IT field
- Good communication and interpersonal skills required to negotiate, convince and communicate with different parties
- Analytical and problem-solving skills to provide cost effective solution for different situations.

Professor Sujeewa Amarasena

Vice Chancellor