

Job Description		
Position: Chief Information Officer & Vice President for Digital and Information Technology Services	Classification/Rank: <i>(for OHRMOD to determine after job evaluation/audit)</i>	IPL: <i>(for OHRMOD to determine after job evaluation /audit)</i>
Summary of Work Activities and Responsibilities: The Chief Information Officer (CIO) and Vice President for Digital and Information Technology Services (DITS) serves as the University's executive with overall leadership, accountability, and oversight for governance, strategy, and management, of DITS and the University's multi-disciplinary digital transformation initiative. The role works with senior stakeholders to maximize value co-creation from DITS. The CIO reports directly to the University President for DITS and the Board of Trustees for the University's Digital Transformation. As befitting an executive and senior leader, the CIO represents the University in public, associations, regional, international, and other conferences for benchmarking, keeping abreast of, networking with possible partners. In keeping with the University's reputation as a leading Philippine and Jesuit Research University, the University's CIO is looked to as a thought leader and influences the Philippine society's digital transformation.		
Main Duties and Responsibilities The CIOs key activities are as follows: 1. Strategic leadership • Lead the definition, alignment, and sponsorship of the University's Digital and IT Master and Operational Plans, including defining the mission, vision of the University's DIT organization. • Advice and assist the President's Council in ensuring decision-making is in-line with the University's DIT master plan and all relevant laws, policies, regulations, and best practices. • Build and sustain the DIT organization to ensure the right people, with the appropriate skills, roles, and organization structure to deliver DIT strategies and services are in place. • Ensure the DIT plans are continually evaluated, and aligned to the University's Strategic Plan, Academic Unit Operational Plans, as well as the Campus, HR, Marketing, Financial Master Plans. • Develop, maintain, adapt, and ensure full alignment of the DIT Master and Operational plans with its constituent's portfolio(s) Enterprise Architecture, governance structure, budget, capital funding requirements (<i>note</i>; this will be a multi-million PHP portfolio) • Champion, obtain, and maintain broad stakeholder support for the organizational, cultural changes to ensure the success of the University's Digital Transformation. • Report the DIT and Digital master plan scorecards to the President's Council, BOT and University Digital Transformation Advisory Council.¹		

¹ The Digital Transformation Council is an evolution of the University IT Advisory Council. The President's Council and the BOT will appoint senior representatives to oversee the Digital Transformation Initiative.

2. Digital and IT Transformation Governance

- Together with the BOT and President's council, oversee governance and enterprise risk management approaches to achieve balanced University-wide, long-term objectives.
- Direct governance activities, including, but not limited to coordinating with external and internal audits, formulation of DIT, financial, procurement, technology related policies to ensure legislative, regulatory, and industry compliance, as delegated by the BOT.
- Direct the DIT portfolio to ensure alignment to the University's OGSM and judiciously, continually balanced to ensure the optimized return on all DIT investments.
- Facilitate the development of standards, policies, and actions, to define provide strategic guidance and governance for all DIT and related practices, functions.

3. Digital and IT services delivery

- Provides leadership for the delivery of IT services for the University achieve the University's Strategic Plan and stakeholders' master and operational plans
- Promote the effective, efficient, and secure use of DIT services to provide continual value to accomplish the teaching, learning, research, and mission-oriented goals of the University.
- Keep abreast of relevant higher education and IT industry best practices to ensure the University's IT capabilities (including, but not limited to the organization, suppliers, technology assets) are up to date and provide best value.
- Ensure all DIT services have the right level of investment, resources, to meet service levels, including availability, capacity and performance, continuity and resilience, information security, as well as clients' expectations.
- Lead technical and (together with or as appointed by the President's Council) overall negotiations in strategic digital and IT external partnerships and strategic procurements.
- Together with the University's Data Privacy Office, safeguard and protect all information against internal, external threats, vulnerabilities, and risks.
- Guide strategic, DIT and other offices strategic priority programs and projects as executive sponsor or as part of the executive steering committee.

Knowledge, Skills and Abilities:

- Demonstrated experience in strategic planning including, creating, and updating organizational mission, vision, and strategies, and securing the requisite resources and stakeholder support
- Knowledge on Digital transformation frameworks, initiatives
- Proven knowledge of global IT Service Management (ITSM), Project, Program, Portfolio (P3M) Management, IT governance, Enterprise Architecture, Information Security standards, best practice frameworks, and how these are applied to different organizations

Preferred: relevant international certifications in IT (e.g., ITSM, EA TOGAF, P3M, COBIT, etc) governance and management and relevant technology certifications in cloud, information security, network technologies

- Knowledge on emerging trends, challenges and opportunities, current standards, and effective practices in information technology and digital technologies (e.g., cybersecurity, vendor, supplier, contracts management, platform management, cloud services, reliability engineering, analytics and data management, technology business management, 5G, Internet of Things, 4IR, robotic process automation, machine learning, AI, natural language processing)
- Strong business, management, and organizational skills, with experience supporting strategic projects working across multiple stakeholder groups
- Demonstrated knowledge of business operations, including budget management, enterprise risk management
- Leadership, Strategic Thinking, Decision-Making
- Strategic negotiations, client and relation management, forging external partnerships
Preferred: Training and teaching in a higher education, continuing education institution, or internal Enterprise learning and development (e.g., corporate training) context

Education and Experience Requirements:

- Undergraduate in Computer Science, Information Technology, Engineering, or Management course. Master's degree or masteral units in management or computer science preferred.
- More than 10 years' experience as Chief Information Officer (CIO), Chief Technology Officer (CTO), Director, or other senior IT management level position in a large organization.
- Demonstrated experience in IT Service Management (ITSM) ITIL adoption
- Working knowledge of engineering economics, or related benefits realization management or monitoring and evaluation frameworks
- Working knowledge of broad organizational changes, and frameworks, models
Preferred: international or multinational, top conglomerate experience in overall Digital transformation, IT management and ITSM, P3M, Governance, EA practices

Preferred: exposure to leading-edge research or projects involving high-performance computing, data science and analytics (e.g., modelling), collaborative, multi-agency or multi-institutional research

Stakeholder Relationship (briefly state the purpose of the working relationship)

Internal: President, BOT, Vice Presidents, School Units and Office Heads to ensure the University DIT plans and services meet explicit and implicit expectations

External: Alumni, donors, suppliers, CIO & CTO of schools, organizations, and other associations, to keep the University's DIT services on the leading edge

Laws and Regulations

Working knowledge of the Data Privacy Act of 2012.

The CIO may also be tapped by CHED or the Department of Information and Communications Technology to provide inputs re the e-Government Master and other Philippine ICT master plans.

Fiscal Responsibilities

Budget management (forecasting, securing funding and requisite approvals, oversight) for the overall Digital and IT requirements, for operational and capital investments of the University

Oversight on all DIT related investments, during the re-organization and transition.

Direct reports

DIT Directors/Department Heads
Office of the VP for DIT staff
Digital Transformation Director
Enterprise Architect
(On-loan or assigned) DIT finance director
(On-loan or assigned) DIT HR partner