

Job Description Chief Information Technology Officer

Purpose

This position strategically leads and directs the information technology department of (Name of DISCO). The Chief Information Technology Officer ensures the efficient and effective use of information and communications technologies at (Name of DISCO) for meeting its corporate goals.

Eligibility Criteria

- 16 year degree (master's preferred) in information systems, computer science, engineering or related field from HEC-recognized local/foreign university
- Post Qualification relevant experience minimum of 15 years
- Broad knowledge of information systems including software, languages, frameworks, techniques, and industry trends,
- Experience in leading complex, major changes and initiatives, demonstrated skills in change management on an organizational and inter-personal level; experience with integrating teams across multiple business units and managing a geographically dispersed and diverse workforce
- Experience in designing and effective information governance framework across the spectrum of IT service delivery
- Excellent verbal and written communication skills.
- The candidates must comply with the Fit and Proper Criteria as laid down under the Public Sector Companies (Corporate Governance) Rules, 2013 framed under the Companies Act, 2017 and also as laid down under the State-Owned Enterprises (Governance and Operations) Act, 2023.

Age Limit

- Upper age limit is 50 years.

Skills & Knowledge

- Leadership
- Planning and Organizing
- Teamwork and Collaboration
- Decision Making and Problem Solving
- Relationship Management
- Broad knowledge of Business Processes
- Thorough knowledge of information and communication technologies relevant to the electricity distribution sector
- In-depth knowledge of relevant market / industry trends in information and communication technology

Key Performance Indicators

- Completion of all assigned targets in the specified time.
- Developing and retaining people.
- Compliance to all IT processes and practices applicable to (Name of DISCO)
- Evolve the (Name of DISCO) IT systems to meet business requirements

Responsibilities

All IT affairs of (Name of DISCO)

- Develop IT strategy, IT policy, protocols and standards that support the goals and business needs of (Name of DISCO)
- Ensure compliance with IT strategy and processes of (Name of DISCO)
- Oversee contract negotiations with IT vendors, contractors, and service providers
- Develop IT budgets as part of corporate planning exercises and ensure their effective execution
- Manage all IT personnel of (Name of DISCO)
- Oversee all affairs of the IT department of (Name of DISCO)
- Coordinate with other department heads to maximize effective delivery of IT services to their teams
- Maintain effective relationships with key IT stakeholders of the electricity sector (e.g., PITC)
- Keep track of the latest IT developments that can help improve the performance of (Name of DISCO)
- Update the IT strategy, IT policy, protocols and standards of (Name of DISCO) periodically and validate their alignment with internal business requirements and external dynamics.

People Management

- Provides effective and inspiring leadership to subordinates;

- Builds competent and high performing team capable to meet current and future needs;
- Delegates responsibilities to subordinates and creates a sense of urgency;
- Ensures parity among subordinates with regards to learning and growth opportunities;
- Leads by example;
- Builds a conducive working environment for an engaged and committed team;
- Promotes a sense of purpose and self-fulfilment among subordinates;
- Manages performance of direct reports through objective setting, continuous support, feedback and formal appraisal;
- Oversees recruitment of executives;
- Identifies training and development requirements of subordinates to take future roles in coordination with HR;
- Drives employee engagement across the department
- Handles administrative issues such as conflict management, grievances handling and disciplinary issues.