



CAREER OPPORTUNITY

JOB TITLE: IT & DIGITAL EVOLUTION MANAGER

LOCATION: ACCRA

REPORTS TO: PRINCIPAL

About Ghana International School (GIS):

Established in 1955 with just 38 students, GIS has for 69 years provided world-class international education to 1,200+ students from 37+ nationalities. Accredited by CIS, NEASC, and a member of AISA, GIS is recognized globally for holistic student development and academic excellence. Our curriculum spans from the Cambridge Early Years to IGCSE and A-Level programs, ensuring a strong foundation for lifelong learning.

GIS fosters a dynamic, inclusive, and innovative environment where staff are empowered to excel and continuously grow. We seek a forward-thinking **IT & Digital Evolution Manager** to lead our technology strategy into the future, ensuring GIS stays ahead of emerging trends rather than simply keeping up with them.

JOB SUMMARY:

The **IT & Digital Evolution Manager** is a visionary leader responsible for driving technological innovation, ensuring GIS leverages cutting-edge advancements to enhance learning, operations, and efficiency. This role involves reviewing and refining our **Technology Roadmap**, identifying opportunities for disruptive innovation, and leading the strategic adoption of emerging technologies. The IT & Digital Evolution Manager will champion a culture where technology is seamlessly integrated into every aspect of school life, empowering staff and students alike.

KEY RESPONSIBILITIES:

Technology Leadership & Strategic Innovation

- Assess, review, and execute the school's Technology Roadmap, ensuring it aligns with future trends and GIS's strategic vision.
- Position GIS as a pioneering early adopter of transformative technologies in education and administration.
- Collaborate with leadership to identify and implement emerging technologies that enhance learning, communication, and operational efficiency.
- Establish and manage a system for continuous technology trend analysis, integrating data-driven decisions into the school's tech strategy.
- Foster a **culture of innovation**, encouraging staff and students to leverage technology in creative and impactful ways.

IT Resource Management

- Oversee a secure, scalable, and high-performing IT infrastructure that supports seamless connectivity and accessibility.
- Lead the digital transformation journey, automating processes, enhancing cybersecurity, and integrating AI-driven solutions where appropriate.
- Ensure cloud-based and on-premise solutions are optimized for efficiency, security, and growth.
- Implement next-generation **learning technologies**, supporting adaptive learning and data-driven instruction.

Team & Change Management

- Lead, mentor, and inspire the IT team, fostering a **culture of continuous learning, creativity, and proactive problem-solving**.
- Drive professional development for IT staff, ensuring they stay ahead of industry advancements.
- Engage with faculty and administrative staff to ensure seamless integration of technology into teaching and operations.
- Promote user adoption of technology by creating structured training programs and support systems.

Cybersecurity & Compliance

- Implement and enforce robust cybersecurity measures to protect sensitive data and systems.
 - Ensure compliance with international data protection regulations (e.g., **GDPR**), digital ethics, local laws, and best practices in IT governance.
 - Develop policies that balance security with **usability and accessibility**, ensuring smooth operations.
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QUALIFICATIONS & COMPETENCIES:

- **Education:** Bachelor's degree in **Information Technology, Computer Science, Information Systems, or a related field**. Master's degree preferred.
 - **Certifications (preferred):** CCNP, CISSP, Azure Administrator Associate, CompTIA Security+, ITIL, Google Workspace Administrator, Microsoft 365 Certified, Project Management Professional (PMP) / PRINCE2, or any other comparable certification.
 - **Experience:** Minimum **10 years of IT leadership experience**, preferably in educational or large organizational settings.
 - **Strategic mindset:** Ability to develop and execute IT strategies that anticipate future needs.
 - **Innovation-driven:** Passion for emerging technologies and their potential to transform education.
 - **Leadership skills:** Proven experience in managing IT teams, fostering innovation, and driving change.
 - **Technical expertise:** Deep knowledge of **networking, cloud computing, cybersecurity, enterprise solutions, and AI-driven automation**.
 - **Problem-solving & adaptability:** Ability to think critically, troubleshoot effectively, and adapt to evolving technological landscapes.
 - **Communication:** Ability to translate complex IT concepts into accessible insights for leadership, staff, and students.
 - Budget and resource allocation
 - Project Management Skills
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Why Join Ghana International School?

- **Shape the future of education:** Lead a school-wide digital transformation, influencing how technology empowers teaching and learning.
- **Innovate beyond boundaries:** Drive a forward-thinking technology agenda that anticipates the future.
- **Professional Growth:** Work in a collaborative, dynamic, and international environment with extensive opportunities for development.
- **Be part of a legacy:** Contribute to an institution known for educational excellence and a commitment to progress.

APPLICATION PROCESS

To apply for the IT & Digital Evolution Manager position at Ghana International School, please submit the following:

1. Resume/CV detailing your education and professional experience.
2. Cover Letter explaining your interest in the role and how your skills align with our vision for the future of technology at GIS.

[Click here](#) to apply

DEADLINE FOR APPLICATIONS: 31/03/2025

Ghana International School is an equal opportunity employer that values diversity and welcomes applications from individuals of all backgrounds and experiences. We are committed to fostering an inclusive and forward-thinking workplace. In line with our commitment to Child Protection and safeguarding in promoting the welfare of children, we expect all employees to actively uphold and support this responsibility.
