



CAREER OPPORTUNITY

JOB TITLE: SYSTEMS SPECIALIST

REPORTING TO: HEAD, IT & DIGITAL EVOLUTION | CAREER LEVEL: LEVEL 4 - SPECIALIST

Established in 1955 with 38 students, GIS now provides world-class international education to 1,305 students, aged 3 to 18 years and representing 37 nationalities. Accredited by the Council of International Schools (CIS), New England Association of School and Colleges (NEASC) and a member of the Association of International Schools in Africa (AISA), GIS has earned a reputation around the world for providing holistic student development and academic excellence. The Primary curriculum is grounded in the English National Curriculum, Cambridge curriculum and the new Cambridge Early Years Curriculum while Secondary studies lead to Cambridge IGCSE and A-level examinations, with impressive results.

GIS provides a dynamic environment where our staff have the opportunity to demonstrate excellence in a safe multicultural environment. The School is committed to the educational excellence of our students through the selection and retention of highly qualified employees. We foster a climate of inclusion, dignity, and respect as well as the provision of meaningful professional development for the continued growth of our staff.

JOB SUMMARY:

The Systems Specialist is responsible for the ownership, administration, optimization, and governance of the school's institutional digital systems.

The role primes the Systems & Platforms function in ensuring that systems are reliable, secure, well-governed, and aligned with the operational needs of the school. It also drives data integrity, workflow optimization, and quality management practices, ensuring systems effectively support academic and administrative operations.

As a Specialist, the role provides functional leadership to systems staff, ensuring high standards of delivery, continuous improvement, and strong alignment between systems, data, and institutional processes.

Strategic Impact of the Role

Institutional systems are central to the school's operations across admissions, academics, HR, finance, and student services.

The Systems Specialist plays a critical role in:

- Ensuring system reliability and data integrity across the institution
- Driving digitization and optimization of administrative workflows
- Strengthening systems governance, documentation, and audit readiness
- Building internal capability within the Systems & Platforms team

The role directly contributes to improved operational efficiency, better decision-making, and a more integrated and scalable digital environment.

KEY RESPONSIBILITIES

Systems Ownership and Architecture

- Lead the administration and continuous improvement of the school's core systems
- Oversee system configuration, workflows, permissions, and integrations
- Drive improvements to the institutional systems architecture
- Lead the design and optimization of digital workflows across administrative functions, translating processes into scalable system-driven solutions
- Ensure effective integration and information flow across platforms

Systems Administration and Operations:

- Ensure systems are stable, available, and performing optimally
- Oversee user access, role management, and system configurations
- Coordinate issue resolution with vendors and service providers
- Provide advanced-level support for complex system-related issues

Data Governance and Reporting

- Ensure accuracy, consistency, and integrity of institutional data
- Oversee data validation, quality assurance, and reporting processes
- Support academic and administrative reporting cycles
- Improve data accessibility and reporting workflows across the school

Systems Security and Risk Management

- Ensure appropriate access controls and data protection measures are in place
- Apply cybersecurity best practices in system configuration and management
- Identify and mitigate system-related risks
- Support compliance with institutional policies and regulatory requirements

Quality Management and Process Improvement

- Lead the standardization and documentation of system processes and workflows
- Ensure alignment with ISO 9001:2015 quality management principles
- Maintain audit-ready documentation, including SOPs, process maps, and system records
- Identify process gaps and implement structured improvements
- Drive continuous improvement in system usage, efficiency, and control

Leadership and Team Development

- Provide functional leadership to Senior Systems Officers and Systems Officers
- Guide and oversee day-to-day activities within the Systems & Platforms Unit
- Review outputs to ensure accuracy, consistency, and adherence to standards
- Mentor and develop team members in systems administration, data management, and user support
- Support workload planning, prioritization, and effective task allocation
- Foster a culture of accountability, quality, and continuous improvement
- Contribute to performance feedback and capability development within the team

Collaboration and Stakeholder Engagement

- Serve as the primary liaison between systems and institutional stakeholders
- Translate operational needs into system configurations and improvements
- Support user training, adoption, and effective use of systems
- Work closely with departments to improve system-driven processes

KEY SYSTEMS LANDSCAPE

The Systems Specialist will oversee systems across:

- Student Information Systems (SIS)
 - Admissions platforms
 - Human Resources systems
 - Finance systems
 - Reporting and analytics platforms
 - System integrations and data flows
 - Cloud-based and mobile-enabled platforms
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FIRST-YEAR STRATEGIC PRIORITIES

Systems Optimization and Workflow Digitization

- Lead improvements to system workflows across HR, Finance, Admissions, and student services
- Deliverable: Optimized workflows and improved system-driven processes

Systems Governance and Documentation

- Establish structured documentation and governance practices
- Deliverables:
 - System workflows and SOPs
 - Access control and configuration standards
 - System administration documentation

Data Integrity and Reporting Enhancement

- Strengthen data governance and reporting processes
- Deliverable: Improved reporting accuracy and accessibility

Quality Management Implementation

- Embed ISO-aligned practices in systems and processes
 - Deliverable: Audit-ready documentation and continuous improvement framework
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QUALIFICATIONS AND EXPERIENCE

Education

- Bachelor's degree in Information Systems, Computer Science, or related field
- Master's degree in a relevant field is an advantage

Experience

- Minimum 8–10 years' experience in:
 - Systems administration or enterprise systems support
 - Data management and reporting
 - Institutional or enterprise IT environments
- Experience leading or supervising systems or IT staff
- Experience working with Quality Management Systems (ISO 9001:2015)
- Experience supporting audits, compliance, or governance initiatives

Certifications/Working Knowledge (Advantage)

- CompTIA Security+
 - ITIL
 - PRINCE2
 - Cybersecurity or data protection certifications
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KEY COMPETENCIES

Systems Leadership: Ability to take ownership of systems and guide a team in delivering high-quality outcomes.

Systems Thinking: Ability to understand and optimize interactions between systems, data, and processes.

Data Governance: Strong focus on data accuracy, validation, and reporting integrity.

Quality and Process Orientation: Ability to design structured processes, documentation, and continuous improvement practices.

Stakeholder Engagement: Ability to translate technical systems into practical solutions for non-technical users.

CAREER DEVELOPMENT PATH

Senior Systems Officer → **Systems Specialist** → **Systems Unit Lead**

This role represents a transition from execution to technical expertise, functional leadership, and governance accountability.

PERSONAL ATTRIBUTES

- Strong professional integrity and discretion
 - High attention to detail
 - Structured and process-driven mindset
 - Proactive and solution-oriented
 - Ability to lead while remaining hands-on
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APPLICATION PROCESS

To apply for the **Systems Specialist** position at Ghana International School, kindly submit:

1. A detailed Resume/CV highlighting your educational background and any relevant experience.
2. A Cover Letter expressing your motivation for joining the programme and how your educational background aligns with GIS's objectives.

Click [here](#) to apply.

DEADLINE FOR APPLICATIONS: Friday, 29th May, 2026.

Why Join Ghana International School?

- **A Legacy of Excellence:** Join an institution with a proud history dating back to 1955, known for its lasting influence on global education.
- **Professional Development:** Thrive in a supportive and collaborative environment with abundant opportunities for growth and professional advancement.
- **Community Engagement:** Make a difference at a school that honors tradition while embracing innovation, leaving a positive impact on students and the broader community.

Ghana International School is an equal opportunity employer and welcomes applications from individuals of all backgrounds and experiences. We are committed to creating an inclusive environment for all employees.