

## CAREER OPPORTUNITY

**JOB TITLE: DIGITAL EVOLUTION SPECIALIST**  
**DEPARTMENT: IT & DIGITAL EVOLUTION**  
**UNIT: INNOVATION & DIGITAL EVOLUTION**

**REPORTS TO: HEAD, IT & DIGITAL EVOLUTION**  
**ROLE LEVEL: MID-TO-SENIOR SPECIALIST - L4**

### JOB SUMMARY:

The Digital Evolution Specialist will support the school's digital transformation agenda by identifying, designing and implementing technology-enabled solutions that improve operational efficiency, decision-making, user experience and institutional effectiveness.

The role will have a particular focus on Artificial Intelligence, data and analytics, process automation, systems integration, emerging technologies and digital innovation. Working closely with the Head of IT & Digital Evolution and stakeholders across academic and administrative functions, the Specialist will translate institutional needs into practical digital solutions and help move initiatives from concept and assessment through implementation, adoption and continuous improvement.

The role will complement the school's core Infrastructure & Operations and Systems & Platforms functions, with primary responsibility for innovation, transformation and value creation through technology.

### KEY ACCOUNTABILITIES:

- Delivery of measurable digital transformation initiatives.
- Increased automation and reduction of inefficient manual processes.
- Improved use of data and analytics for institutional decision-making.
- Successful implementation of responsible AI use cases.
- Increased adoption and effective use of approved digital tools.
- Delivery of projects within agreed scope, timeline and budget.
- Strong governance, documentation and security of implemented solutions.
- Demonstrable operational or educational value from technology investments.

### KEY RESPONSIBILITIES:

#### Digital Transformation & Innovation

- Support the development and implementation of the School's digital evolution roadmap.
- Identify opportunities to digitize, automate and redesign manual or inefficient processes.
- Evaluate emerging technologies and recommend solutions with demonstrable institutional value.

#### Artificial Intelligence & Automation

- Identify and develop practical applications of Artificial Intelligence and Generative AI across academic and administrative operations.
- Support the development and implementation of AI governance, responsible-use standards and controls.
- Monitor developments in AI and emerging technologies and advise the Head of IT & Digital Evolution on relevant opportunities and risks.

## **Data, Analytics & Decision Support**

- Develop dashboards, reporting solutions and analytics capabilities to support evidence-based decision-making.
- Work with stakeholders to identify meaningful operational and management KPIs.
- Integrate data from relevant institutional systems to improve reporting and organizational visibility.

## **Systems Integration & Digital Platforms**

- Support integration between the School's digital platforms and enterprise systems.
- Participate in the evaluation, selection and implementation of new digital platforms.
- Support modernization and optimization of existing digital platforms.

## **Project & Change Management**

- Lead assigned digital transformation projects and coordinate multidisciplinary project teams.
- Develop project plans, milestones, budgets, risk registers and implementation schedules.

## **Technology Governance, Security & Risk**

- Ensure digital initiatives align with the School's cybersecurity, privacy, data-protection and technology-governance requirements.
- Incorporate security and privacy considerations into solution design and procurement.
- Assist with development of policies, standards and governance frameworks for emerging technologies.
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# **QUALIFICATION & EXPERIENCE**

## **Essential Qualifications**

- Bachelor's degree in Information Technology, Computer Science, Information Systems, Engineering or a related discipline.
- 10+ years of progressive technology experience, with demonstrable responsibility for digital transformation, enterprise technology, analytics, automation or major technology programs.
- Working knowledge of data analytics, business intelligence, cloud technologies, cybersecurity and systems integration.

## **Highly Desirable**

- Postgraduate qualification in Artificial Intelligence, Digital Transformation, Information Systems, Technology Management, Business Administration or a related discipline.
- Experience implementing AI, automation, analytics or enterprise digital solutions.
- Experience with Power BI or comparable business-intelligence platforms.
- Experience implementing, integrating, and optimizing Enterprise Resource Planning (ERP) to automate processes, improve operational efficiency, integrate data, and support data-driven decision-making.
- Experience with cloud, virtualization and integrated enterprise technology environments.

## **Professional Certifications**

Relevant professional certifications are highly desirable, including:

- Project Management Professional (PMP®).
- ITIL Foundation.
- ISO/IEC 27001 Lead Auditor or equivalent information-security certification.
- VMware Certified Professional
- AI/Generative AI professional training or certification.
- Other recognized certifications in digital transformation, data analytics, or enterprise technology.

### Technical Competencies

- Artificial Intelligence and Generative AI | Digital transformation and technology strategy
- Data analytics and visualization | Power BI and business intelligence
- Process automation and workflow digitization | Cloud and virtualization technologies
- Vendor and commercial management | Change management and technology adoption

### Core Competencies

- Strategic and analytical thinking | Innovation and problem solving
- Stakeholder engagement and communication | Data-driven decision-making

## APPLICATION PROCESS

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

A detailed Resume/CV highlighting your educational background and any relevant experience.

A Cover Letter expressing your motivation for joining and how your background aligns with GIS's objectives.

Click [here](#) to apply.

**DEADLINE FOR APPLICATIONS: MONDAY, 19TH OCTOBER, 2026.**

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### 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.