



Your Well-being, Our Priority.

# JOB ADVERTISEMENT

## HEAD, INFORMATION MANAGEMENT & TECHNOLOGY SOLUTIONS

### ROLE CAPSULE

The Food and Drugs Authority (FDA) is conducting a search for an experienced and highly qualified Head of Information Management and Technology Solutions (IM&TS), accountable for defining and delivering IT strategy and capabilities/solutions across the Authority. The Head of Information Management & Technology Solutions (IM&TS) will be responsible for oversight direction to IT and business leaders on IT strategy, standards, and opportunities for shared services and economies of scale. The Head of IM&TS is a key contributor to FDA's strategy and planning process and will be responsible both for IT operations and digital transformation. It is critical for the Head of IM&TS to build strong and productive relationships with all Functional unit leaders, acting as a true partner and making IT a critical enabler for the delivery of the Authority's strategic and operational deliverables.

The Head of IM&TS will have responsibility for a team of IT professionals.

### KEY RESPONSIBILITIES

The successful candidate will be responsible for leading the function in the under listed four (4) categories of strategy, leadership, Team Development and IT Operations:

#### Strategy

- ✓ Proactively advise the senior management team on the emerging technologies and digital trends that are most relevant to the FDA's goals and evolving needs.
- ✓ Help determine capital investment parameters, priorities and risks for enterprise-wide IT initiatives to maximize the return on investment.

#### Leadership

- ✓ Develop an IT vision, strategy, and a roadmap, and lead the IT team and its business partners in effective execution.
- ✓ Ensure, on an ongoing basis, that current and planned technical architecture, investments and solutions are aligned with FDA's objectives.
- ✓ Prepare and monitor IT operational budgets that meet prevailing objectives and constraints.
- ✓ Develop and execute an analytics program that will enable FDA's functional leaders to make critical decisions.
- ✓ Build strong relationships with functional groups and their leaders across the Authority, and develop a detailed understanding of their issues, challenges and opportunities to enable the development and deployment of fit for purpose solutions.
- ✓ IT project lead for the Authority in all information technology projects.

#### Team Development

- ✓ Hire, develop, evaluate, reward, and retain a highly-qualified team of IT professionals.
- ✓ Foster a culture of innovation, transparency and accountability, promote a "business-first" mentality at all levels of the IT organization.
- ✓ Ensure that the organization has strong systems analysis and project management skills, and the ability to execute operational critical projects.

#### IT Operations

- ✓ Direct the design, planning, implementation, and maintenance of the computing infrastructure that supports the Authority's operations and business application needs.
- ✓ Establish metrics for managing IT effectiveness and for measuring the impact of IT on organizational outcomes.
- ✓ Establish appropriate service levels and the processes to ensure that KPIs are met.
- ✓ Maintain oversight of all IT projects, ensuring that commitments are properly planned, staffed, monitored and reported.
- ✓ Establish a comprehensive enterprise information security program to ensure the integrity, confidentiality and availability of relevant data.
- ✓ Lead the design and implementation of an enterprise-wide disaster recovery and business continuity plan.
- ✓ Establish and enforce IT policies, processes, portfolio management, development standards and methodologies.
- ✓ Monitor the industry for developments in IT operations; evaluate and implement relevant new tools and service management frameworks.

- ✓ Review, recommend, and oversee all vendors and managed service agreements for computing, telecommunications, IT services, and equipment.

### SKILLS, EXPERIENCE & QUALIFICATIONS

#### Leadership and Communications

- ✓ Can create a clear strategic vision for information technology that supports business objectives, and can execute on that vision.
- ✓ Able to work collaboratively with diverse leaders, communicate an IT vision and strategy across all levels of the organization, and build consensus around key initiatives and projects.
- ✓ Possesses exceptional interpersonal and communication skills, both oral and written; able to articulate ideas to both technical and non-technical audiences.
- ✓ Demonstrated ability to recruit, develop and motivate a high performing IT team that values transparency and accountability.
- ✓ Possesses exceptional business acumen, analytical and problem-solving abilities.
- ✓ Excellent negotiating skills with internal customers and external service providers.
- ✓ Comfortable with ambiguity; can handle the unexpected with flexibility.
- ✓ A team player who favors collaborative approaches when working with internal and external partners.

#### Transformation

- ✓ Demonstrated experience driving digital transformation and organizational efficiency through innovation and the implementation of technology.
- ✓ Possesses solid knowledge in emerging technologies, and the ability to apply these in the service of the Authority's key goals.
- ✓ Experience leading complex, major change initiatives; demonstrated skills in change management.
- ✓ Experience building an enterprise level data analytics capability.
- ✓ An entrepreneurial mindset; able and interested to pursue new business opportunities.
- ✓ Customer-service oriented.
- ✓ Builder of strong technology vendor partnerships, and able to manage multiple vendor relationships to ensure the best performance and financial return.

#### IT Operations

- ✓ Knowledge of a range of vendor technology solutions; able to select and integrate the most appropriate technologies to support operations.
- ✓ Demonstrated ability to design and implement comprehensive approaches to cyber security and risk management.
- ✓ Experience designing and managing an effective IT governance framework across the spectrum of IT service delivery.
- ✓ Outstanding organizational skills, and the ability to manage multiple priorities in a fast paced, high-pressure environment.
- ✓ A strong background in operational and capital finances, and IT budget development.

#### Professional Experience and Education

- ✓ Minimum of 10 years of career experience in technology, including a minimum of 5 years in a leadership position.
- ✓ Experience in Head of IT or equivalent position is preferred.
- ✓ Experience in Public Sector or a related sector is preferred.
- ✓ A Bachelor's and an advanced degree in a related field, such as computer science, engineering and/or business (MBA) is preferred.

### MODE OF APPLICATION

This is a senior role and only qualified candidate will be long listed, following which a mix of selection methods will be used to select the right candidate.

Qualified persons are required to send their recent CVs and 100-word motivation letter to this address: [info@predictiveexcellence.com](mailto:info@predictiveexcellence.com).

**Deadline for the submission of applications is Friday, 8<sup>th</sup> November, 2019.**