Job Description- Director of the Center for Excellence in Information Technology (CEIT)

Title	Director of the Center for Excellence in Information Technology (CEIT)
Faculty/Division	Center for Excellence in Information Technology
Category	Academic
Reports to	Pro-Vice Chancellor Academic
Location/Campus	Honiara, Panatina Campus

1 Main Duties and Responsibilities

1.1 Strategic Leadership & Vision

- Develop and execute a forward-looking strategy for the Center of Excellence in IT (CEIT) with a strong focus on emerging technologies in Data Science, AI, Web Development, and Cybersecurity.
- Identify and implement cutting-edge AI and Data Science trends to align education and training with industry demands.
- Spearhead research initiatives in Artificial Intelligence, Cybersecurity, and Data Science, ensuring the Center remains a leader in technology education.
- Foster collaboration with academic institutions, government agencies, and technology firms to expand CEIT's influence.
- Represent CEIT in conferences, forums, and technology summits to enhance visibility and attract partnerships.

1.2 Course & Program Development

- Design and implement industry-relevant courses, diploma programs, and certifications in AI, Data Science, and Cybersecurity.
- Develop specialized training programs focused on:
  - AI & Machine Learning: TensorFlow, PyTorch, Scikit-learn, and AutoML.
  - Big Data & Analytics: Tableau, Power BI, and advanced data visualisation techniques.
  - Cybersecurity & Ethical Hacking: Knowledge of Cybersecurity training, phishing and other simulations.
  - Software Development & Automation: Python, Odoo, SQL, and DevOps methodologies.
  - Cloud Computing & Edge AI: AWS, Azure, and Google Cloud.
- Ensure practical hands-on learning through real-world case studies, industry-standard datasets, and live projects.
- Introduce advanced teaching methodologies, integrating AI-based personalized learning tools and interactive digital platforms.
- Establish corporate training, developing customised AI & Data Science programs training for businesses and government organizations.
- Regularly review and update programs to align with the latest technological advancements and emerging Cybersecurity threats.

1.3 AI & Data Science Integration into Education

- Incorporate Artificial Intelligence-powered tools such as:

- o Automated grading and student performance analysis using AI algorithms.
  - o Chatbots for student assistance and administrative automation.
  - o Predictive analytics to improve learning outcomes and curriculum optimization.
- Implement AI-driven adaptive learning models to personalize educational content based on student progress.
- Introduce NLP-based tools for academic research, data annotation, and text summarization.

1.4 Budgeting & Resource Management
- Develop and oversee the annual budget for the Center, ensuring alignment with strategic goals and operational requirements.
- Allocate financial resources for infrastructure development, workforce expansion, and centre enhancements to support high-quality education and training programs.
- Ensure fiscal sustainability by implementing cost-control measures while maintaining excellence in program delivery.
- Conduct a financial risk analysis to assess potential budget constraints and develop contingency plans.
- Plan and manage the hiring, retention, and professional development of faculty, administrative staff, and technical teams.
- Develop workforce management strategies to ensure an optimal balance between full-time faculty, visiting lecturers, and industry experts.
- Implement performance evaluation frameworks to track faculty effectiveness and encourage continuous skill improvement.
- Oversee the maintenance, upgrading, and expansion of physical and digital infrastructure, including classrooms, laboratories, and IT facilities.
- Ensure the availability of state-of-the-art equipment, software, and cybersecurity measures to support hands-on learning experiences.
- Implement centre optimisation strategies, including energy efficiency measures, smart classroom technology, and digital learning platforms.
- Develop sustainable revenue streams through grants, sponsorships, and industry partnerships to support long-term growth.
- Establish budget tracking and financial reporting mechanisms to ensure transparency and accountability.
- Conduct periodic financial reviews to assess budget performance and make data-driven decisions for resource allocation.
- Report financial status and operational efficiency metrics to governing bodies, stakeholders, and funding organizations.

1.5 Team Management & PMP
- Lead a multidisciplinary team of trainers, AI researchers, data scientists, and cybersecurity experts.
- Mentor faculty and trainers to stay updated with the latest AI, ML, and Cybersecurity developments.
- Establish AI & Cybersecurity technology courses and training at the Center of Excellence for continuous upskilling of faculty and professionals.

1.6 Industry Collaboration & Corporate Training

- Forge strong industry partnerships with AI startups, cybersecurity firms, cloud providers, and data-driven enterprises.
- Design corporate training programs on:
    - AI-driven predictive analytics for business intelligence.
    - Threat modelling & penetration testing for cybersecurity teams.
    - Data engineering best practices for big data architecture.
- Launch short-term certification courses for working professionals in AI, ML, and Data Security.

1.7 Software Development & Implementation

- Led the development and deployment of AI-powered applications using Python and Odoo frameworks.
- Implement automation techniques to optimize software development lifecycles, integrating.
    - AI-driven code review and error detection tools.
- Ensure best practices in secure coding, software vulnerability assessment, and AI model security.

2 Minimum Qualification and Experience Requirements

2.1 Educational & Professional Background

- Master's degree in Data Science, Artificial Intelligence, and Computer Science.
- A minimum of 7+ years of professional experience in the following areas:
    - Information Technology, Data Science, Artificial Intelligence, Web Development, or Cybersecurity, with hands-on expertise in emerging technologies.
    - Software Development ensures seamless integration of AI solutions into real-world applications.
    - Strategic Project and Team Management, overseeing cross-functional teams, optimizing workflows, and ensuring project success.
    - Academic Center Management, leading the administration, operations, and strategic growth of an educational institution.
    - Curriculum and Course Design, developing industry-relevant academic programs, diplomas, and certifications in technology domains.
    - Teaching and Training, delivering high-quality instruction in IT, Data Science, AI, and related disciplines, incorporating innovative learning methodologies.
- Strong expertise in designing and implementing AI-driven academic programs, certifications, and cybersecurity training.

2.2 Technical Skills & Tools Proficiency

- Proficiency in Python, SQL, and Odoo (ERP Development) enables efficient software development, database management, and enterprise resource planning (ERP) customization. Python serves as the primary language for AI, automation, and data science tasks, while SQL ensures effective data querying and management. Expertise in Odoo ERP Development facilitates the creation of customized business solutions, integrating modules for accounting, inventory, HR, and customer management.

- Extensive knowledge of TensorFlow, PyTorch, Scikit-learn, XGBoost, and Keras is essential for developing, training, and optimising machine learning and deep learning models. TensorFlow and PyTorch are widely used for neural network and deep learning applications, while Scikit-learn supports traditional machine learning algorithms and statistical modelling. XGBoost is crucial for gradient boosting tasks and high-performance predictive modelling, and Keras simplifies neural network implementation with a user-friendly API.
- Expertise in Power BI and Tableau ensures the ability to analyse, visualise, and interpret complex datasets, facilitating data-driven decision-making. Power BI enables real-time business intelligence reporting and integration with various data sources, while Tableau offers advanced interactive visualisations, helping organisations uncover trends, patterns, and insights from large datasets.
- Comprehensive knowledge of AWS, Azure, Google Cloud, Docker, Kubernetes, or Terraform is critical for scalable cloud-based solutions and efficient infrastructure management.

3 Desirable Attributes

3.1   Innovation & Leadership in AI & Cybersecurity
- Strong ability to anticipate and implement emerging AI, Data Science, and Cybersecurity trends.
- Expertise in managing cybersecurity frameworks, compliance, and threat modeling.
- Demonstrated success in:
    - Leading AI/ML-driven digital transformation projects.
    - Developing AI-based fraud detection and risk assessment models.
    - Automating cybersecurity incident response using AI.

3.2   Industry & Academic Engagement
- Proven ability to build partnerships with industry leaders, academia, and government institutions.
- Ability to present complex AI and cybersecurity concepts to diverse audiences.
- Passion for lifelong learning and innovation in AI, Cybersecurity, and IT education.

3.3   Strategic Thinking & Digital Transformation
- Strong analytical and problem-solving skills, particularly in:
    - AI-driven predictive modeling for decision-making.
    - Optimizing cybersecurity frameworks for large-scale enterprises.
- Ability to drive digital transformation initiatives through AI-powered solutions.

4 Dimensions

The role encompasses a wide range of responsibilities spanning academic leadership, strategic management, technical expertise, and industry collaboration. Key dimensions include:

4.1   Academic & Program Development
- Design, implement, and continuously enhance academic programs, diplomas, and certifications in AI, Data Science, Cybersecurity, and IT.

- Ensure curriculum alignment with industry standards, incorporating hands-on tools and emerging technologies.
- Foster center development through specialized training in AI, Machine Learning, and Cybersecurity.

4.2   Strategic Leadership & Center Management
- Lead and manage the operations, budgeting, and workforce planning of the Center for Excellence in IT (CEIT).
- Develop strategic partnerships with industry leaders, academic institutions, and government bodies.
- Establish CEIT as a leading institution in technology education, research, and corporate training.

4.3   Corporate Training & Industry Engagement
- Develop and execute **corporate training programs** tailored to business and government sector needs.

5   Measures of Effectiveness

The effectiveness of the role will be evaluated based on:

5.1   Academic Excellence & Program Impact
- A number of new courses, diplomas, and certifications developed in AI, Data Science, and Cybersecurity.
- Student enrollment and completion rates in technology programs.
- Industry adoption and accreditation of curricula by relevant organizations.

5.2   Institutional Growth & Reputation
- Recognition of CEIT as a leading institution in AI, Data Science, and IT training.
- Number of partnerships established with academic institutions, research organizations, and technology firms.
- Success of industry collaborations leading to student internships, job placements, and funding opportunities.

5.3   Workforce & Leadership Development
- Improvement in faculty expertise through training, research, and industry exposure.
- Employee retention and engagement rates, ensuring a motivated and high-performing workforce.
- Successful implementation of HR and workforce management strategies, ensuring efficient operations.

TERMS AND CONDITION

The position is for Five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level. The contract is renewable subject to good performance.