



# WE ARE HIRING

Job Title	Head, Information & Communication Technology (ICT)
Department / Directorate	Corporate & Internal Services
Direct Supervisor	Director, Corporate & Internal Services
Direct Subordinate	Senior Manager, Information & Communication Technology Deputy Manager, Information & Communication Technology
Grade Level	Assistant Director, Senior Manager & Deputy Manager
Job Location	Lagos



## KEY DUTIES & RESPONSIBILITIES

- Develop and implement the Institute's ICT strategy aligned with CITN's strategic objectives.
- Lead digital transformation initiatives and technology innovation across the Institute.
- Ensure the availability, reliability, security, and performance of ICT infrastructure.
- Manage enterprise applications, including membership management, examination systems, learning management systems, finance, HR, and ERP platforms.
- Ensure effective administration of the Institute's website, member portals, online payment systems, and digital services.
- Establish and enforce ICT governance, cybersecurity, data protection, and business continuity policies.
- Oversee cloud infrastructure, virtualization, network architecture, and disaster recovery systems.
- Manage ICT budgets, procurement, contracts, and vendor relationships.
- Drive automation of business processes to improve operational efficiency and service delivery.
- Ensure compliance with relevant ICT regulations, information security standards, and data privacy requirements.
- Provide leadership for ICT staff, consultants, and service providers.
- Develop ICT policies, standards, and operational procedures.
- Monitor emerging technologies and recommend innovative solutions to support the Institute's growth.
- Prepare periodic ICT performance reports for Executive Management and Council.
- Support virtual meetings, conferences, examinations, and other Institute-wide digital engagements.



## EDUCATIONAL / PROFESSIONAL QUALIFICATIONS

- Bachelor's degree in computer science, Information Technology, Computer Engineering, Information Systems, Software Engineering, or related discipline.
- Master's degree in information technology, Information Systems, Computer Science, Business Administration (MBA), or related field will be an added advantage.
- Membership of relevant professional bodies such as:
  - Computer Professionals Registration Council of Nigeria (CPN)
  - Nigeria Computer Society (NCS)
  - Information Systems Audit and Control Association (ISACA)
  - Project Management Institute (PMI)
- Relevant ICT certifications such as:
  - Microsoft Certified (Azure Administrator/Solutions Architect)



## REQUIRED EXPERIENCE

Applicants must possess:

- At least 5 years in a senior management or leadership position.
- Demonstrated experience managing enterprise ICT infrastructure.
- Experience implementing digital transformation initiatives.
- Proven ability to lead enterprise-wide ICT projects.
- Experience managing cloud platforms and hybrid infrastructure.
- Strong background in cybersecurity governance and risk management.
- Experience managing ERP systems, CRM platforms, and enterprise databases.
- Experience with online examination platforms and digital learning systems is an advantage.
- Experience within a professional body, regulatory institution, higher education institution, financial services, or public sector will be an added advantage.



## TECHNICAL COMPETENCIES

·ICT Strategy Development ·Enterprise Architecture ·Cybersecurity Management ·Network Administration ·Server Administration ·Microsoft 365 Administration ·Database Administration (SQL Server, Oracle, MySQL) ·ERP & Enterprise Applications ·Business Intelligence & Data Analytics ·Systems Integration & APIs ·Website & Portal Management ·Digital Transformation ·IT Governance (COBIT) ·Disaster Recovery & Business Continuity ·Vendor Management ·ICT Budgeting ·ICT Risk Management

## APPLICATION PROCESS

Interested and qualified candidates should submit: Application Letter, Detailed Curriculum Vitae, Copies of Academic and Professional Certificates Relevant Professional Membership Certificates to: [info@citn.org](mailto:info@citn.org)



## APPLICATION DEADLINE

**FRIDAY, 10 JULY, 2026**

Only shortlisted candidates will be contacted

