

## **UNIS Hanoi Director of Technology**

**Are you a technology leader ready to change the world?**

UNIS Hanoi is an extraordinary school - It is uniquely one of only two United Nations international schools in the world. It is where the world comes together every day and our 1200 students from 65 nationalities are engaged in learning that leverages curiosity, critical thinking, independent research and rigorous expectations to nurture excellence, empathy, creativity and resilience.

Our students are attending the best universities in the world and our global community of alumni is quite literally changing the future for a better world.

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### **POSITION OVERVIEW**

The Director of Technology leads sophisticated school information and infrastructure teams, who are among the region's leaders in technology systems in education. Working with the school's leadership and reporting directly to the Head of School, the Director creates annual and long-term technology plans aligned with the school's strategic direction.

The Director of Technology is responsible for guiding technological efforts in the school, using resources effectively to enhance performance, with the goal of supporting student learning. They also coordinate with solution providers to ensure UNIS Hanoi's service and reliability standards are met in a cost effective manner.

**“Our learning community will be an inspirational role model for a better world.”**

United Nations International School of Hanoi

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## PRIMARY RESPONSIBILITIES

### Leadership

- Co-lead the Technology Leadership Team, which includes academic leaders and technology coaches, to carry out annual plans and oversee the school's technology plan.
- Work closely with learning leadership and strategy teams to develop short-term and long-term technology plans and a shared technology vision aligned with the school's goals.
- Build and maintain relationships across academic and operational teams to ensure school wide priorities are captured in the technology plan and related budget.
- Ensure school wide alignment and compliance with IB related standards, CIS accreditation and Vietnamese Data Protection Laws.
- Represent UNIS in the community by engaging in conferences, task forces, community programs, and workshops, interacting with students, parents, faculty, and staff.

### School Information Systems

- Oversee systems architecture and maintenance of educational and administrative platforms, analytics, custom applications, databases and related integrations.
- Collaborate with departments to provide training to staff and faculty, enabling them to co-manage information systems effectively and maintain high standards of cyber security, data protection and hygiene.
- Initiate and oversee the technology project portfolio, ensuring teams execute the technology plan according to recognized project management standards. This includes clear task delegation and timeline organization, with the flexibility to serve as project sponsor, lead, or tech support as needed.
- Develop technology related school operating regulations and procedures related to information systems, ethical use and data governance.

### Infrastructure & Support

- Oversee the architecture and maintenance of the school's network and communication systems, smart building technologies, cyber security program, printing services, anti-virus, backup and recovery, file servers and cashless payment system.
- Maintain relationships with external vendors for IT hardware, software, infrastructure and support contracts. Negotiate and manage vendor contracts and service level agreements and communicate status to the IT and Leadership Team.
- Oversee the management and processes related to IT assets and inventory and maintain accurate digital documentation accessible in a central location.
- Develop and mentor technology staff to meet the changing needs of individuals, groups, and offices; new projects and technologies; and varying staff strengths.
- Collaborate with Facilities and Operational departments to design and implement integrated smart building technologies.



### QUALIFICATIONS & EXPERIENCE

- Bachelor's Degree required; Master's Degree preferred in Information Systems, Technology, Educational Technology, or other equivalent disciplines.
- Minimum 8 years or more in a technology leadership role with supervisory experience working in an international school setting.
- Five years or more in a leadership role with supervisory experience required.
- A working knowledge of school information systems such as Veracross, Toddle, Classlink, Finalsight, Frontline, SchoolsBuddy and Enterprise Resource Planning systems.
- A working knowledge of infrastructure such as Palo Alto Firewalls, Cisco Meraki Networks, Google Workspace, Microsoft Azure & 365.
- Demonstrated ability to communicate and work well with all levels within the school with a strong understanding of the culture of an international educational institution.
- Highly organized with strong project and change management skills with a drive to meet organizational and department objectives. Ability to adapt and respond to the fast-paced technological changes and integrate them into the educational environment.
- Experience with technology service methodologies such as ITIL, SDLC, TCO, Agile.
- Experience with budgeting and forecasting technology expenditures and projects.

### NOTES FOR APPLICANTS

- The salary and benefits will be competitive with similar international schools in the region and commensurate with the qualifications and experience of the successful candidate.
- Suitably qualified candidates should send the information below in a single pdf file to our Human Resources team at [recruitment@unishanoi.org](mailto:recruitment@unishanoi.org).
  - Cover letter expressing interest in the position, detailing your strengths as a candidate and how they make you a good fit for this position
  - Current resume not to exceed two pages
  - Personal statement about being a leader in a student-centred, IB world, 21st century international school and the role of technology in the future of education
  - Referee contact information from at least your last three positions (which must span seven years) with current phone numbers, and email addresses
- Interviews for shortlisted candidates and finalists will take place in fall 2023. Should a suitable candidate be found, the search committee reserves the right to close the process.
- The desired start day for this position is December 1, 2023. Candidates will be considered for an August 1, 2024, start date if needed.