

JOB DESCRIPTION

Digital Transformation and E-Learning Manager

Grade: Manager

Reporting to: Deputy Dean (Academic Affairs and Resources)

Post Holder: TBA

Salary and Benefits: As per contract

Effective Start Date: 1st of May 2026

Description:

The Digital Transformation and E-Learning Manager provides strategic and managerial leadership for defining and delivering the college's digital and e-learning agendas, ensuring the institution becomes a digitally mature, data-driven, and future-ready learning environment. The role drives the planning, implementation, and continuous improvement of digital systems, e-learning practices, instructional design, and technology-enabled teaching and learning. The Manager oversees the development, procurement, and execution of the Digital Transformation Strategy and ensures all digital initiatives align with the college's Strategic Plan 2026-2031, Oman Vision 2040, and OAQA Standards.

This role line-manages and provides oversight of:

- E-Learning and Instructional Design Unit (to be developed) and liaises with the ICTSSO on executive driven projects and deliverables.

Duties of the Role:

- **Lead Digital Transformation Strategy**
Develop, procure, implement, and monitor a comprehensive digital transformation roadmap aligned with the college's strategic plan, OAQA requirements, and Oman Vision 2040.
- **Oversee E-Learning & LMS Governance**
Manage the LMS and e-learning ecosystem, ensuring effective instructional design, online assessment, digital content development, and adoption of innovative teaching technologies.
- **Drive Institutional Digital Systems & Integration**
Lead integration and optimization of SIS, SRS, LMS, digital workflows, and automation across academic, administrative, and student support functions.
- **Enhance Digital Teaching & Learning Quality**
Promote digital pedagogy, blended learning, simulation tools, virtual labs, and AI-enabled instructional technologies to improve academic delivery and student experience.

- **Strengthen Governance, Policies & Compliance**
Develop and enforce policies on IT governance, cybersecurity, digital learning, data protection, and digital process standards to ensure compliance with national and international frameworks in alliance with ICTSSO.
- **Build Digital Capacity Across the Institution**
Design and deliver digital skills training for staff and students; mentor academic departments on digital teaching methods; and develop communities of practice.
- **Lead Digital Projects & Resource Management**
Manage digital transformation initiatives, budgets, procurement, vendor relationships, risk assessment, and implementation of major technology projects.

Skills and Person Specification:

- Strategic thinking and systems design.
- Leadership and change management.
- Digital literacy and innovation mindset.
- Project and vendor management.
- Problem-solving and decision-making.
- Excellent interpersonal and communication skills.

Education, Qualifications and Experience:

- PhD or Master's degree (preferred: Educational Technology, ICT, Information Systems, Engineering, or related field).
- Minimum 5–10 years' experience in IT leadership, EdTech, instructional technology, or digital transformation.
- Demonstrated experience managing teams, leading digital change, and implementing enterprise systems.
- Strong knowledge of LMS platforms, digital pedagogy, e-learning standards, and education technologies.
- Excellent communication, project management, and strategic planning skills.
- Experience in higher education and accreditation frameworks (OAQA preferred).

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