



BOLO INSTITUTE OF TECHNOLOGY
BOLO IT

EXECUTIVE DIRECTOR
Executive Recruitment Profile

BUILD A TECHNOLOGY INSTITUTION FOR THE GLOBAL STAGE

BOLO IT is seeking a PhD-qualified higher-education executive with proven experience establishing and running a comparable institution. The mandate is to build an academically rigorous, AI-enabled, Silicon Valley-inspired technology institution that prepares students in Cameroon to compete globally.

LOCATION	Douala, Cameroon
EMPLOYMENT	Full-Time Executive Leadership
REPORTS TO	Founder / Board of Directors
SECTOR	Higher Education Technology Innovation

Ministry-authorized institution | Authorization/Reference No. 23-0600/MINESUP/SG/DDES/ESUP/SDA/ABC | August 7, 2023

THE INSTITUTION & THE OPPORTUNITY

BOLO Institute of Technology (BOLO IT) is a technology-focused higher education institution in Douala, Cameroon. BOLO IT is authorized to offer HND, BSc and MSc programs and is being developed to prepare technology professionals, innovators, researchers and entrepreneurs for opportunities in Cameroon, across Africa and internationally.

BOLO IT is being built around a distinctive educational model: rigorous academics combined with hands-on laboratories, real-world projects, internships, professional certifications, mentorship and instruction shaped by experienced technology practitioners. The institution is intentionally globally oriented, AI-enabled and Silicon Valley-inspired.

OUR AMBITION

A student educated at BOLO IT in Cameroon should leave with the academic foundation, practical capability, AI fluency, professional exposure and confidence to compete with technology talent anywhere in the world.

THE OPPORTUNITY

The Executive Director is the senior leader responsible for translating this vision into a high-performing institution. During the first phase, the Executive Director will lead institutional setup, policies and procedures, curriculum development, faculty and staff recruitment, campus establishment, laboratory and technology readiness, partnerships, student recruitment and launch preparation. As BOLO IT matures, the role expands into overall accountability for academic quality, operations, student outcomes, institutional reputation, growth and sustainability.

LEADERSHIP MANDATE

- Build a modern higher-education institution - not simply administer an existing one.
- Create an academic environment where students learn by building, experimenting, collaborating, presenting and solving real problems.
- Integrate AI, cloud, software, data, cybersecurity and modern engineering practices into the student experience where academically appropriate.
- Establish a faculty model that combines academic excellence with accomplished industry practitioners.
- Build strong links to employers, universities, the African diaspora and global technology ecosystems, including Silicon Valley.
- Make graduate employability, practical competence and global competitiveness core institutional outcomes.

CORE RESPONSIBILITIES

1. Institutional Leadership & Strategy

Provide executive leadership for the establishment, operation and growth of BOLO IT. Translate the mission and vision into strategic plans, governance, organizational structures, annual priorities, performance indicators and regular Board reporting.

2. Academic Leadership & Curriculum

Lead the design, implementation and continuous improvement of HND, BSc, MSc and professional certification programs. Ensure academic rigor, regulatory alignment, practical learning, strong assessment standards and relevance to evolving technology and employer needs.

3. AI-Enabled Education & Innovation

Establish AI as a core capability across the student and faculty experience. Develop responsible AI practices and ensure students learn how to use AI for engineering, research, analysis, productivity, problem-solving and entrepreneurship - not merely study AI conceptually.

4. Silicon Valley-Inspired Global Experience

Translate the institution's Silicon Valley-inspired philosophy into tangible experiences through modern engineering practices, hackathons, product thinking, cloud platforms, Git/GitHub, agile methods, guest practitioners, mentorship, innovation challenges and international benchmarking.

5. Faculty & Staff Leadership

Design the staffing model and recruit qualified academic leaders, professors, lecturers, instructors, administrators and technical staff. Establish faculty standards, onboarding, development, evaluation and mechanisms for global practitioners to contribute.

6. Campus, Labs & Digital Infrastructure

Lead selection and establishment of an appropriate Douala campus. Define classroom, laboratory, connectivity, LMS, student-information, collaboration, security and hybrid-learning requirements, with strong emphasis on hands-on and virtual lab capability.

7. Governance, Policies & Quality Assurance

Develop institutional policies covering admissions, records, examinations, academic integrity, faculty administration, HR, procurement, finance, IT, student conduct, data protection, research and quality assurance. Maintain readiness for regulatory reviews and inspections.

8. Partnerships & Student Success

Build university, employer, certification, research and technology partnerships. Develop internships, mentorship, career services, student recruitment and employment pathways, and measure retention, progression, certification, graduation and placement outcomes.

9. Financial & Operational Management

Develop budgets, staffing and infrastructure plans; establish disciplined financial controls and procurement practices; manage institutional risks; and ensure responsible stewardship of BOLO IT resources.

FIRST SIX-MONTH MANDATE

The initial six months are deliberately execution-heavy. The Executive Director will be expected to move BOLO IT from planning into operational and academic readiness.

01 Develop a six-month launch plan and multi-year institutional roadmap.

08 Recruit the first academic leaders, faculty, administrative professionals and technical staff.

02 Assess existing authorization, strategy, curriculum work and operational readiness.

09 Establish the academic calendar, admissions, records, examination and student-policy processes.

03 Establish the organizational structure, governance model, staffing plan and foundational policies.

10 Create regulatory-readiness and internal quality-assurance frameworks.

04 Lead evaluation and selection of an appropriate campus location in Douala.

11 Build initial university, certification, employer, internship and technology partnerships.

05 Define classroom, laboratory, technology, library and infrastructure requirements.

12 Establish a network of diaspora and global technology practitioners for mentorship, teaching and curriculum input.

06 Lead completion and validation of initial HND, BSc and MSc curriculum and academic delivery frameworks.

13 Develop student recruitment and enrollment plans.

07 Establish the institution-wide framework for AI-enabled teaching, learning and administration.

14 Present a comprehensive BOLO IT Launch Readiness Assessment to the Founder and Board.

REQUIRED QUALIFICATIONS

- PhD or equivalent doctoral degree from a recognized institution, preferably in Computer Science, Computer Engineering, IT, Engineering, AI, Education, Higher Education Administration or a related discipline.
- Significant senior leadership experience within a university, institute of technology, polytechnic or comparable higher-education institution.
- Demonstrated experience establishing, launching or substantially developing a higher-education institution, campus, faculty, school or major academic unit.
- Demonstrated experience successfully running a similar institution or significant academic organization.
- Proven leadership of faculty, academic programs, institutional operations and curriculum at undergraduate and/or postgraduate levels.
- Strong knowledge of higher-education governance, quality assurance, accreditation, regulatory compliance and academic administration.
- Strong strategic, financial, operational, communication and stakeholder-management capability.

THE LEADER WE ARE LOOKING FOR

BUILDER. EDUCATOR. EXECUTIVE.

The successful candidate must have the academic credibility to lead a higher-education institution and the entrepreneurial discipline to build systems, teams and partnerships where they do not yet exist.

Academic credibility	Can lead faculty and academic programs with intellectual and professional authority.
Entrepreneurial leadership	Comfortable building an institution, not simply inheriting established systems.
Technology orientation	Understands how AI and modern technology are changing education, engineering and employment.
Global mindset	Believes students in Cameroon should be prepared for opportunities without geographic limitations.
Execution discipline	Turns vision into teams, milestones, systems and measurable results.
Student-centered leadership	Measures success by what graduates can actually do, not only by qualifications awarded.
Integrity & stewardship	Protects academic standards, institutional reputation and resources.

WHAT SUCCESS LOOKS LIKE

Within the first year, BOLO IT should have a functioning governance and operating model, suitable campus and laboratories, qualified faculty and staff, well-defined curricula, documented policies, strong admissions and academic administration, regulatory readiness, active industry and university partnerships, internship and mentorship programs, and a credible path to sustainable growth.

Over time, success will increasingly be measured through student enrollment and retention, academic performance, graduation, certification attainment, internships, graduate employment, employer satisfaction, research and innovation, student entrepreneurship, international partnerships, regulatory standing, reputation and financial sustainability.

THE BOLO IT GRADUATE

A BOLO IT graduate should be academically grounded, technically capable, AI-fluent, practically experienced, globally minded, professionally prepared, innovative and entrepreneurial. Students should leave with more than transcripts - they should leave with projects, software, research, certifications, portfolios, internships, professional relationships and evidence of real-world capability.

WE BELIEVE WORLD-CLASS TECHNOLOGY TALENT CAN BE DEVELOPED ANYWHERE.

Our ambition is to build one of Africa's leading technology institutions and develop graduates capable of competing with technology talent anywhere in the world.