

Academic Job Descriptions



Job Information	Job Title:	Faculty Dean			Job Code:	Band	Grade
	Profession	Academic	Department	-----	Section	-----	
Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	26/04/2017	Revision Date:	28/07/2019		
Job Family	Academic	Reporting to:	The University President	Subordinates (If applicable)	<ul style="list-style-type: none">• Vice Deans• Department Heads		
Job Purpose	Job Purpose (Objective): The Faculty Dean plays the main role as the executive head of the Faculty and as academic leader. To oversee the learning enhancement and development process within the Faculty including all academic/non-academic and administration aspects (e.g. Research, Teaching, Quality Assurance, Assessment, Coaching, Community Service, etc.), and lead the academic Faculty members and administrative staff towards achieving the Faculty strategic and operational objectives.						
Job Duties and Responsibilities	Managerial Roles and Responsibilities: (If Applicable)						
	Strategic and Operational Leadership <ul style="list-style-type: none">▪ Drives strategic positioning and pursuit of strategic and operational plans and objectives for the Faculty in consultation with the University President, derived and in alignment with the University Mission, Vision and Strategic Plan.▪ Leads the planning, development, implementation, effective delivery and evaluation of the curricula to meet the overall objectives of the Faculty’s Strategic Plan, achieving distinctiveness and effectiveness.▪ Ensures the faculty is headed in the right strategic direction as conveyed through policies and concrete objectives which are met through effective management of the different faculty resources.▪ Directs the faculty’s activities to achieve the approved targets through delegating the necessary authority to executive staff.▪ Presents regular reports to University President and discusses issues regarding the operational plans and Faculty performance updates as well as, the Faculty’s academic/non-academic, research, quality assurance, community service and other achievements.▪ Runs the Faculty academic, administrative and financial affairs and implements the University policies and bylaws.▪ Drives Faculty and University Boards’ decisions, as well as the Supreme Council of Egyptian Universities decisions within the framework of these policies and bylaws.▪ Oversees the policy, planning and implementation of graduate affairs procedures and practices in compliance with the University’s regulations and procedures, and continuously seeks employment opportunities for Faculty graduates.▪ Calls for Faculty and Department Board meetings, to discuss any arising issues as he/she deems necessary. People Leadership <ul style="list-style-type: none">▪ Consults with the University President and the HR Division, to effectively implement the human resources plan for the faculty.▪ Empowers academic/non-academic staff’ performance and maintain acceptable performance standards and levels, in compliance with set standards and best practices within the Faculty.▪ Promotes, fosters and maintains good professional relationships among staff members and between staff and stakeholders “Students, parents and other stakeholders”.						

- Promotes employment equity, integrity and fairness among Faculty staff members.
- Endorses the hiring of senior academic staff positions and the establishment of new departments / restructure of existing ones to suit changing internal conditions and market best practice.
- Conducts yearly Performance Evaluations and regular appraisal meetings for all senior academic staff and ensures overall performance of the departments is in line with the overall Faculty objectives.
- Participates actively in disciplinary procedures, grievances, performance appraisal appeals and referring them where necessary.
- Empowers the capacity building and development of Faculty staff based on the appraisal process, monitors the effectiveness of the development intervention impact and informs the People and Organizational Development Department with urgent and required development needs when they arise.
- Coaches, supports and mentors all academic staff, new hires, and early career academics "TAs, ALs, Lecturers, etc."
- Appraises and advises staff on personal and career development plans.
- Promotes a collegiate approach, develops team spirit and team coherence, fosters and encourages inter-disciplinary team working.
- Reviews and decides on documents presented by staff members to the Supreme Council of Egyptian Universities for promotion.

Budget, Funds and Project's Grants Management

- Plans and controls the Faculty's annual budget and provides the University President with yearly budget forecast, monitors the Faculty's operational budget, investigates variances, and identifies revenue generation and cost saving opportunities to ensure effective use of resources and facilities and Faculty sustainability.
- Reviews allocated funds and research or projects grants generated and available in the Faculty.
- Reviews and approves all applications for funding opportunities in consultation with the University President and other Faculties' Deans in case of multi-disciplinary projects.
- Is responsible for effective management "Use and maintenance" of the infrastructure and other assets in the Faculty.

Primary and Essential Roles and Responsibilities

Teaching and Learning

- Develops and drives the Faculty policy, research policies and practice in teaching, providing general support and guidance to students, resolving issues and/or delegating to designated parties, where appropriate.
- Drives the implementation of an effective, quality based learning system and practices within the Faculty, to ensure that all teaching practices comply with the University learning policy and strategy.
- Monitors the implementation of the general teaching and learning policies as well as the research policy of the Faculty.
- Leads the design, development and planning of modules and programmes, encourages the development of innovative and creative approaches to course design and delivery and ensures that teaching design and delivery comply with the quality and educational standards and regulations of the faculty.
- Leads the entire Exams operations, approves the distribution of exams tasks, forms Exams Committees, reviews exams results and conducts internal moderation for these exams and teaching evaluation and assessment strategies for the Faculty.
- Approves the distribution of lessons, lectures, tutorials, as well as secondment from and to the Department.
- Leads Board of Study and reviews recommendations and implementations.

- Approves postgraduate full time scholarships.
- Updates his/her knowledge and understanding in field of specialty.

Research, Innovation and Impact

- Drives sound research culture in the Faculty, initiates and promotes ethically accountable research of high quality, and strives to increase research output.
- Oversees the Faculty's overall research plan, ensures staff research ratio required by NAQAAE, approves and recommends research contracts and agreements.
- Disseminates research findings through appropriate media and academic channels in accordance with the MSA University Intellectual Property Rights "IPR" regulations.
- Promotes research and scholarly activity, innovation, University-industry relationship and commercial engagement.
- Pursues, leads and develops research at ranked journals within own research area.
- Leads research activity in the subject including determining research objectives, and developing organizational collaborations on national and international levels.
- Promotes the integration of relevant research areas with other research interests within and, as appropriate, outside the Faculty and attracts research funds on an individual and collaborative basis.

Student Experience

- Leads actions, operations and processes to enhance the Faculty's student experience including; learning, teaching, and assessment and its execution.
- Drives the reinforcement of student achievement and employability.
- Oversees the student Affairs and its related aspects such as student development activities, student personal support, internships, student academic and extracurricular activities, etc.
- Oversees the alumni relationship development including maintaining direct link between the Faculty and its alumni members, developing Faculty-employer relationship and engagement practices, etc.
- Directs the recruiting and retaining new students in accordance with the enrolment planning objectives of the University.
- Promotes successful work and study by Faculty students "i.e. compulsory field trainings, graduation projects, research, etc."
- Builds rapport, maintaining and developing effective communication with students.
- Promotes the welcoming of new students and provides effective orientation with regard to Faculty activities, support, learning facilities, and student development opportunities.

Quality Assurance and Accreditation

- Oversees all activities required to obtain and maintain the accreditation offered by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in Egypt in consultation with the University President and according to the University policy and regulations.
- Oversees all quality requirements and implementation for the validation and revalidation of the British QAA standards and ISO related guidelines and practices (If applicable), in consultation with the University President and according to the University policy and regulations.
- Oversees all activities required to apply, obtain and maintain any other national/international accreditation or validation according to the university policy and regulations.

Community Relationships and Networking

- Fosters a sense of community and loyalty amongst Faculty students and staff.
- Leads and develops internal and external networks to promote collaboration and share information and ideas, promoting both the discipline and the Faculty.
- Promotes the Faculty nationally and internationally and ensures appropriate level of satisfaction among staff and students.
- Promotes a collegiate approach and develops team spirit and team coherence, fosters and encourages inter-disciplinary team working within the Faculty.
- Manages and promotes services to the community as an integral part of the teaching and research activities of the Faculty and signs the required protocols between the faculty and other parties.
- Presents and represents the University at national and international official ceremonies, receptions, conferences or any similar contexts and events and negotiates with stakeholder's relevant forms of cooperation.
- Directs adequate level of communication with the Faculty graduates for their engagement in academic and non-academic activities.

Communication

Internal:

- University President
- Vice President(s)
- Vice Dean(s)
- Heads of Departments
- Other academics inside/outside the Faculty
- Students
- Administrative Staff
- Other Faculties and units within the University
- Centre of Excellence
- Faculty Quality Assurance and Accreditation Unit
- Quality Assurance and Accreditation Centre
- Relevant internal Committees

External:

- External Agencies
- Funding bodies and authorities "National and International", e.g. Research councils or Grants providers like "Erasmus, STDF, etc."
- Other researchers elsewhere
- Guest speakers and visitors
- Validation and Accreditation bodies and authorities

Financial Responsibility

As agreed on annual budget

Working Condition

This role requires planning, analyzing and using office equipment and computers, and occasional social and outdoor activities and capability to work under pressure and sometimes out of office hours.

Job Requirements

Educational Qualifications

Essential:

- Ph.D. (Full-Professorship) in a related discipline.
- Proven ability, commitment and passion for engaging in research activities.
- Proven record of publications and research output.
- Publishing high quality research and/or high achievement in professional practice within public domain, refereed articles or papers.

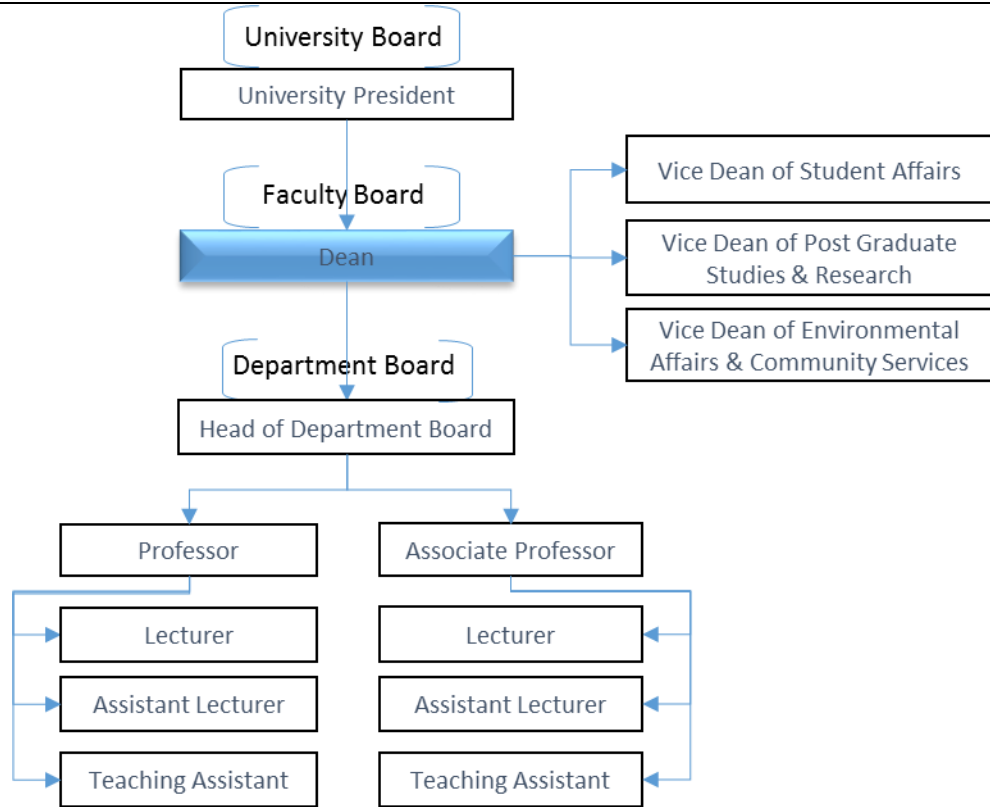
Preferable:

- Academic certificate in total quality management/ Executive management/ leadership, etc.

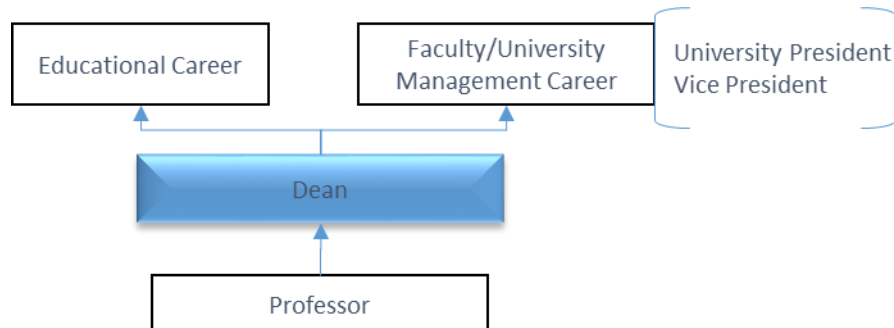


Experience	<p>Essential:</p> <ul style="list-style-type: none"> • More than 10 years of research and innovation experience. • Minimum 5 years of working as a Professor. • At least 3 years of managerial experience within academic or large industrial/ commercial institute. • Significant experience of higher education. • Broad teaching experience. 	<p>Preferable:</p> <ul style="list-style-type: none"> • Current practical experience within an industry related discipline. • Extensive experience of curriculum development. • Extensive experience of staff development. • Profound experience of successful grants applications and obtaining funding opportunities.
Skills and Abilities	<p>Computer Skills:</p> <ul style="list-style-type: none"> • Advanced skills in using Microsoft Office. <p>Language Ability:</p> <ul style="list-style-type: none"> • Excellent command of both English and Arabic reading, writing and analysis. • Ability to respond to inquiries, deliver speeches and analyze and interpret technical articles and documents. 	
Competencies	<p>Core Competencies:</p> <ul style="list-style-type: none"> • <p>Leadership Competencies:</p> <ul style="list-style-type: none"> • Strategic Thinking: Takes a proactive, broad-based, long-term perspective on the business; develops and sets effective action plans with interpersonal skills to guide others toward the accomplishment of strategic objectives of own faculty Department and is able to think strategically, envisioning the future of own area and/or specialization in and beyond the context of Faculty/Division strategy and the University strategy. • Business Judgment: Possesses knowledge of key areas of the business and the University to effectively make decisions and solve problems by aligning solutions with MSA's best interests • Enabling Change: Inspires others to embrace change in a positive and constructive ways, encourage their teams and stakeholders to work in innovative ways, effectively together and clearly articulate the reasons and need for change and be able to empower others by communicating a vision and rationale for change. • Leadership: Able to create an effective and productive working environment in line with MSA mission, vision and values, Sets team direction by clearly communicating expectations and empowering employees and provides opportunities for development. • Fostering Innovation: Champions and facilitates the development of new solutions, services and new ideas that improves services, methods or approaches. Shows the ability to turn difficult situations into opportunities, promotes creativity, takes calculated risks, challenges the status quo, and develops best practices and continuously improve. <p>Technical Competencies:</p> <ul style="list-style-type: none"> • 	

Organizational Chart



Career Path





Job Information	Job Title:	Vice Dean of Environmental Affairs and Community Service			Job Code:	Band	Grade
	Profession	Academic	Department	-----	Section	-----	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	26/04/2017	Revision Date:	28/07/2019	
	Job Family	Academic	Reporting to:	Faculty Dean	Subordinates (If applicable)		
Job Purpose	Job Purpose (Objective): The Vice Dean plays an integral role as a permanent member in the Faculty Board and as academic leader who works closely with the Dean to manage the Environmental Affairs and Community Service Plans and Activities, etc., and support the Dean in leading the Faculty towards achieving Faculty strategic and operational related to Environmental Development and Community Service, in alignment with University's strategic objectives.						
Job Duties and Responsibilities	Managerial Roles and Responsibilities: (If applicable)						
	Strategic and Operational Leadership <ul style="list-style-type: none"> Assists the Dean in strategic positioning and the setting of the Environmental Affairs and Community Service strategy and objectives for the Faculty, derived and in alignment with the University Mission, Vision and Strategic Plan. Supports the Dean in the planning, development, implementation, effective delivery and evaluation of the Environmental Affairs and Community Service Plan to meet the overall objectives of the Faculty's Strategic Plan, achieving distinctiveness and effectiveness. Implements and monitors closely with the Dean the strategic and operational plans pertaining to Environmental Affairs and Community Service for the Faculty to ensure the faculty is headed in the right strategic direction as conveyed through policies and concrete objectives which are met through effective management of the different faculty resources. Leads the faculty's Environmental Affairs and Community Service activities to achieve the approved targets through delegating the necessary authority to executive staff. Presents regular reports to the Faculty Dean and discusses issues regarding the Environmental Affairs and Community Service plans and updates. Co-responsible with the Dean for the effective management "use and maintenance" of the infrastructure and other assets in the Faculty. Assists the Dean in disseminating regulations and explaining to the staff any modification in the University bylaws, and does all the required effort to ensure effective and positive timely response to any concern or demand required by the Council of Private Universities related to the Faculty. Participates in Faculty and Department Board meetings, to discuss any arising issues as he/she deems necessary. Represents the University or delegates representatives to act on behalf of the Faculty in official ceremonies / receptions and negotiate with stakeholders relevant forms of cooperation. Participates in Faculty decision-making, supports the Deanship of the Faculty in its management and direction, as appropriate and agreed with the Dean. People Leadership <ul style="list-style-type: none"> Consults the Faculty Dean to effectively implement the human resources plan of the faculty. 						

- Empowers academic staff performance and maintains acceptable performance standards and levels subordinates especially those pertaining to research activities, in compliance with set standards and best practices within the Faculty.
- Promotes, fosters and maintains good professional relationships among staff members and between staff and stakeholders "Students, parents and other stakeholders".
- Promotes employment equity, integrity and fairness among Faculty staff members.
- Conducts yearly Performance Evaluations and regular appraisal meetings for direct subordinates and ensures overall performance is in line with the overall Faculty objectives.
- Participates and aids the Dean in disciplinary procedures, grievances, and performance appraisal appeals and referring them where necessary.
- Ensures the capacity building and development of staff based on the appraisal process, monitors the effectiveness of the development intervention impact, and updates the People and Organizational Development Department with urgent and required development needs when they arise.
- Coaches, supports and mentors direct subordinates, new hires, and early career academics "TAs, ALs, Lecturers, etc."
- Appraises and advises staff on personal and career development plans.
- Promotes a collegiate approach, develops team spirit and team coherence, fosters and encourages inter-disciplinary team working.

Budget, Funds and Project's Grants Management

- Assists in planning and implementing the Faculty's annual Environmental Affairs and Community Service budget, provides the Faculty Dean with yearly budget forecast, monitors the budget, investigates variances, and identifies revenue generation and cost saving opportunities to ensure effective use of resources and facilities and Faculty sustainability .
- Considers, prioritizes and recommends all funding/sponsorships and opportunities in consultation with the Faculty Dean and other Faculties' Deans in case of multi-disciplinary projects.
- Is responsible for effective management "Use and maintenance" of the infrastructure and other assets in the Faculty.

Primary and Essential Roles and Responsibilities

Teaching and Learning:

- Follows up on the implementation of the Environmental Affairs and Community Service policy of the Faculty.
- Actively participates and implements the recommendations of the Faculty & Study Boards.
- Teaches at least one group per semester appropriate to his/her experience and field of specialty.
- Updates his/her knowledge and understanding in field of specialty.

Environmental Development and Community Service:

- Assists the Dean to establish sound Environmental Affairs and Community Service culture in the Faculty, initiates and promotes ethically accountable research of high quality related to Environmental and Community Service issues.
- Promotes service to the community as an integral part of the teaching and research activities of the Faculty by advocating research and applied studies that are essential for solving problems pertaining to the environment and the community, in collaboration with the corporations, bodies, organizations or commissions responsible for these problems.

- Supervises the processes of providing scientific advice and consultation services in the field of environmental development and community service.
- Promotes Environmental Development and Community Service, University-industry relationship and commercial engagement.
- Promotes plans for Faculty internal and or collaborative Environmental Affairs and Community Service.
- Supports plans for student–Faculty collaborative Environmental Affairs and Community Service work.
- Advocates plans for interdisciplinary Environmental Affairs and Community Service in agreement with other Faculties within the University.
- Develops training programmes and workshops to enhance awareness and skills of members of the community in order to absorb scientific methods and current technology.
- Organizes and holds seminars regarding Environmental Development and Community Service issues.
- Establishes and supports communication channels with all community parties and stakeholders.
- Organizes and implements Volunteer Scientific Caravans for the purpose of rendering social, medical and health awareness and guidance services to members of the community.

Graduate Affairs:

- Manages policy, planning and implementation of graduate affairs procedures and practices as assigned by the Faculty Dean and in compliance with the University's regulations and procedures, and continuously seeks employment opportunities for Faculty graduates.
- Ensures adequate level of communication with the Faculty graduates for their engagement in academic and non-academic activities.
- Evaluates operations and programmes in light of changing job market needs, competitive services, and current best practices to assure attaining high level of quality and relevance.
- Ensures that policies and procedures are communicated effectively to MSA community including students, staff and graduates using appropriate and legalized channels of communication.
- Develops and maintains effective relationship with Faculty graduates to ensure adequate support in terms of employment and further career related issues, through building strong Faculty-employer "Industry" relationship and engagement practices.

Student Experience

- Manages and executes actions, operations and processes to enhance the Faculty's student Environmental Affairs and Community Service experience including, learning, teaching, and assessment.
- Provides reinforcement of student Environmental Affairs and Community Service achievement.
- Promotes successful work and study by Faculty students "i.e. graduation projects, research, etc."
- Builds rapport, maintains and develops an effective communication with students.
- Ensures new students are welcome and provides effective orientation with regard to Faculty Environmental Affairs and Community Service activities, support, learning facilities, and student development opportunities.

Quality Assurance and Accreditation

- Assists the Dean in managing all activities required to obtain and maintain the accreditation offered by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in Egypt in consultation with the University President and according to the University regulations and process.



- Assists the Dean in managing all quality requirements and implementation for the validation and revalidation of the British QAA standards and ISO related guidelines and practices (If applicable), in consultation with the University President and according to the University regulations and process.
- Assists the Dean in managing all activities required to apply, obtain and maintain any others accreditation or validation.

Community Relationships and Networking:

- Exerts all efforts to support the Dean's initiatives to create a sense of community and loyalty amongst Faculty students and staff.
- Develops internal and external networks to promote collaboration and share information and ideas, promoting both the discipline and the Faculty.
- Promotes a collegiate approach and develops team spirit and team coherence, fosters and encourages inter-disciplinary team working.
- Promotes the Faculty nationally and internationally and ensures appropriate level of satisfaction among staff and students in collaboration with the Dean.
- Promotes services to the community as an integral part of the teaching and research activities of the Faculty.
- Presents and represents the faculty at national and international conferences and similar contexts and events.
- Promotes and maintains good personal and professional relationships among staff members and between staff and stakeholders "Students, parents and other stakeholders".

Communication

Internal:

- University President
- Vice President(s)
- Faculty Dean
- Other Vice Deans
- Heads of Departments
- Other academics inside/outside the Faculty
- Students
- Administrative Staff
- Other Faculties and units within the University
- Centre of Excellence
- Faculty Quality Assurance and Accreditation Unit
- Quality Assurance and Accreditation Centre
- Relevant internal Committees

External:

- External Agencies
- Funding bodies and authorities "National and International", e.g. Research councils or Grants providers like "Erasmus, STDF, etc."
- Other researchers elsewhere
- Guest speakers and visitors
- Validation and Accreditation bodies and authorities

Financial Responsibility

As agreed on annual budget

Working Condition

This role requires planning, analyzing and using office equipment and computers, and occasional social and outdoor activities and capability to work under pressure and sometimes out of office hours.

Educational Qualifications

Essential:

- Ph.D. (Full-Professorship) in a related discipline.

Preferable:

- Professional or academic certificate in total quality management/ Executive management/ leadership, etc.



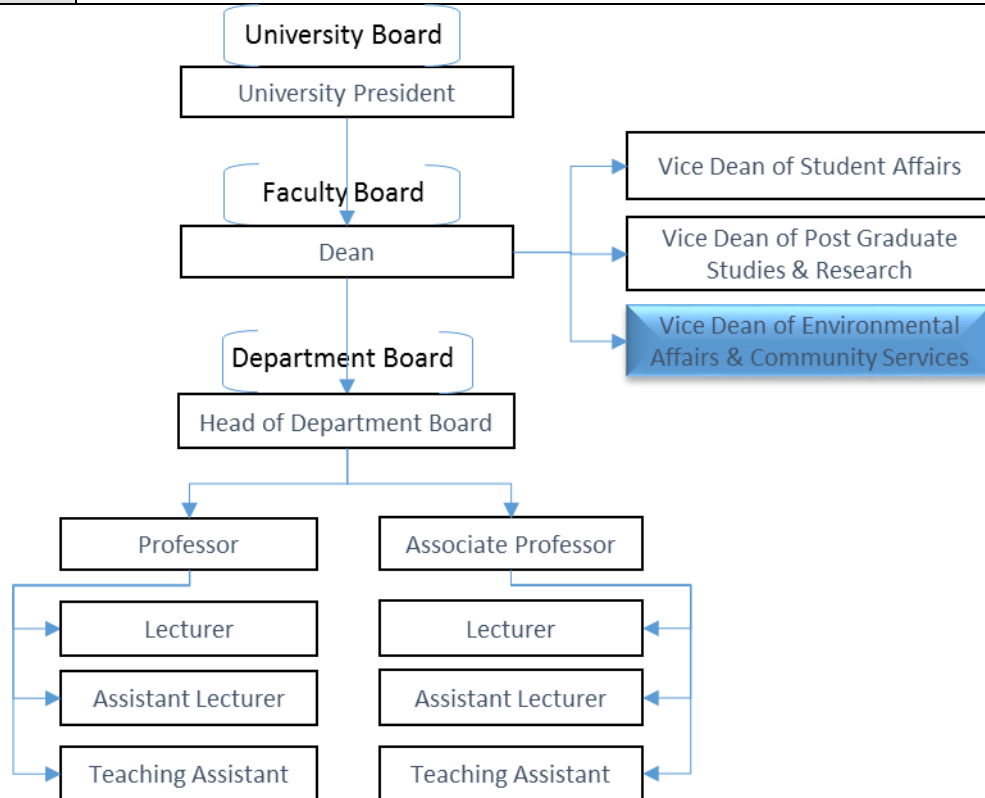
		<ul style="list-style-type: none"> • Proven ability, commitment and passion for engaging in research activities. • Proven record of research activities, publications, refereed articles or papers 	
	Experience	<p>Essential:</p> <ul style="list-style-type: none"> • More than 10 years of research and innovation experience. • Minimum 5 years of working as a Professor. • At least 3 years of managerial experience within academic or large industrial/ commercial institute. • Experience with a proven record of publications and research output. • Extensive experience of publishing high quality research and/or high achievement in professional practice within public domain. • Significant experience of higher education. • Broad teaching experience. 	<p>Preferable:</p> <ul style="list-style-type: none"> • Current practical experience within an industry related to discipline. • Extensive experience of curriculum development. • Extensive experience of staff development. • Profound experience of successful grants applications and obtaining funding opportunities.
	Skills and Abilities	<p>Computer Skills: Advanced skills in using Microsoft Office</p> <p>Language Ability:</p> <ul style="list-style-type: none"> • Excellent command of both English and Arabic reading, writing and analysis. • Ability to respond to inquiries, deliver speeches and analyze and interpret technical articles and documents. 	
	Competencies	<p>Core Competencies:</p> <ul style="list-style-type: none"> • <p>Leadership Competencies:</p> <ul style="list-style-type: none"> • Strategic Thinking: Takes a proactive, broad-based, long-term perspective on the business; develops and sets effective action plans with interpersonal skills to guide others toward the accomplishment of strategic objectives of own faculty Department and is able to think strategically, envisioning the future of own area and/or specialization in and beyond the context of Faculty/Division strategy and the University strategy. • Business Judgment: Possesses knowledge of key areas of the business and the University to effectively make decisions and solve problems by aligning solutions with MSA's best interests • Enabling Change: Inspires others to embrace change in a positive and constructive ways, encourage their teams and stakeholders to work in innovative ways, effectively together and clearly articulate the reasons and need for change and be able to empower others by communicating a vision and rationale for change. • Leadership: Able to create an effective and productive working environment in line with MSA mission, vision and values, Sets team direction by clearly communicating expectations and empowering employees and provides opportunities for development. 	

- **Fostering Innovation:** Champions and facilitates the development of new solutions, services and new ideas that improves services, methods or approaches. Shows the ability to turn difficult situations into opportunities, promotes creativity, takes calculated risks, challenges the status quo, and develops best practices and continuously improve.

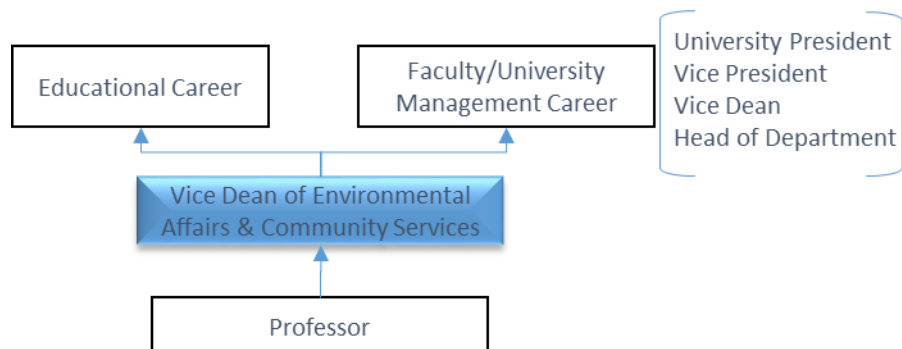
Technical Competencies:

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Organizational Chart



Career Path





Job Information	Job Title:	Vice Dean for Post Graduate Studies and Research			Job Code:	Band	Grade
	Profession	Academic	Department	-----	Section	-----	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	26/04/2017	Revision Date:	28/07/2019	
	Job Family	Academic	Reporting to:	Faculty Dean	Subordinates (If applicable)		
Job Purpose	Job Purpose (Objective): The Vice Dean plays an integral role as a permanent member in the Faculty Board and as academic leader who works closely with the Dean to manage the research activities enhancement and development within the Faculty including all types of research (e.g. Student Research Projects, Individual staff members’ research interests, Student-Faculty Research, Internal or External Faculty Collaborative Research, Interdisciplinary Research, etc.), and support the Dean in leading the Faculty towards achieving Faculty strategic and operational goals pertaining to research, in alignment with University’s strategic objectives.						
Job Duties and Responsibilities	Managerial Roles and Responsibilities: (If applicable)						
	Strategic and Operational Leadership <ul style="list-style-type: none">Assists the dean in strategic positioning and the setting of the Research strategy and objectives for the Faculty, derived and in alignment with the University Mission, Vision and Strategic Plan.Supports the Dean in the planning, development, implementation, effective delivery and evaluation of the Research Plan to meet the overall objectives of the Faculty’s Strategic Plan, achieving distinctiveness and effectiveness.Implements and monitors closely with the Dean the strategic and operational plans pertaining to research for the Faculty to ensure the faculty is headed in the right strategic direction as conveyed through policies and concrete objectives which are met through effective management of the different faculty resources.Leads the faculty’s Research activities to achieve the approved targets through delegating the necessary authority to executive staff.Presents regular reports to the Faculty Dean and discusses issues regarding the research plans and updates.Co-responsible with the Dean for the effective management “use and maintenance” of the infrastructure and other assets in the Faculty.Assists the Dean in disseminating regulations and explaining to the staff any modification in the University bylaws, and does all the required effort to ensure effective and positive timely response to any concern or demand required by the Council of Governmental Universities and the Council of Private Universities related to the Faculty.Participates in Faculty and Department Board meetings, to discuss any arising issues as he/she deems necessary.Represents the University or delegates representatives to act on behalf of the Faculty in official ceremonies / receptions and negotiate with stakeholders relevant forms of cooperation.Participates in Faculty decision-making, supports the Deanship of the Faculty in its management and direction, as appropriate and agreed with the Dean. People Leadership <ul style="list-style-type: none">Consults the Faculty Dean to effectively implement the human resources plan of the faculty.						

- Empowers academic staff performance and maintains acceptable performance standards and levels subordinates especially those pertaining to research activities, in compliance with set standards and best practices within the Faculty.
- Promotes, fosters and maintains good professional relationships among staff members and between staff and stakeholders “Students, parents and other stakeholders”.
- Promotes employment equity, integrity and fairness among Faculty staff members.
- Conducts yearly Performance Evaluations and regular appraisal meetings for direct subordinates and ensures overall performance is in line with the overall Faculty objectives.
- Participates and aids the Dean in disciplinary procedures, grievances, and performance appraisal appeals and referring them where necessary.
- Ensures the capacity building and development of staff based on the appraisal process, monitors the effectiveness of the development intervention impact and updates the People and Organizational Development Department with urgent and required development needs when they arise.
- Coaches, supports and mentors direct subordinates, new hires, and early career academics “TAs, ALs, Lecturers, etc.”
- Appraises and advises staff on personal and career development plans.
- Promotes a collegiate approach, develops team spirit and team coherence, fosters and encourages inter-disciplinary team working.

Budget, Funds and Project’s Grants Management

- Assists in planning and implementing the Faculty’s annual research budget, provides the Faculty Dean with yearly budget forecast, monitors the research budget, investigates variances, and identifies revenue generation and cost saving opportunities to ensure effective use of resources and facilities and Faculty sustainability .
- Manages allocated funds and research or projects grants generated and available in the Faculty.
- Considers, prioritizes and recommends all applications for funding opportunities in consultation with the Faculty Dean and other Faculties’ Deans in case of multi-disciplinary projects.
- Is responsible for effective management “Use and maintenance” of the infrastructure and other assets in the Faculty.

Primary and Essential Roles and Responsibilities

Teaching and Learning:

- Contributes to the development of the research policies and practice in teaching, providing general \ guidance to staff and students where appropriate, and supervises running research projects as appropriate.
- Suggesting granting postgraduate full time scholarships.
- Follows up on the implementation of the research policy of the Faculty.
- Actively participates and implements the recommendations of the Faculty & Study Boards
- Teaches at least one group per semester appropriate to his/her experience and field of specialty.
- Updates his/her knowledge and understanding in field of specialty.

Research, Innovation and Impact:

- Establishes sound research culture in the Faculty, initiates and promotes ethically accountable research of high quality, and strives to increase research output.
- Manages the Faculty’s overall research plan, ensures staff research ratio required by NAQAAE, approves and recommends research contracts and agreements.

- Disseminates research findings through appropriate media and academic channels in accordance with the MSA University Intellectual Property Rights “IPR” regulations.
- Promotes service to the community as an integral part of the teaching and research activities of the Faculty.
- Promotes research and scholarly activity, innovation, University-industry relationship and commercial engagement.
- Pursues, leads and develops research at ranked journals within own research area.
- Manages research activity in the subject including determining research objectives, and developing organizational collaborations on national and international levels.
- Prepares research proposals in coordination with relevant departments, applies for national and international research grants and develops positive academic-industrial relationships through innovative research applications.
- Promotes the integration of relevant research areas with other research interests within and, as appropriate, outside the Faculty, and attracts research income on an individual and collaborative basis.
- Promotes plans for Faculty internal and or collaborative research.
- Supports plans for student–Faculty collaborative work and publications.
- Advocates plans for interdisciplinary research in agreement with other Faculties within the University.
- Manage all funds and research or projects grants generated and available in the Faculty in consultation with the Faculty Dean.
- Considers, prioritizes and recommends all applications for funding opportunities in consultation with the Faculty Dean and other Faculties’ Deans in case of multi-disciplinary projects.

Student Experience

- Manages and executes actions, operations and processes to enhance the Faculty’s student research experience including, learning, teaching, and assessment.
- Provides reinforcement of student research achievement.
- Promotes successful work and study by Faculty students “i.e. graduation projects, research, etc.”
- Builds rapport, maintains and develops an effective communication with students.
- Ensures new students are welcome and provides effective orientation with regard to Faculty research activities, support, learning facilities, and student development opportunities.

Quality Assurance and Accreditation

- Assists the Dean in managing in all activities required to obtain and maintain the accreditation offered by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in Egypt in consultation with the University President and according to the University regulations and process.
- Assists the Dean in managing all quality requirements and implementation for the validation and revalidation of the British QAA standards and ISO related guidelines and practices (If applicable), in consultation with the University President and according to the University regulations and process.
- Assists the Dean in managing all activities required to apply, obtain and maintain any others accreditation or validation.

Community Relationships and Networking:

- Exerts all efforts to support the Dean’s initiatives to create a sense of community and loyalty amongst Faculty students and staff.
- Develops internal and external networks to promote collaboration and share information and ideas, promoting both the discipline and the Faculty.



- Promotes a collegiate approach and develops team spirit and team coherence, fosters and encourages inter-disciplinary team working.
- Promotes the Faculty nationally and internationally and ensuring appropriate level of satisfaction among staff and students in collaboration with the Dean.
- Promotes services to the community as an integral part of the teaching and research activities of the Faculty.
- Presents and represents the faculty at national and international conferences and similar contexts and events.
- Promotes and maintains good personal and professional relationships among staff members and between staff and stakeholders "Students, parents and other stakeholders".

Communication

Internal:

- University President
- Vice President(s)
- Faculty Dean
- Heads of Departments
- Other academics inside/outside the Faculty
- Students
- Administrative Staff
- Other Faculties and units within the University
- Centre of Excellence
- Faculty Quality Assurance and Accreditation Unit
- Quality Assurance and Accreditation Centre
- Relevant internal Committees

External:

- External Agencies
- Funding bodies and authorities "National and International", e.g. Research councils or Grants providers like "Erasmus, STDF, etc."
- Other researchers elsewhere
- Guest speakers and visitors
- Validation and Accreditation bodies and authorities

Financial Responsibility

As agreed, on annual budget

Working Condition

This role requires planning, analyzing and using office equipment and computers, and occasional social and outdoor activities and capability to work under pressure and sometimes out of office hours.

Job Requirements

Educational Qualifications

Essential:

- Ph.D. (Full-Professorship) in a related discipline.
- Proven ability, commitment and passion for engaging in research activities.
- Proven record of publications and research output.
- Publishing high quality research and/or high achievement in professional practice within public domain, refereed articles or papers.

Preferable:

- Professional or academic certificate in total quality management/ Executive management/ leadership, etc.

Experience

Essential:

- More than 10 years of research and innovation experience.
- Minimum 5 years of working as a Professor.

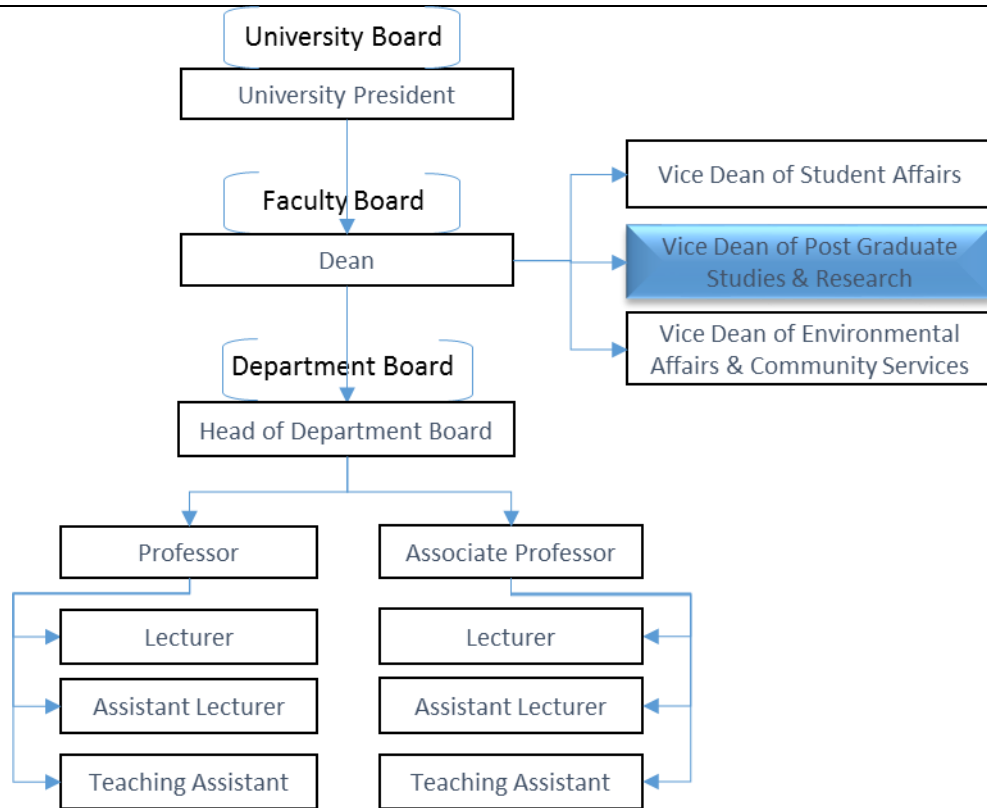
Preferable:

- Current practical experience within an industry related to discipline.
- Extensive experience of curriculum development.



		<ul style="list-style-type: none"> • At least 3 years of managerial experience within academic or large industrial/ commercial institute. • Significant experience of higher education. • Broad teaching experience. 	<ul style="list-style-type: none"> • Extensive experience of staff development. • Profound experience of successful grants applications and obtaining funding opportunities.
	Skills and Abilities	<p><u>Computer Skills:</u> Advanced skills in using Microsoft Office</p> <p><u>Language Ability:</u></p> <ul style="list-style-type: none"> • Excellent command of both English and Arabic reading, writing and analysis. • Ability to respond to inquiries, deliver speeches and analyze and interpret technical articles and documents. 	
	Competencies	<p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> • <p><u>Leadership Competencies:</u></p> <ul style="list-style-type: none"> • Strategic Thinking: Takes a proactive, broad-based, long-term perspective on the business; develops and sets effective action plans with interpersonal skills to guide others toward the accomplishment of strategic objectives of own faculty Department and is able to think strategically, envisioning the future of own area and/or specialization in and beyond the context of Faculty/Division strategy and the University strategy. • Business Judgment: Possesses knowledge of key areas of the business and the University to effectively make decisions and solve problems by aligning solutions with MSA's best interests • Enabling Change: Inspires others to embrace change in a positive and constructive ways, encourage their teams and stakeholders to work in innovative ways, effectively together and clearly articulate the reasons and need for change and be able to empower others by communicating a vision and rationale for change. • Leadership: Able to create an effective and productive working environment in line with MSA mission, vision and values, Sets team direction by clearly communicating expectations and empowering employees and provides opportunities for development. • Fostering Innovation: Champions and facilitates the development of new solutions, services and new ideas that improves services, methods or approaches. Shows the ability to turn difficult situations into opportunities, promotes creativity, takes calculated risks, challenges the status quo, and develops best practices and continuously improve. <p><u>Technical Competencies:</u></p> <ul style="list-style-type: none"> • 	

Organizational Chart



Career Path





Job Information	Job Title:	Vice Dean for Student Affairs			Job Code:	Band	Grade
	Profession	Academic	Department	-----	Section	-----	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	26/04/2017	Revision Date:	28/07/2019	
	Job Family	Academic	Reporting to:	Faculty Dean	Subordinates (If applicable)		
Job Purpose	Job Purpose (Objective): The Vice Dean plays an integral role as a permanent member in the Faculty board and as academic leader who works closely with the Dean to manage and supervise the students affairs within the Faculty including all academic/non-academic and administration aspects (e.g. Student Affairs, Student Development and Activities, Teaching and Learning practice, etc.), and support the Dean in leading the academic Faculty members and administrative staff towards achieving the Faculty strategic and operational objectives.						
Job Duties and Responsibilities	Managerial Roles and Responsibilities: (If applicable)						
	Strategic and operational Leadership <ul style="list-style-type: none"> Assists the Dean in strategic positioning and the setting of the Student Affairs strategy and objectives for the Faculty, derived and in alignment with the University Mission, Vision and Strategic Plan. Supports the Dean in the planning, development, implementation, effective delivery and evaluation of the curricula to meet the overall objectives of the Faculty's Strategic Plan, achieving distinctiveness and effectiveness. Implements and monitors closely with the Dean the strategic and operational plans for the Faculty to ensure the faculty is headed in the right strategic direction as conveyed through policies and concrete objectives which are met through effective management of the different faculty resources. Leads the faculty's Student Affairs activities to achieve the approved targets through delegating the necessary authority to executive staff. Presents regular reports to the Faculty Dean and discusses issues regarding the Student Affairs plans and updates. Co-responsible with the Dean for the effective management "use and maintenance" of the infrastructure and other assets in the Faculty. Assists the Dean in disseminating regulations and explaining to the staff any modification in the University bylaws, and does all the required effort to ensure effective and positive timely response to any concern or demand required by the Council of Private Universities related to the Faculty. Participates in Faculty and Department Board meetings, to discuss any arising issues as he/she deems necessary. Represents the University or delegates representatives to act on behalf of the Faculty in official ceremonies / receptions and negotiate with stakeholders' relevant forms of cooperation. Participates in Faculty decision-making, supports the Deanship of the Faculty in its management and direction, as appropriate and agreed with the Dean. People Leadership <ul style="list-style-type: none"> Consults the Faculty Dean to effectively implement the human resources plan of the faculty. Empowers academic staff performance and maintains acceptable performance standards and levels subordinates especially those pertaining to research activities, in compliance with set standards and best practices within the Faculty. 						



- Promotes, fosters and maintains good professional relationships among staff members and between staff and stakeholders “Students, parents and other stakeholders”.
- Promotes employment equity, integrity and fairness among Faculty staff members.
- Conducts yearly Performance Evaluations and regular appraisal meetings for direct subordinates and ensures overall performance is in line with the overall Faculty objectives.
- Participates and aids the Dean in disciplinary procedures, grievances, and performance appraisal appeals and referring them where necessary.
- Ensures the capacity building and development of staff based on the appraisal process, monitors the effectiveness of the development intervention impact, and updates the People and Organizational Development Department with urgent and required development needs when they arise.
- Coaches, supports and mentors direct subordinates, new hires, and early career academics “TAs, ALs, Lecturers, etc.”
- Appraises and advises staff on personal and career development plans.
- Promotes a collegiate approach, develops team spirit and team coherence, fosters and encourages inter-disciplinary team working.

Budget, Funds and Project’s Grants Management

- Assists in planning and implementing the Faculty’s annual Student Affairs budget, provides the Faculty Dean with yearly budget forecast, monitors the budget, investigates variances, and identifies revenue generation and cost saving opportunities to ensure effective use of resources and facilities and Faculty sustainability .
- Considers, prioritizes and recommends all funding/sponsorships and opportunities in consultation with the Faculty Dean and other Faculties’ Deans in case of multi-disciplinary projects.
- Is responsible for effective management “Use and maintenance” of the infrastructure and other assets in the Faculty .

Primary and Essential Roles and Responsibilities

Teaching and Learning:

- Follows up on the implementation of the Student Affairs policy of the Faculty.
- Manages the admission of students with a reasonable potential for success in consultation with the Dean
- Implements effectively the learning policy, strategy and teaching practices.
- Manages the Student Affairs and feedback regarding curriculum development, teaching and learning practices, academic related activities, career management and support, etc.
- Teaches at least one group per semester appropriate to his/her experience and field of specialty.
- Updates his/her knowledge and understanding in field of specialty.

Student Affairs:

- Manages policy, planning and implementation of student affairs procedures and practices as assigned by the Dean and in compliance with the University’s regulations and procedures.
- Ensures adequate level of student’s satisfaction and engagement in academic and non-academic matters, and is required to do all the effort to troubleshoot and solve students’ problems and complaints appropriately and promptly in cooperation and consultation with Dean and University related central units such as and not limited to; Students Affairs, Admission, HR, Student Activities, etc.
- Evaluates operations and programs in light of changing needs, competitive services, and current best practices to assure attaining high level of quality and relevance, examines appeals, petitions and other

exception-based requests from students, refers matters as appropriate and follows through to ensure effective and prompt response.

- Assists the Dean to conduct periodic reviews to evaluate operational efficiency and effectiveness of staff and to make recommendations for change as appropriate.
- Ensures that policies and procedures are communicated effectively to the faculty community including students, staff using appropriate and legalized channels of communication.
- Handles all activities and issues related to students' affairs, registration, and lectures/tutorial scheduling, etc.

Student Experience

- Manages in consultation with the Dean, student Affairs and its related aspects such as student development activities, student personal support, internships, student academic and non-academic clubs, etc.
- Drives the recruiting and retaining new students in accordance with the enrolment planning objectives of the University.
- Manages and executes actions, operations and processes to enhance the Faculty's student experience including; learning, teaching, and assessment.
- Provides reinforcement of student achievement and employability.
- Promotes successful work and study by Faculty students "i.e. graduation projects, research, etc."
- Builds rapport, maintains and develops an effective communication with students.
- Ensures new students are welcomed and provides effective orientation with regard to Faculty Student activities, support, learning facilities, and student development opportunities.

Quality Assurance and Accreditation

- Assists the Dean in managing all activities required to obtain and maintain the accreditation offered by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in Egypt.
- Assists the Dean in managing all quality requirements and implementation for the validation and revalidation of the British QAA standards and ISO related guidelines and practices (If applicable).
- Assists the Dean in managing all activities required to apply, obtain and maintain any others accreditation or validation.

Community Relationships and Networking:

- Exerts all efforts to support the Dean's initiatives to create a sense of community and loyalty amongst Faculty students and staff.
- Develops internal and external networks to promote collaboration and share information and ideas, promoting both the discipline and the Faculty.
- Promotes a collegiate approach and develops team spirit and team coherence, fosters and encourages inter-disciplinary team working.
- Promotes the Faculty nationally and internationally and ensures appropriate level of satisfaction among staff and students in collaboration with the Dean.
- Presents and represents the faculty at national and international conferences and similar contexts and events.
- Promotes and maintains good personal and professional relationships among staff members and between staff and stakeholders "Students, parents and other stakeholders".

Communication

Internal:

- University President

External:

- External Agencies



Job Requirements		<ul style="list-style-type: none"> • Vice President(s) • Faculty Dean • Other Vice Deans • Heads of Departments • Other academics inside/outside the Faculty • Students • Administrative Staff • Other Faculties and units within the University • Centre of Excellence • Faculty Quality Assurance and Accreditation Unit • Quality Assurance and Accreditation Centre • Relevant internal Committees 	<ul style="list-style-type: none"> • Funding bodies and authorities “National and International”, e.g. Research councils or Grants providers like “Erasmus, STDF, etc.” • Other researchers elsewhere • Guest speakers and visitors • Validation and Accreditation bodies and authorities
	Financial Responsibility	As agreed on annual budget	
	Working Condition	This role requires planning, analyzing and using office equipment and computers, and occasional social and outdoor activities and capability to work under pressure and sometimes out of office hours.	
Job Requirements	Educational Qualifications	Essential: <ul style="list-style-type: none"> • Ph.D. (Full-Professorship) in a related discipline. • Proven ability, commitment and passion for engaging in research activities. • Proven record of publications and research output. • Publishing high quality research and/or high achievement in professional practice within public domain, refereed articles or papers. 	Preferable: <ul style="list-style-type: none"> • Professional or academic certificate in total quality management/ Executive management/ leadership, etc.
	Experience	Essential: <ul style="list-style-type: none"> • More than 10 years of research and innovation experience. • Minimum 5 years of working as a Professor. • At least 3 years of managerial experience within academic or large industrial/ commercial institute. • Significant experience of higher education. • Broad teaching experience. 	Preferable: <ul style="list-style-type: none"> • Current practical experience within an industry related to discipline. • Extensive experience of curriculum development. • Extensive experience of staff development. • Profound experience of successful grants applications and obtaining funding opportunities.
	Skills and Abilities	Computer Skills: Advanced skills in using Microsoft Office Language Ability: <ul style="list-style-type: none"> • Excellent command of both English and Arabic reading, writing and analysis. 	



- Ability to respond to inquiries, deliver speeches and analyze and interpret technical articles and documents.

Competencies

Core Competencies:

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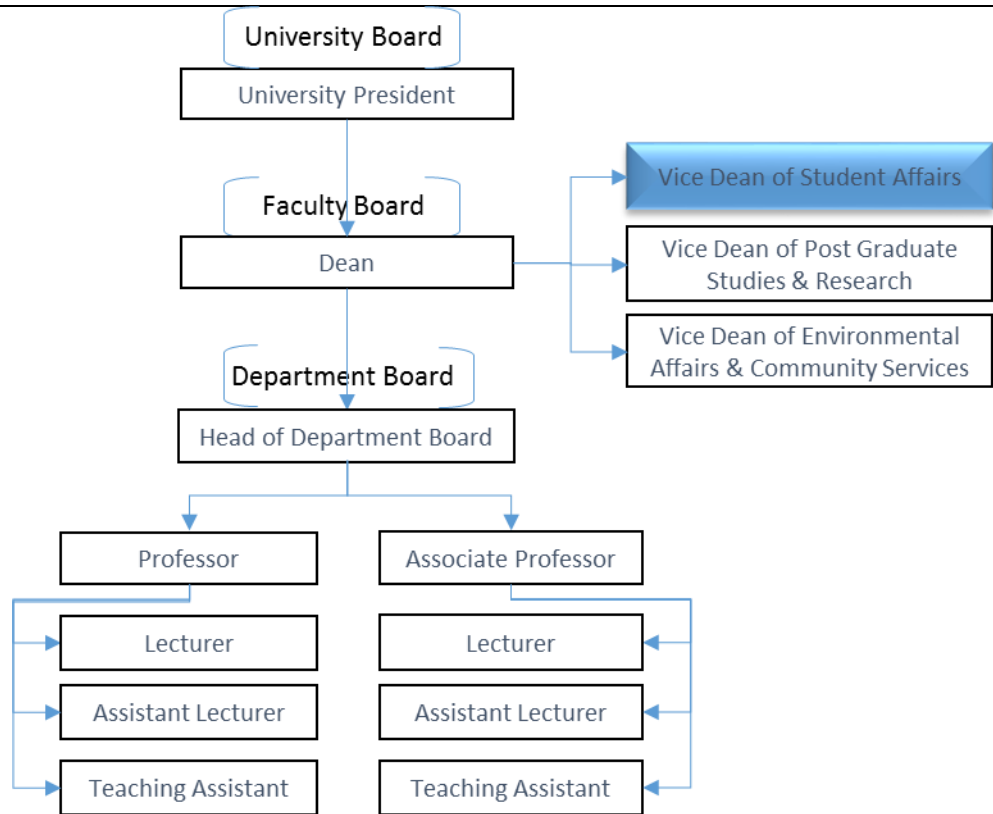
Leadership Competencies:

- **Strategic Thinking:** Takes a proactive, broad-based, long-term perspective on the business; develops and sets effective action plans with interpersonal skills to guide others toward the accomplishment of strategic objectives of own faculty Department and is able to think strategically, envisioning the future of own area and/or specialization in and beyond the context of Faculty/Division strategy and the University strategy.
- **Business Judgment:** Possesses knowledge of key areas of the business and the University to effectively make decisions and solve problems by aligning solutions with MSA's best interests
- **Enabling Change:** Inspires others to embrace change in a positive and constructive ways, encourage their teams and stakeholders to work in innovative ways, effectively together and clearly articulate the reasons and need for change and be able to empower others by communicating a vision and rationale for change.
- **Leadership:** Able to create an effective and productive working environment in line with MSA mission, vision and values, Sets team direction by clearly communicating expectations and empowering employees and provides opportunities for development.
- **Fostering Innovation:** Champions and facilitates the development of new solutions, services and new ideas that improves services, methods or approaches. Shows the ability to turn difficult situations into opportunities, promotes creativity, takes calculated risks, challenges the status quo, and develops best practices and continuously improve.

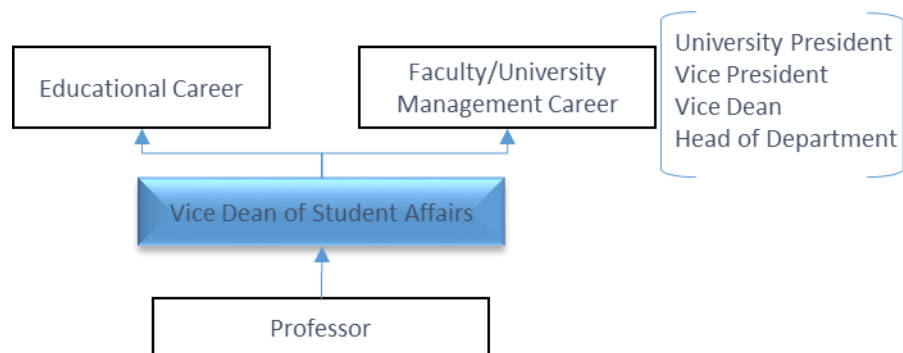
Technical Competencies:

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Organizational Chart



Career Path





Job Information	Job Title:	Head of Department Board			Job Code:	Band	Grade
	Profession	Academic	Department	-----	Section	-----	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	26/04/2017	Revision Date:	28/07/2019	
	Job Family	Academic	Reporting to:	Faculty Dean	Subordinates (If applicable)	<ul style="list-style-type: none"> • Professor • Associate Professor 	
Job Purpose	Job Purpose (Objective): To lead and manage the distinctive strategic development of the Department, by enhancing and developing process for all academic, educational, administration aspects and financial affairs related to the Department, and provide extensive assistance to the Dean of Faculty and the Faculty Board in achieving the aims and objectives as set out in the Faculty Strategic Plan, which is aligned to the University Strategic Plan.						
Job Duties and Responsibilities	Managerial Roles and Responsibilities: (If applicable)						
	Strategic and Operational Leadership <ul style="list-style-type: none"> Assists in setting and implements the strategic and operational plans and objectives for the Faculty in consultation with the Faculty Dean, derived and in alignment with the University Mission, Vision and Strategic Plan. Plans, develops, and implements the effective delivery of the curricula to meet the overall objectives of the department and Faculty's Strategic Plan, achieving distinctiveness and effectiveness. Leads the monitoring and evaluation of programmes and curricula delivery in order to fulfil Faculty and University quality standards while ensuring the effective and efficient use of Department human, financial and physical resources. Directs the department's activities to achieve the approved targets through delegating the necessary authority to staff. Sets the rules organizing work in the Department in coordination with other specializations in the Department. Runs the department academic and administrative and Implements the University policies and bylaws. Presents regular reports to Faculty Dean and the Department Board and discusses issues regarding the operational plans and Department performance updates, as well as the Department's academic/non-academic, research, quality assurance, community service and other achievements. Provides, initiates and applies radical solutions for Department problems and deficiencies (e.g. number of Probated students, performance deficiencies, etc.). Calls for Department Board meetings to discuss any arising issues as deems necessary, inviting all members and Professors in the Department. She/he can also invite whoever teaches in the specialization, without having voting rights. Participates in Faculty decision-making and supports the Deanship of the Faculty in its management and direction, as appropriate and agreed with the Dean. People Leadership <ul style="list-style-type: none"> Consults with the Faculty Dean to effectively implement the human resources plan for the Department. Empowers academic performance and maintains acceptable performance standards and levels, in compliance with set standards and best practices within the Department. Promotes and maintains good professional relationships among staff members and between staff and stakeholders "Students, parents and other stakeholders". 						

- Promotes employment equity, integrity and fairness among Department staff members.
- Conducts yearly Performance Evaluations and regular appraisal meetings for all Department academic staff, ensures overall performance of the department is in line with the overall Faculty objectives and main policies, and advises staff on personal and career development plans.
- Participates actively in disciplinary procedures, grievances, and performance appraisal appeals and referring them where necessary.
- Ensures the capacity building and development of staff in the department based on the appraisal process, monitors the effectiveness of the development intervention impact, and updates the People and Organizational Development Department with urgent and required development needs when they arise.
- Coaches, supports and mentors all Department academic staff, new hires, and early career academics "TAs, ALs, Lecturers, etc."
- Recommends the appointment, secondment, transfer, or delegation of Faculty members on academic tasks, or for attending academic conferences, seminars, or academic circles, as well as suggesting granting sabbatical leaves to Faculty members.
- Suggests the appointment, secondment, transfer of Assistant Lecturers and Demonstrators/Teaching Assistants or recommends for them local or foreign scholarships and study leaves.
- Suggests appointing the supervisors of MSc and PhD dissertations, forming the committees for the defense and granting of these degrees to be approved by the Department Board.
- Maintains staff development activities records and IDPs-Individual Development Plans to ensure effective and desirable performance enhancement.
- Appraises and advises staff on personal and career development plans.
- Promotes a collegiate approach, develops team spirit and team coherence, fosters and encourages inter-disciplinary team working.

Budget, Funds and Project's Grants Management

- Assists in planning and implementing the Department's annual budget, provides the Faculty Dean with yearly budget forecast, monitors the budget, investigates variances, and identifies revenue generation and cost saving opportunities to ensure effective use of resources and facilities and Faculty sustainability.
- Effectively manages "Use and maintenance" of the infrastructure and other assets in the Faculty.

Primary and Essential Roles and Responsibilities

Teaching and Learning

- Contributes to the development of the Faculty policy, research policies and teaching practices and its implementation, providing general support and guidance to students, resolving issues and/or referring to specialist parties, and supervising students undertaking research projects where appropriate.
- Reviews the design, development and planning of modules and programmes within the subject area as required, reviews modules and programmes to ensure quality assurance and enhancement as required.
- Ensures the development of innovative and creative approaches to course design and delivery and ensures that teaching design and delivery comply with the quality and educational standards and regulations of the Department.
- Demonstrates strong commitment to the Faculty's overall framework of quality assurance, including the validation and revalidation of courses, e learning and assessment.
- Specifies textbooks and/or references for the Department subjects and facilitating their accessibility to students in the library.

- Develops the distribution of exams tasks, forms Exams Committees, reviews exams results and conduct internal moderation for these exams and teaching evaluation and assessment strategies within the Department.
- Suggests the distribution of lessons, lectures, tutorials, as well as secondment from and to the Department.
- Keeps up-to-date with knowledge and understanding in field of specialty and Transfers knowledge smoothly and effectively, including practical skills, methods and techniques.
- Actively participates and implements the recommendations of the Study Board.
- Suggests granting postgraduate full time scholarships.
- Teaches at least 3-4 groups per semester.

Research, Innovation and Impact

- Manages the department's research plan, ensures staff research ratio required by NAQAAE, recommends research contracts and agreements and distributes supervisory tasks to follow up its implementation.
- Fosters a research culture within the department, initiates and promotes ethically accountable research of high quality, and strives to increase research output.
- Disseminates research findings through appropriate media and academic channels in accordance with the MSA University Intellectual Property Rights "IPR" regulations.
- Promotes research and scholarly activity, innovation, University-industry relationship and commercial engagement in consultation with the Dean.
- Pursues, leads and develops research at ranked journals within own research area.
- Manages Department research activity in the subject including determining research objectives, and developing organizational collaborations on national and international levels.
- Promotes the integration of relevant research areas with other research interests within and, as appropriate, outside the Faculty and attracts research funds on an individual and collaborative basis.
- Undertakes research-led teaching at undergraduate level, and supervises M.Sc and PHD thesis as required.

Student Experience

- Supervises the Department's student experience including, learning, teaching, assessment, evaluation of student achievement, and reinforcing student achievement and employability.
- Follows up the students' recruitment process and follows up the rates of admission of students according to targets agreed with the Faculty.
- Promotes successful work and study by department students "i.e. graduation projects, research, etc."
- Builds rapport, maintaining and developing effective communication with students and responds positively to student feedback.
- Ensures new students are welcome and provides effective orientation with regard to department activities, support, learning facilities, and student development opportunities

Quality Assurance and Accreditation

- Assists the Dean in all activities required to obtain and maintain the accreditation offered by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in Egypt in consultation with the University President and according to the University regulations and process.
- Assists the Dean in all quality requirements and implementation for the validation and revalidation of the British QAA standards and ISO related guidelines and practices (If applicable), in consultation with the University President and according to the University regulations and process.



- Assists the Dean in all activities required to apply, obtain and maintain any others accreditation or validation.

Community Relationships and Networking:

- Exerts all efforts to support the Dean's initiatives to create a sense of community and loyalty amongst Faculty students and staff.
- Develops internal and external networks to promote collaboration and share information and ideas, promoting both the discipline and the Faculty.
- Promotes the Faculty nationally and internationally and ensures appropriate level of satisfaction among staff and students in collaboration with the Dean.
- Promotes services to the community as an integral part of the teaching and research activities of the Faculty.
- Presents and represents the faculty at national and international conferences and similar contexts and events.
- Promotes and maintains good personal and professional relationships among staff members and between staff and stakeholders "Students, parents and other stakeholders".

Communication

Internal:

- Faculty Dean
- Vice Dean(s)
- Other Department Heads
- Other academics inside/outside the Faculty
- Students
- Administrative Staff
- Other Faculties and units within the University
- Centre of Excellence
- Faculty Quality Assurance and Accreditation Unit
- Quality Assurance and Accreditation Centre
- Relevant internal Committees

External:

- External Agencies
- Funding bodies and authorities "National and International", e.g. Research councils or Grants providers like "Erasmus, STDF, etc."
- Other researchers elsewhere
- Guest speakers and visitors
- Validation and Accreditation bodies and authorities

Financial Responsibility

As agreed on annual budget

Working Condition

This role requires planning, analyzing and using office equipment and computers, and occasional social and outdoor activities and capability to work under pressure and sometimes out of office hours.

Job Requirements

Educational Qualifications

Essential:

- Ph.D. (Full-Professorship) in a related discipline.
- Proven ability, commitment and passion for engaging in research activities.
- Proven record of publications and research output.
- Publishing high quality research and/or high achievement in

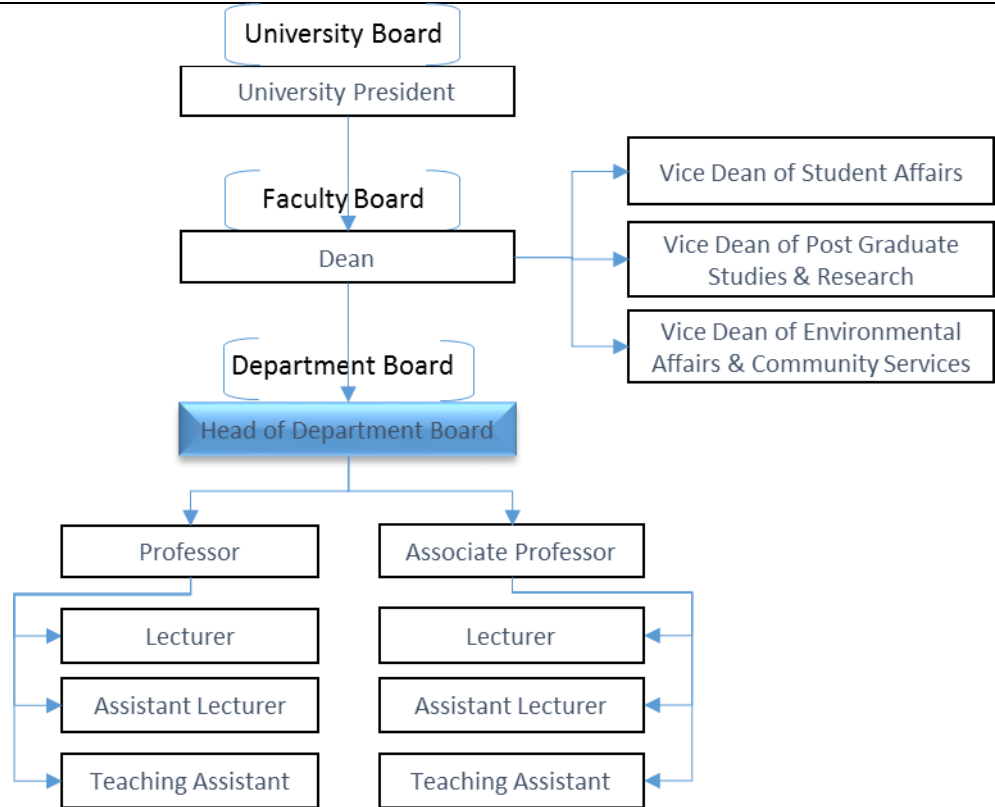
Preferable :

- Academic certificate in total quality management/ Executive management/ leadership, etc.

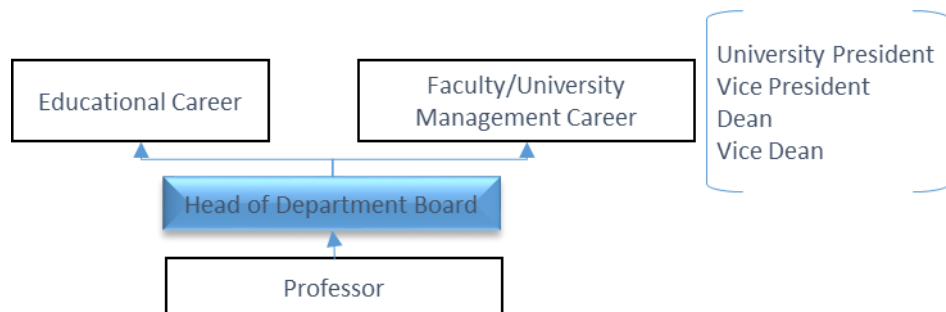


		professional practice within public domain, refereed articles or papers.	
	Experience	Essential: <ul style="list-style-type: none"> • More than 10 years of research and innovation experience. • Minimum 5 years of working as a Professor. • At least 3 years of managerial experience within academic or large industrial/ commercial institute. • Significant experience of higher education. • Broad teaching experience. 	Preferable : <ul style="list-style-type: none"> • Current practical experience within an industry related discipline. • Extensive experience of curriculum development. • Extensive experience of staff development. • Profound experience of successful grants applications and obtaining funding opportunities.
	Skills and Abilities	Computer Skills: Advanced skills in using Microsoft Office Language Ability: <ul style="list-style-type: none"> • Excellent command of both English and Arabic reading, writing and analysis. • Ability to respond to inquiries, deliver speeches and analyze and interpret technical articles and documents. 	
	Competencies	Core Competencies: <ul style="list-style-type: none"> • Leadership Competencies: <ul style="list-style-type: none"> • Strategic Thinking: Takes a proactive, broad-based, long-term perspective on the business; develops and sets effective action plans with interpersonal skills to guide others toward the accomplishment of strategic objectives of own faculty Department and is able to think strategically, envisioning the future of own area and/or specialization in and beyond the context of Faculty/Division strategy and the University strategy. • Business Judgment: Possesses knowledge of key areas of the business and the University to effectively make decisions and solve problems by aligning solutions with MSA's best interests • Enabling Change: Inspires others to embrace change in a positive and constructive ways, encourage their teams and stakeholders to work in innovative ways, effectively together and clearly articulate the reasons and need for change and be able to empower others by communicating a vision and rationale for change. • Leadership: Able to create an effective and productive working environment in line with MSA mission, vision and values, Sets team direction by clearly communicating expectations and empowering employees and provides opportunities for development. • Fostering Innovation: Champions and facilitates the development of new solutions, services and new ideas that improves services, methods or approaches. Shows the ability to turn difficult situations into opportunities, promotes creativity, takes calculated risks, challenges the status quo, and develops best practices and continuously improve. Technical Competencies: <ul style="list-style-type: none"> • 	

Organizational Chart



Career Path





Job Information	Job Title:	Professor			Job Code:	Band	Grade
	Division	Academic	Department	Academic Staff	Section	Academic Staff	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	26/04/2017	Revision Date:	28/07/2019	
Job Family	Academic Staff	Reporting to:	Department Head	Subordinates (If applicable)	Lecturer		
Job Purpose	To contribute to /draw on extensive academic excellence, to carry out and undertake research, teaching, and leadership in his/her discipline or field, within the department and the faculty and developing his/her school or strategy of research.						
Job Duties and Responsibilities	<div>▪ Managerial Roles and Responsibilities: (If applicable)</div>						
	<div>Strategic and operational Leadership<div>▪ Contributes to support the university’s strategy and the faculty strategic plan, as appropriate and agreed with the Department Head and Faculty Dean in alignment with the University Mission, Vision and Strategic Plan.</div><div>▪ Assists the Department Head in the monitoring and evaluation of programmes and curricula delivery in order to fulfil Faculty and University quality standards.</div><div>▪ Assists the Department Head in applying radical solutions for Department problems and deficiencies (e.g. number of Probated students, performance deficiencies, etc.).</div><div>▪ Chairs committees, contributes to faculty teaching policy and practice, and participates in faculty decision-making and governance in coordination with the Department Head .</div><div>▪ Contributes positively and effectively to the direction and development of the faculty, as appropriate and agreed with the Department Head and Faculty Dean.</div></div> <div>People Leadership<div>▪ Empowers academic performance and maintains acceptable performance standards and levels, in compliance with set standards and best practices.</div><div>▪ Promotes and maintains good professional relationships among staff members and between staff and stakeholders “Students, parents and other stakeholders”.</div><div>▪ Promotes employment equity, integrity and fairness among Department staff members.</div><div>▪ Conducts yearly Performance Evaluations and regular appraisal meetings for direct subordinates, ensures performance are in line with the overall Faculty objectives and main policies and advises staff on personal and career development plans.</div><div>▪ Participates actively in disciplinary procedures, grievances, and performance appraisal appeals as appropriate and agreed with the Department Head.</div></div>						



- Ensures the capacity building and development of direct subordinates based on the appraisal process, monitors the effectiveness of the development intervention impact, and updates the People and Organizational Development Department with urgent and required development needs when they arise.
- Coaches, supports and mentors new hires, and early career academics “TAs, ALs, and Lecturers, etc.”
- Acts as a line manager, supervising the work of others “i.e.: projects, research teams, teaching teams and clusters.”
- Promotes a collegiate approach, develops team spirit and team coherence, fosters and encourages inter-disciplinary team working.
- Provides first line support to colleagues, referring them to sources of further help if required.

Budget, Funds and Project’s Grants Management

- Ensures the effective use of resources and facilities for Faculty sustainability.
- Effectively manages “Use and maintenance” of the infrastructure and other assets in the Faculty.

Primary and Essential Roles and Responsibilities

Teaching and Learning:

- Contributes to the development of the Department and research policies, teaching practices and its implementation, providing general support and guidance to students, resolving issues and/or referring to specialist parties, and supervising students undertaking research projects where appropriate.
- Plays a significant role in the design, development and planning of modules and programs within the subject area as required in coordination with the Department Head.
- Encourages the development of innovative and creative approaches to course design and delivery and ensures that teaching design and delivery comply with the quality and educational standards and regulations of the department.
- Plays the main role in developing the educational process including teaching undergraduates, promoting and leading research and development within the Department.
- Supports the Department Head in the design and development of the curriculum, and delivers a range of programmes to MSA students.
- Ensures teaching is within the quality assurance guidelines and framework of the National Accreditation Committee, the British standards and the University organizational policies and procedures.
- Keeps up-to-date with knowledge and understanding in field of specialty and Transfers knowledge smoothly and effectively, including practical skills, methods and techniques.
- Maintains discipline in lecture, labs, and halls and reports any incident to the Department Head.
- Actively participates and implements the recommendations of the Study Board.
- Teaches at least 6 to 12 hours per week besides his managerial tasks and supervising graduation projects.

Research, Innovation and Impact:

- Supports the development of the Department’s research strategy and co-ordinates research activity within the department/ specific subject area through developing research collaborations, publications and attracting research grants if possible.

- Fosters a research culture within the department, initiates and promotes ethically accountable research of high quality, and strives to increase research output.
- Contributes to publications or disseminates research findings using other appropriate media and in accordance to the MSA University Intellectual Property Rights “IPR” regulations.
- Promotes research and scholarly activity, innovation, University-industry relationship and commercial engagement in consultation with the Department Head.
- Pursues, leads and develops research at ranked journals within own research area.
- Co-ordinates research activity in his/her related discipline including; determining research objectives, developing organizational collaborations on national and international levels, preparing research proposals, applying for national and international research grants and developing positive academic-industrial relationships through innovative research applications.
- Contributes to the development of science through conducting research and innovative studies and supervising students’ research studies and research projects as appropriate.
- Promotes the integration of relevant research areas with other research interests within and, as appropriate, outside the Faculty and attracts research funds on an individual and collaborative basis.
- Undertakes research-led teaching at undergraduate level and supervises M.Sc and PHD thesis as required.
- Submits an annual report about his/her scientific/research activities and publication.
- Acts as a referee and contribute to peer assessment.

Student Experience:

- Supports the Department’s student experience including, learning, teaching, assessment, evaluation of student achievement, and reinforcing student achievement and employability.
- Provides general guidance to students, resolving issues within own educational programs and /or referring to specialist parties, where appropriate, and responds positively to student feedback.
- Builds rapport, maintaining and developing effective communication with students and responds positively to student feedback.
- Ensures new students are welcomed and providing effective orientation with regard to department activities, support, learning facilities, and student development opportunities
- Upholds University and academic values and instil them in students, and consolidates direct communication with them through the provision of social, cultural and educational support.

Quality Assurance and Accreditation:

- Assists the Department Head in all activities required to obtain and maintain the accreditation offered by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in Egypt in consultation with the University President and according to the University regulations and process.
- Assists the Department Head in all quality requirements and implementation for the validation and revalidation of the British QAA standards and ISO related guidelines and practices (If applicable), in consultation with the University President and according to the University regulations and process.
- Assists the Department Head in all activities required to apply, obtain and maintain any others accreditation or validation.
- Demonstrates strong solid commitment to faculty’s overall framework of quality assurance, including the validation and revalidation of courses, student admission, e-learning and assessment.
- Contributes to reviewing modules and programs ensuring quality assurance and enhancement as required.



Community Relationships and Networking:

- Develops internal and external networks to promote collaboration and share information and ideas, promoting both the discipline and the Faculty.
- Promotes services to the community as an integral part of the teaching and research activities of the Faculty.
- Presents at national and international conferences and similar contexts and events.
- Promotes and maintains good personal and professional relationships among staff members and between staff and stakeholders "Students, parents and other stakeholders".
- Participates in the committees/councils where he/she is a member, and contributes to the conferences/seminars held by the Department/Faculty/University.

Communication

Internal:

- Faculty Dean
- Vice Deans
- Head of Department(s)
- Other academics inside/outside the college
- Students
- Administrative Staff
- Other faculties and units within the university
- Centre of Excellence

External:

- External Agencies.
- Funding bodies and authorities "National and International", e.g. Research councils or Grants providers like "Erasmus, STDF, etc."
- Other researchers elsewhere
- Guest speakers and visitors

Financial Responsibility

N/A

Working Condition

This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.

Educational Qualifications

Essential:

- PhD degree (Professorship) in a related discipline.
- Publishing high quality research and/or high achievement in professional practice within public domain.

Preferable:

Academic certificate in related discipline.

Job Requirements

Experience

Essential:

- More than 10 years of research and innovation experience with a proven record of publications and research output.
- Minimum 5 years of working experience as an Associate Professor.

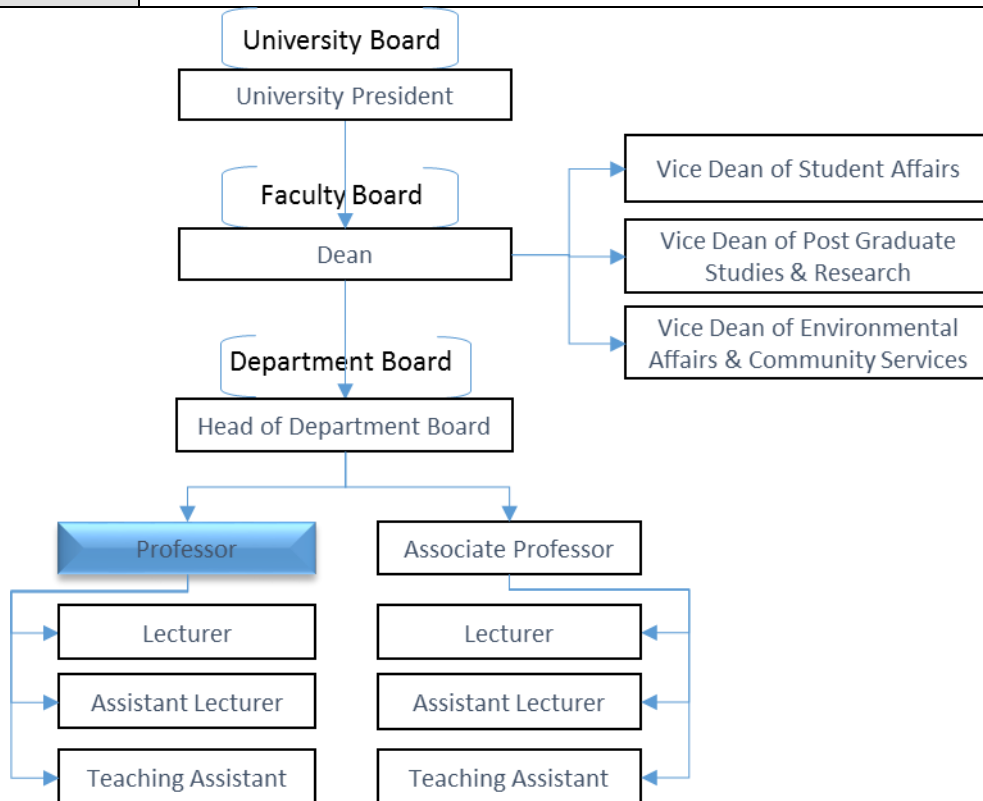
Preferable:

- Current practical experience within a related discipline.
- Experience of workload planning
- Experience of curriculum development.
- Experience of staff development.



		<ul style="list-style-type: none"> Broad teaching experience at undergraduate level. Significant experience of higher education. 	<ul style="list-style-type: none"> Experience of successful grants applications and funding opportunities. Senior Post in relevant Field within research or academic institution combined with rounded experience in other aspects, in particular teaching and learning and enterprise.
	Knowledge, Skills and Abilities	<p>Computer Skills: Advanced skills in using Microsoft office; word, excel, and PowerPoint.</p> <p>Language Ability: High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write technical documents, journals and reports.</p>	
	Competencies	<p>Core Competencies:</p> <p>Technical Competencies:</p>	

Organizational Chart



Career Path ↑

Educational Career

Faculty/University
Management Career

University President
Vice President
Dean
Vice Dean
Head of Department

Professor

Associate Professor



Job Information	Job Title:	Associate Professor			Job Code:	Band	Grade
	Division	Academic	Department	Academic Staff	Section	Academic Staff	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	26/04/2017	Revision Date:	28/07/2019	
	Job Family	Academic Staff	Reporting to:	Department Head	Subordinates (If applicable)	Assistant Lecturer Teaching Assistant	
Job Purpose	To contribute to /draw on extensive academic excellence, to carry out and undertake research, teaching, and leadership in his/her discipline or field, within the department and the faculty. To ultimately, conduct multiple research in a relevant discipline to achieve professorship.						
Job Duties and Responsibilities	<div>▪ Managerial Roles and Responsibilities: (If applicable)</div>						
	<div>Strategic and operational Leadership<div>▪ Contributes to support the university’s strategy and the faculty strategic plan, as appropriate and agreed with the Department Head and Faculty Dean in alignment with the University Mission, Vision and Strategic Plan.</div><div>▪ Assists the Department Head in the monitoring and evaluation of programmes and curricula delivery in order to fulfil Faculty and University quality standards.</div><div>▪ Assists the Department Head in applying radical solutions for Department problems and deficiencies (e.g. number of Probated students, performance deficiencies, etc.).</div><div>▪ Chairs committees, contributes to faculty teaching policy and practice and participates in faculty decision-making and governance in coordination with the Department Head .</div><div>▪ Contributes positively and effectively to the direction and development of the faculty, as appropriate and agreed with the Department Head and Faculty Dean.</div></div> <div>People Leadership<div>▪ Empowers academic performance and maintains acceptable performance standards and levels, in compliance with set standards and best practices.</div><div>▪ Promotes and maintains good professional relationships among staff members and between staff and stakeholders “Students, parents and other stakeholders”.</div><div>▪ Promotes employment equity, integrity and fairness among Department staff members.</div><div>▪ Conducts yearly Performance Evaluations and regular appraisal meetings for direct subordinates, ensures performance are in line with the overall Faculty objectives and main policies and advises staff on personal and career development plans.</div><div>▪ Participates actively in disciplinary procedures, grievances, and performance appraisal appeals as appropriate and agreed with the Department Head.</div></div>						



- Ensures the capacity building and development of direct subordinates based on the appraisal process, monitors the effectiveness of the development intervention impact, and updates the People and Organizational Development Department with urgent and required development needs when they arise.
- Coaches, supports and mentors new hires, and early career academics “TAs, ALs, and Lecturers, etc.”
- Acts as a line manager, supervising the work of others “i.e.: projects, research teams, teaching teams and clusters.”
- Promotes a collegiate approach, develops team spirit and team coherence, fosters and encourages inter-disciplinary team working.
- Provides first line support to colleagues, referring them to sources of further help if required.

Budget, Funds and Project’s Grants Management

- Ensures the effective use of resources and facilities for Faculty sustainability.
- Effectively manages “Use and maintenance” of the infrastructure and other assets in the Faculty.

Primary and Essential Roles and Responsibilities

Teaching and Learning:

- Contributes to the development of the Department and research policies, teaching practices and its implementation, providing general support and guidance to students, resolving issues and/or referring to specialist parties, and supervising students undertaking research projects where appropriate.
- Plays a significant role in the design, development and planning of modules and programs within the subject area as required in coordination with the Department Head.
- Encourages the development of innovative and creative approaches to course design and delivery and ensures that teaching design and delivery comply with the quality and educational standards and regulations of the department.
- Plays the main role in developing the educational process including teaching undergraduates, promoting and leading research and development within the Department.
- Supports the Department Head in the design and development of the curriculum, and delivers a range of programmes to MSA students.
- Ensures teaching is within the quality assurance guidelines and framework of the National Accreditation Committee, the British standards and the University organizational policies and procedures.
- Keeps up-to-date with knowledge and understanding in field of specialty and Transfers knowledge smoothly and effectively, including practical skills, methods and techniques.
- Maintains discipline in lecture, labs and research halls and reports any incident that disrupts it to the Department Head as well as the action taken to maintain discipline.
- Actively participates and implements the recommendations of the Study Board.
- Teaches 12 hours per week.

Research, Innovation and Impact:

- Supports the development of the Department’s research strategy and co-ordinates research activity within the department/ specific subject area through developing research collaborations, publications and attracting research grants if possible.

- Fosters a research culture within the department, initiates and promotes ethically accountable research of high quality, and strives to increase research output.
- Contributes to publications or disseminates research findings using other appropriate media and in accordance to the MSA University Intellectual Property Rights “IPR” regulations.
- Promotes research and scholarly activity, innovation, University-industry relationship and commercial engagement in consultation with the Department Head.
- Pursues, leads and develops research at ranked journals within own research area.
- Co-ordinates research activity in his/her related discipline including; determining research objectives, developing organizational collaborations on national and international levels, preparing research proposals, applying for national and international research grants and developing positive academic-industrial relationships through innovative research applications.
- Contributes to the development of science through conducting research and innovative studies and supervising students’ research studies and research projects as appropriate.
- Promotes the integration of relevant research areas with other research interests within and, as appropriate, outside the Faculty and attracts research funds on an individual and collaborative basis.
- Undertakes research-led teaching at undergraduate level and supervises M.Sc thesis as required
- Submits an annual report about his/her scientific/research activities and publications.
- Acts as a referee and contribute to peer assessment.

Student Experience:

- Supports the Department’s student experience including, learning, teaching, assessment, evaluation of student achievement, and reinforcing student achievement and employability.
- Provides general guidance to students, resolving issues within own educational programs and /or referring to specialist parties, where appropriate, and responds positively to student feedback.
- Builds rapport, maintaining and developing effective communication with students and responds positively to student feedback.
- Ensures new students are welcomed and providing effective orientation with regard to department activities, support, learning facilities, and student development opportunities
- Upholds University and academic values and instil them in students, and consolidates direct communication with them through the provision of social, cultural and educational support.

Quality Assurance and Accreditation:

- Assists the Department Head in all activities required to obtain and maintain the accreditation offered by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in Egypt in consultation with the University President and according to the University regulations and process.
- Assists the Department Head in all quality requirements and implementation for the validation and revalidation of the British QAA standards and ISO related guidelines and practices (If applicable), in consultation with the University President and according to the University regulations and process.
- Assists the Department Head in all activities required to apply, obtain and maintain any others accreditation or validation.
- Demonstrates strong solid commitment to faculty’s overall framework of quality assurance, including the validation and revalidation of courses, student admission, e-learning and assessment.
- Contributes to reviewing modules and programs ensuring quality assurance and enhancement as required.



Community Relationships and Networking:

- Develops internal and external networks to promote collaboration and share information and ideas, promoting both the discipline and the Faculty.
- Promotes services to the community as an integral part of the teaching and research activities of the Faculty.
- Presents at national and international conferences and similar contexts and events.
- Promotes and maintains good personal and professional relationships among staff members and between staff and stakeholders "Students, parents and other stakeholders".
- Participates in the committees/councils where he/she is a member, and contributes to the conferences/seminars held by the Department/Faculty/University.

Communication

Internal:

- Faculty Dean
- Vice Deans
- Head of Department(s)
- Other academics inside/outside the college
- Students
- Administrative Staff
- Other faculties and units within the university
- Centre of Excellence

External:

- External Agencies
- Funding bodies and authorities "National and International", e.g. Research councils or Grants providers like "Erasmus, STDF, etc."
- Other researchers elsewhere
- Guest speakers and visitors

Financial Responsibility

N/A

Working Condition

This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.

Educational Qualifications

Essential:

- PhD degree (Associate Professorship) in a related discipline.
- Publishing high quality research and/or high achievement in professional practice within public domain.

Preferable:

Academic certificate in related discipline.

Job Requirements

Experience

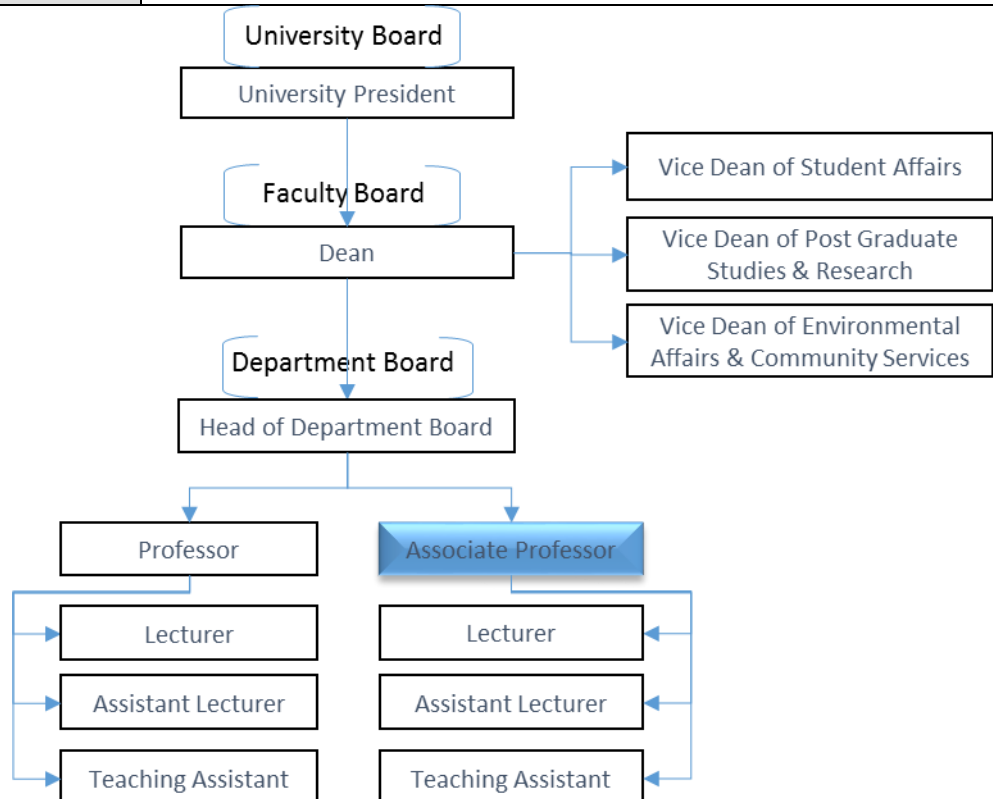
Essential:

- More than 5 years of research and innovation experience with a proven record of publications and research output.
- Minimum 5 years of working experience as a Lecturer.

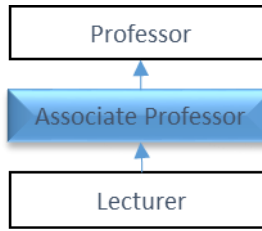
Preferable:

- Current practical experience within an industry related discipline.
- Experience of workload planning
- Experience of curriculum development.
- Experience of staff development



		<ul style="list-style-type: none">Significant experience of higher education.Broad teaching experience at undergraduate level.	<ul style="list-style-type: none">Experience of successful grants applications and funding opportunities.Senior Post in relevant Field within research or academic institution combined with rounded experience in other aspects, in particular teaching and learning and enterprise.
	Knowledge, Skills and Abilities	Computer Skills: Advanced skills in using Microsoft office; word, excel, and PowerPoint. Language Ability: High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write technical documents, journals and reports.	
	Competencies	Core Competencies: Technical Competencies:	
Organizational Chart	 <pre>graph TD UB[University Board] --> UP[University President] UP --> FB[Faculty Board] FB --> D[Dean] D --> DB[Department Board] DB --> HDB[Head of Department Board] HDB --> P[Professor] HDB --> AP[Associate Professor] P --> L1[Lecturer] P --> AL1[Assistant Lecturer] P --> TA1[Teaching Assistant] AP --> L2[Lecturer] AP --> AL2[Assistant Lecturer] AP --> TA2[Teaching Assistant] D --> VDSA[Vice Dean of Student Affairs] D --> VDPG[Vice Dean of Post Graduate Studies & Research] D --> VDECS[Vice Dean of Environmental Affairs & Community Services]</pre>		

Career Path ↑





Job Information	Job Title:	Lecturer			Job Code:	Band	Grade
	Division	Academic	Department	Academic Staff	Section	Academic Staff	
	Assignment Category	Full-Time ✓ Part-Time ☐	Creation Date:	26/04/2017	Revision Date:	28/07/2019	
	Job Family	Academic Staff	Reporting to:	Professor	Subordinates (If applicable)	N/A	
Job Purpose	<p>To play a pivotal role in developing the processes of teaching, tutoring or practical exercises and should contribute to the development of science through conducting research and innovative studies and supervising students’ research studies, in order to provide high quality undergraduate teaching and student support.</p> <p>To ultimately, conduct multiple research in a relevant discipline to be promoted as an Associate Professor.</p>						
Job Duties and Responsibilities	<ul style="list-style-type: none">Primary and Essential Roles and Responsibilities						
	<p>Teaching and Learning:</p> <ul style="list-style-type: none">Mainly teaches undergraduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.Prepares ahead sufficiently to carry out the stated aims and objectives of the lecture/tutorial/lab/exercise class (i.e. Lecture, Case studies, Assignments, Exercises, PowerPoint, Video Sessions, learning Games, Worksheets, and Visual/Learning Aids etc.)Contributes to the development, planning and implementation of a high quality curriculum.Ensures that course design and delivery comply with the University quality standards and regulations, and takes responsibility for the quality of program units.Sets, marks, and assesses coursework and examinations; selects appropriate assessment instruments and assessment criteria/rubrics, and provides constructive and comprehensive feedback to students.Supervises undergraduate students in Independent Learning Projects “i.e. course or graduation projects”.Assists in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.Ensures teaching is within the quality assurance guidelines and framework of the National Accreditation Committee, the British standards and the University organizational policies and procedures.Undertakes and completes administrative duties required in the professional delivery of teaching, regularly reviews and updates course content and teaching materials, ensuring that they remain up-to-date and relevant, incorporating advances in the subject area and utilizing appropriate technology.Keeps up-to-date with knowledge and understanding in field of specialty and transfers knowledge smoothly and effectively, including practical skills, methods and techniques.Maintains discipline in lecture, labs, and halls and reports any incident to the Department Head.						

Research, Innovation and Impact:

- Co-ordinates research activity within the department/ specific subject area through developing research collaborations, publications and attracting research grants if possible.
- Initiates and promotes ethically accountable research of high quality, and strives to increase research output.
- Contributes to publications or disseminates research findings using other appropriate media and in accordance to the MSA University Intellectual Property Rights “IPR” regulations
- Promotes research and scholarly activity, innovation, University-industry relationship and commercial engagement in consultation with the Department Head.
- Pursues, and develops research at an appropriate level within own research area.
- Co-ordinates research activity in his/her related discipline including; determining research objectives, developing organizational collaborations on national and international levels, preparing research proposals, applying for national and international research grants and developing positive academic-industrial relationships through innovative research applications.
- Contributes to the development of science through conducting research and innovative studies and supervising students’ research studies and research projects as appropriate
- Promotes the integration of own research area with other research interests within and, as appropriate, outside the faculty.
- Participates in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department, especially the industry.
- Supervises labs and supplies the library with necessary references lists.
- Submits an annual report about his/her scientific/research activities and publications.
- Acts as a referee and contributes to peer assessment/review.

Student Experience:

- Supports the Department’s student experience including, learning, teaching, assessment, evaluation of student achievement, and reinforcing student achievement and employability.
- Provides general guidance to students, resolving issues within own educational programs and /or referring to specialist parties, where appropriate, and responds positively to student feedback.
- Undertakes academic advising duties, and provides first-line support for sensitive issues, referring on as appropriate to services providing further assistance, personal care and support to students.
- Adopts an approachable and accessible attitude towards students, offering office hours, informal advice, etc.
- Builds rapport, maintains and develops effective communication with students and responds positively to student feedback.
- Ensures new students are welcome and provides effective orientation with regard to department activities, support, learning facilities, and student development opportunities.
- Upholds University and academic values and instils them in students, and consolidates direct communication with them through the provision of social, cultural and educational support.

Quality Assurance and Accreditation:

- Provides assistance in all activities required to obtain and maintain the accreditation offered by the National Authority for Quality Assurance and Accreditation of Education (NAQAEE) in Egypt in consultation with the University President and according to the University regulations and process.
- Provides assistance in all quality requirements and implementation for the validation and revalidation of the British QAA standards and ISO related guidelines and practices (If applicable), in consultation with the University President and according to the University regulations and process.
- Provides assistance in all activities required to apply, obtain and maintain any others accreditation or validation.
- Demonstrates strong solid commitment to faculty's overall framework of quality assurance, including the validation and revalidation of courses, student admission, e-learning and assessment.

Community Relationships and Networking:

- Plays an active role in faculty activities and committees.
- Develops internal and external networks to promote collaboration and share information and ideas, promoting both the discipline and the Faculty.
- Promotes services to the community as an integral part of the teaching and research activities of the Faculty.
- Presents at national and international conferences and similar contexts and events.
- Promotes and maintains good personal and professional relationships among staff members and between staff and stakeholders "Students, parents and other stakeholders".
- Participates in the committees/councils where he/she is a member, and contributes to the conferences/seminars held by the Department/Faculty/University.

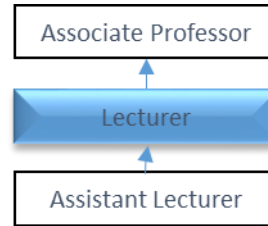
Communication	Internal: <ul style="list-style-type: none"> • Head of Department(s) • Other academics inside/outside the college • Students • Administrative Staff • Other faculties and units within the university • Centre of Excellence 	External: <ul style="list-style-type: none"> • External Agencies. • Guest speakers and visitors.
Financial Responsibility	N/A	
Working Condition	This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.	
Educational Qualifications	Essential: PhD degree in a related discipline. Proven ability, commitment and passion for engaging in research activities. Proven record of research activities, publications, refereed articles or papers.	Preferable: Professional or academic certificate in related discipline.



Job Requirements	Experience	Essential: More than 5 years of experience in a teaching position.	Desirable: Current practical experience within an industry related to discipline.
	Knowledge, Skills and Abilities	<ul style="list-style-type: none">• Teaching and Research Skills.• Possess a high-level of interpersonal skills and demonstrated ability to work independently and as part of a team across both the education and service sectors.• Ability to work positively and cooperatively with students, internal and external teams and agencies.• Prominent leadership capacities. Computer Skills: <ul style="list-style-type: none">• Advanced skills in using Microsoft office; word, excel, and PowerPoint. Language Ability: High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write technical documents, journals and reports.	
	Competencies	Core Competencies: Technical Competencies:	

Organizational Chart	<div><div>University Board</div><div>University President</div><div>Faculty Board</div><div>Dean</div><div>Department Board</div><div>Head of Department Board</div><div>Professor</div><div>Associate Professor</div><div>Lecturer</div><div>Assistant Lecturer</div><div>Teaching Assistant</div><div>Vice Dean of Student Affairs</div><div>Vice Dean of Post Graduate Studies & Research</div><div>Vice Dean of Environmental Affairs & Community Services</div></div>
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Career Path ↑





Job Information	Job Title:	Assistant Lecturer			Job Code:	Band	Grade
	Division	Academic	Department	Academic Staff	Section	Academic Staff	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	26/04/2017	Revision Date:	28/07/2019	
	Job Family	Academic Staff	Reporting to:	Professor/Associate Professor	Subordinates (If applicable)	N/A	
Job Purpose	To facilitate the teaching process in cooperation with the instructor and to handle associated administrative duties in order to provide high quality undergraduate teaching and student support. To ultimately, carry on post-graduate studies (PH.D) in a relevant discipline under the supervision of an MSA full time Ph.D. staff member.						
Job Duties and Responsibilities	<div>▪ Primary and Essential Roles and Responsibilities</div>						
	<div>Teaching and Learning:</div> <div>▪ Prepares ahead sufficiently to carry out the stated aims and objectives of the tutorial/studio/lab./exercise class (i.e. Case studies, Assignments, Exercises, PowerPoint, Video Sessions, learning Games, Worksheets, Visual/Learning Aids, etc.) reflecting all of these activities in a weekly plan.</div> <div>▪ Supervises undergraduate students’ work and academic progress through facilitating discussion sections or tutorials/ laboratories/ studios, conducting problem solving & review sessions and distributing or copying reading materials.</div> <div>▪ Uploads course materials and managing all e-learning Functions (material, attendance, activities, and Forums) for his/her course materials to the e-learning portal/Moodle, attending instructor’s lectures, etc. (acts as the course webmaster)-</div> <div>▪ Marks and grades assignments, provides career counseling and constructive feedback to students.</div> <div>▪ Keeps required records of students’ academic work and demonstrating commitment to the quality assurance and national accreditation requirements and instructions.</div> <div>▪ Reviews teaching activities identify and implement teaching strategies designed to improve learning outcomes for students in accordance to the university’s policies and instructor’s guidelines</div> <div>▪ Distributes and arranges for return of course evaluation questionnaires whenever needed.</div> <div>▪ Attends instructor’s lecture regularly, “If required”</div> <div>Administration:</div> <div>▪ Keeps accurate records of students’ attendance using the available campus technologies “following the required policies and procedures”</div> <div>▪ Reports, briefly and periodically, on the attendance and academic work progress of each student at the end of each semester.</div>						

- Holds weekly office hours “at least 6 hrs. /wk.” to help students, and notifies them accordingly, through available campus technologies and facilities such as “Official university email, post regular office hours schedule on the e-learning solution or academic bulletin boards, etc.”
- Supports students’ registration process as required at the beginning of each semester.
- Organizes academic related activities (e.g. field trips, hosting guest speakers, experiential learning activities for students when necessary).
- Participates in proctoring and supervising midterm, final, and summer exams and participates in the control work whenever needed.

Student Experience:

- Supports the Department’s student experience, reinforcing student achievement.
- Provides general guidance to students, resolving issues within own educational programs and /or referring to specialist parties, where appropriate, and responds positively to student feedback.
- Adopts an approachable and accessible attitude towards students, offering office hours, informal advice, etc.
- Builds rapport, maintaining and developing effective communication with students and responds positively to student feedback.
- Ensures new students are welcome and provide effective orientation with regard to department activities, support and learning facilities.
- Upholds University and academic values and instils them in students, and consolidates direct communication with them through the provision of social, cultural and educational support.

Quality Assurance and Accreditation:

- Provides assistance in all activities required to obtain and maintain the accreditation offered by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in Egypt in consultation with the University President and according to the University regulations and process.
- Provides assistance in all quality requirements and implementation for the validation and revalidation of the British QAA standards and ISO related guidelines and practices (If applicable), in consultation with the University President and according to the University regulations and process.
- Provides assistance in all activities required to apply, obtain and maintain any others accreditation or validation.
- Demonstrates strong solid commitment to faculty’s overall framework of quality assurance, including the validation and revalidation of courses, student admission, e learning and assessment.

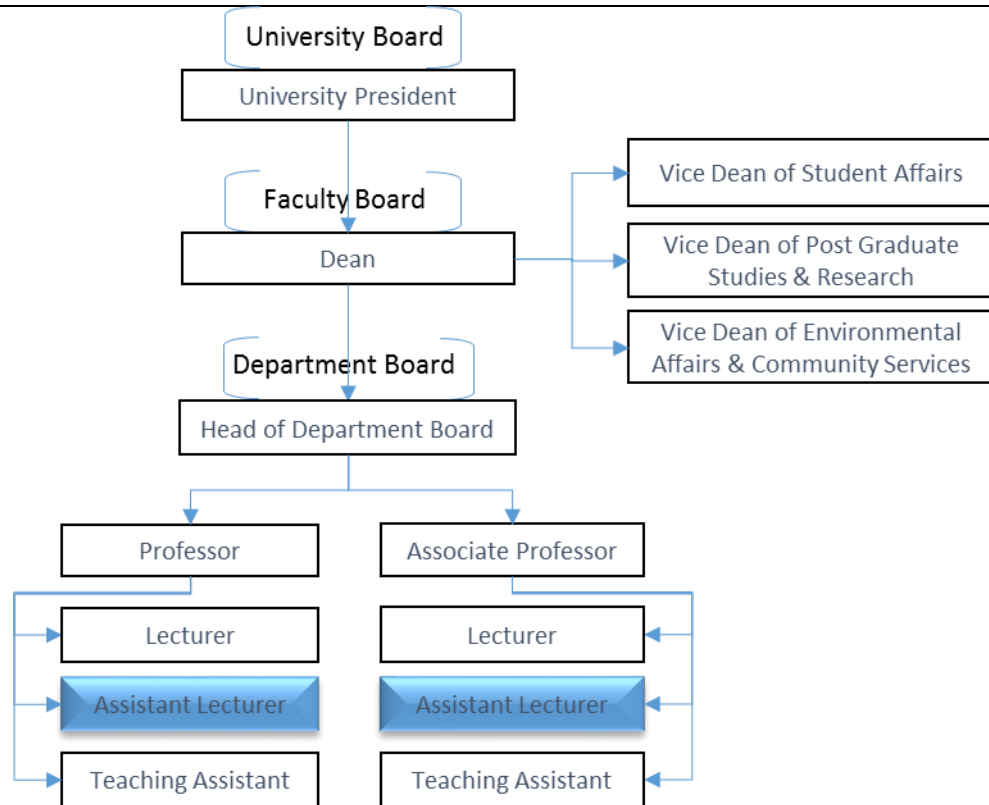
Community Relationships and Networking:

- Participates in committees appropriate to courses and meetings convened by management as appropriate.
- Develops internal and external networks to promote collaboration and share information and ideas, promoting both the discipline and the Faculty.
- Promotes services to the community as an integral part of the teaching activities of the Faculty.
- Promotes and maintains good personal and professional relationships among staff members and between staff and stakeholders “Students, parents and other stakeholders”.

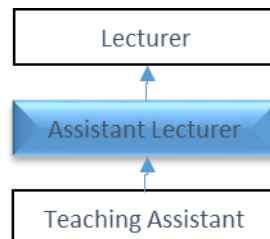


	Communication	Internal: <ul style="list-style-type: none"> Head of Department(s) Other academics inside/outside the college Students Administrative Staff Other faculties and units within the university Centre of Excellence 	External:
	Financial Responsibility	N/A	
	Working Condition	This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.	
	Educational Qualifications	Essential: Master's degree in a related discipline.	Preferable: Professional or academic certificate in related discipline.
Job Requirements	Experience	More than 2 years of experience in a teaching position.	
	Knowledge, Skills and Abilities	Computer Skills: <ul style="list-style-type: none"> Advanced skills in using Microsoft office; word, excel, and PowerPoint. Language Ability: High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write technical documents, journals and reports.	
	Competencies	Core Competencies: Technical Competencies:	

Organizational Chart



Career Path





Job Information	Job Title:	Teaching Assistant			Job Code:	Band	Grade
	Division	Academic	Department	Academic Staff	Section	Academic Staff	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	26/04/2017	Revision Date:	28/07/2019	
	Job Family	Academic Staff	Reporting to:	Professor /Associate Professor	Subordinates (If applicable)	N/A	
Job Purpose	To facilitate the teaching process in cooperation with the Assistant Lecturer and the instructor and to handle associated administrative duties in order to provide high quality undergraduate teaching and student support. To ultimately, carry on post-graduate studies (M.Sc. / M.A) in a relevant discipline under the supervision of an MSA full time Ph.D. staff member.						
Job Duties and Responsibilities	<div>▪ Primary and Essential Roles and Responsibilities</div>						
	<div>Teaching and Learning:<ul style="list-style-type: none">▪ Prepares ahead sufficiently to carry out the stated aims and objectives of the tutorial/studio/lab/exercise class which is being handled (i.e. Case studies, Assignments, Exercises, PowerPoint, Video Sessions, learning Games, Worksheets, Visual/Learning Aids, etc.), Reflecting all of these activities in a weekly plan.▪ Shares the responsibility with the Assistant Lecturer of supervising undergraduate students’ work and academic progress through facilitating discussion sections or tutorials/ laboratories/ studios, conducting problem solving & review sessions and distributing or copying reading materials.▪ Uploading course materials and managing all e-learning Functions (material, attendance, activities, and Forums) for his/her course materials to the e-learning portal/Moodle, attending instructor’s lectures, etc. (acts as the course webmaster)-▪ Marks and grades assignments, provides career counseling and constructive feedback to students.▪ Keeps required records of students’ academic work and demonstrates commitment to the quality assurance and national accreditation requirements and instructions.▪ Attends instructor’s lecture regularly, “If required”<div>Administration:<ul style="list-style-type: none">▪ Keeps accurate records of students’ attendance using the available campus technologies “following the required policies and procedures”.▪ Reports, briefly and periodically, on the attendance and academic work progress of each student at the end of each semester.▪ Holds weekly office hours “at least 6 hrs. /wk.” to help students, and notifies them accordingly, through available campus technologies and facilities such as “Official university email, post regular office hours schedule on the e-learning solution or academic bulletin boards, etc.”▪ Supports students’ registration process as required at the beginning of each semester.</div></div>						

- Organizes academic related activities (e.g. field trips, hosting guest speakers, experiential learning activities for students when necessary).
- Participates in proctoring and supervising midterm, final, and summer exams and participates in the control work whenever needed.

Student Experience:

- Provides awareness about MSA, Faculty rules and regulations and all available activities and regular events.
- Supports the Department's student experience, reinforcing student achievement.
- Provides general guidance to students, resolving issues within own educational programs and /or referring to specialist parties, where appropriate, and responds positively to student feedback.
- Adopts an approachable and accessible attitude towards students, offering office hours, informal advice, etc.
- Builds rapport, maintaining and developing effective communication with students and responds positively to student feedback.
- Ensures new students are welcome and provides effective orientation with regard to department activities, support and learning facilities.
- Upholds University and academic values and instils them in students, and consolidates direct communication with them through the provision of social, cultural and educational support.

Quality Assurance and Accreditation:

- Provides assistance in all activities required to obtain and maintain the accreditation offered by the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in Egypt in consultation with the University President and according to the University regulations and process.
- Provides assistance in all quality requirements and implementation for the validation and revalidation of the British QAA standards and ISO related guidelines and practices (If applicable), in consultation with the University President and according to the University regulations and process.
- Provides assistance in all activities required to apply, obtain and maintain any others accreditation or validation.
- Demonstrates strong solid commitment to faculty's overall framework of quality assurance, including the validation and revalidation of courses, student admission, e-learning and assessment.

Community Relationships and Networking:

- Attends meetings appropriate to courses convened by management as appropriate.
- Develops internal and external networks to promote collaboration and share information and ideas, promoting both the discipline and the Faculty.
- Promotes services to the community as an integral part of the teaching activities of the Faculty.
- Promotes and maintains good personal and professional relationships among staff members and between staff and stakeholders "Students, parents and other stakeholders".

Communication

Internal:

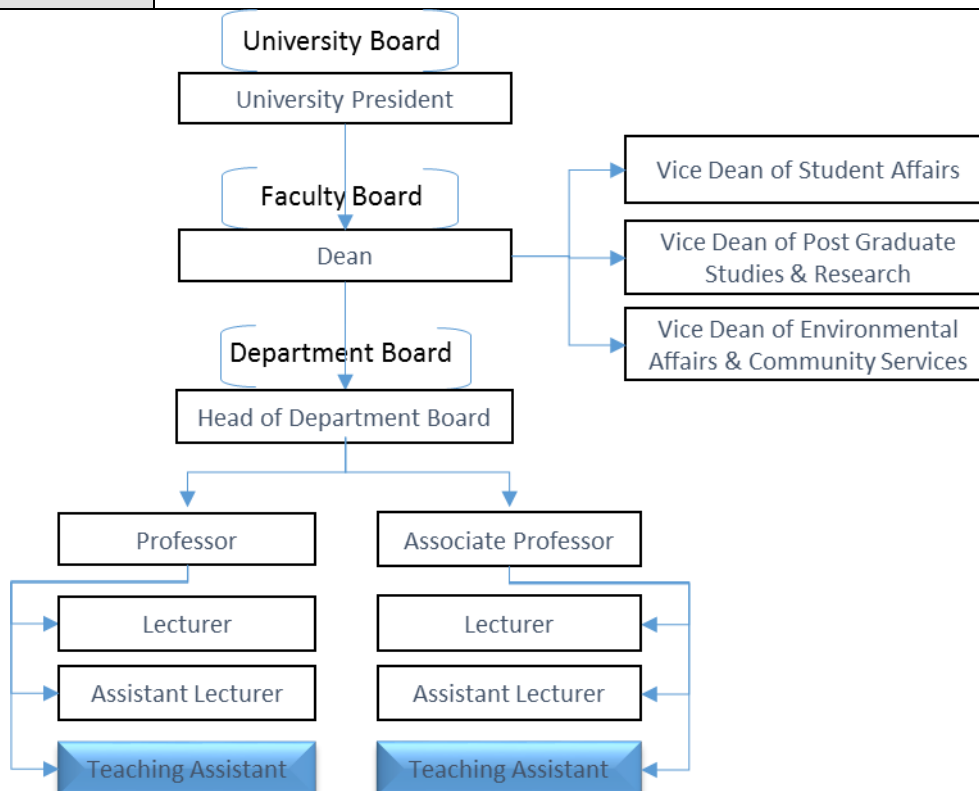
- Head of Department(s)
- Other academics inside/outside the college

External:

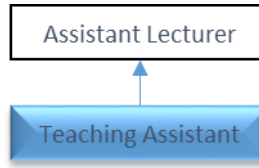


		<ul style="list-style-type: none"> Students Administrative Staff Other faculties and units within the university Centre of Excellence 	
	Financial Responsibility	N/A	
	Working Condition	This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.	
	Educational Qualifications	Essential: Bachelor's degree in a related discipline.	Preferable: Academic certificate in related discipline.
Job Requirements	Experience	<ul style="list-style-type: none"> 0-2 years of experience in a similar role. 	
	Knowledge, Skills and Abilities	Computer Skills: <ul style="list-style-type: none"> Advanced skills in using Microsoft office; word, excel, and PowerPoint. Language Ability: High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write technical documents, journals and reports.	
	Competencies	Core Competencies: Technical Competencies:	

Organizational Chart



Career Path



Non-Academic Job Descriptions



Job Information	Job Title:	Office Manager			Job Code:	Band	Grade
	Division	Academic Administration	Department		Section	Dean Office	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	05/11/2019	Revision Date:	xx/xx/20xx	
	Job Family	Administrative	Reporting to:	Faculty Dean	Subordinates (If applicable)	N/A	
Job Purpose	The Dean’s Office Manager plays a pivotal role in implementing and developing the faculty administration process that contributes effectively to improving the learning experience within the faculty.						
Job Duties and Responsibilities	<ul style="list-style-type: none">Primary and Essential Roles and Responsibilities						
	<p>Administration & Support</p> <ul style="list-style-type: none">Ensures office procedures and daily administrative requirements are efficiently implemented besides being frequently responsible for specific projects and tasks as appropriate to the job level.Reviews administrative operating practices, documentation forms and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, forms design or expenditures.Devises and maintains office systems, procedures and regulations.Arranges faculty meetings “e.g. department weekly/ monthly meetings, British Partner visit meetings, etc.” and Faculty Dean Appointments including; handling operational tasks, taking minutes of meeting, informing attendees, producing meeting agenda and keeping notes.Carries out and coordinates administrative activities associated with staff affairs, such as but not limited to; academic part time staff contracts, revising part time staff payroll, summer courses bonus for full time staff, internal examiners financial payment and faculty staff vacation requests schedules.Coordinates and oversees the day-to-day management of supplies, equipment, and facilities for the faculty, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.Coordinates offices requirements for new staff in case of IT requirements and office supplies.Handles purchasing requests for faculty administration, office or students’ work requirements.Assists the Faculty Dean to maintain a proper attendance and tracking report for the Faculty staff members.Delegates administrative tasks, as assigned by the faculty Dean, to other academic administrative team members, as appropriate.Provides support and collaboration with colleagues to ensure a smooth administration workflow process in cases of; registration, conferences, absence of a team member, etc. <p>Communication</p> <ul style="list-style-type: none">Serves as a primary point of contact and liaison between the dean’s office, staff, students, and other external parties on a range of day-to-day issues.						

- Provides staff and office support for the faculty Dean including; screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.
- Prepares responses to correspondence containing routine inquiries as appropriate.

Documentation

- Maintains records management by using a variety of software packages to produce correspondence, documents and maintains; presentations, records, spreadsheets, students' complains and requests.
- Submits frequent reports on workflow to the faculty Dean.
- Monitors staff database and attendance records and prepares appropriate response to attendance and Follow-up reports.
- Organizes and stores paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Files and retrieves faculty documents, records, protocols, reports and all office related work.
- Ensures database is updated for faculty related matters including staff information and academic publications.
- Prepares reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.

Other related faculty administrative, student affairs, quality duties may apply as appropriate.

Communication

Internal:

- Faculty Dean
- Head of Department(s)
- Other academics inside/outside the college
- Students
- Academic Administration Staff
- Other faculties and units within the university
- Support Services Departments

External:

- External guests or visitors

Financial Responsibility

N/A

Working Condition

This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.

Educational Qualifications

Essential:

Bachelor's Degree in related discipline

Preferable:

Professional certificate in related discipline.

Experience

- Minimum 5 years of experience in a similar role.

Knowledge, Skills and Abilities

Computer Skills:

Advanced skills in using Microsoft office; word, excel, and PowerPoint.

Language Ability:

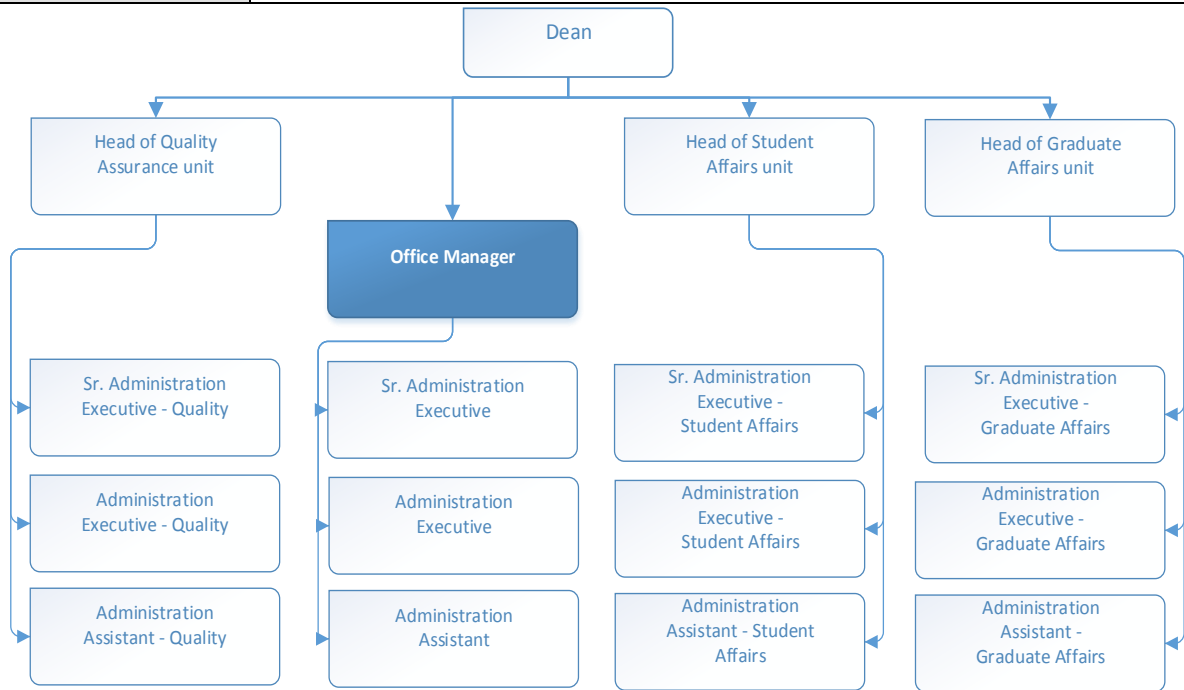
High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write reports

Competencies

Core Competencies:

Technical Competencies:

Organizational Chart



Career Path





Job Information	Job Title:	Sr. Administration Executive			Job Code:	Band	Grade
	Division	Academic Administration	Department		Section	Dean Office	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	18/10/2016	Revision Date:	30/10/2019	
	Job Family	Administrative	Reporting to:	Faculty Dean	Subordinates (If applicable)	N/A	
Job Purpose	The Sr. Administration Executive plays a pivotal role in implementing and developing the faculty administration process that contributes effectively to improving the learning experience within the faculty.						
Job Duties and Responsibilities	<div>▪ Primary and Essential Roles and Responsibilities</div>						
	<div>Administration & Support</div> <div>▪ Ensures office procedures and daily administrative requirements are efficiently implemented besides being frequently responsible for specific projects and tasks as appropriate to the job level.</div> <div>▪ Reviews administrative operating practices, documentation forms and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, forms design or expenditures.</div> <div>▪ Devises and maintains office systems, procedures and regulations.</div> <div>▪ Arranges faculty meetings “e.g. department weekly/ monthly meetings, British Partner visit meetings, etc.” and Faculty Dean Appointments including; handling operational tasks, taking minutes of meeting, informing attendees, producing meeting agenda and keeping notes.</div> <div>▪ Carries out and coordinates administrative activities associated with staff affairs, such as but not limited to; academic part time staff contracts, revising part time staff payroll, summer courses bonus for full time staff, internal examiners financial payment and faculty staff vacation requests schedules.</div> <div>▪ Coordinates and oversees the day-to-day management of supplies, equipment, and facilities for the faculty, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.</div> <div>▪ Handles purchasing requests for faculty administration, office or students’ work requirements.</div> <div>▪ Assists the Faculty Dean to maintain a proper attendance and tracking report for the Faculty staff members.</div> <div>▪ Delegates administrative tasks, as assigned by the Dean, to other academic administrative team members, as appropriate.</div> <div>▪ Provides support and collaboration with colleagues to ensure a smooth administration workflow process in cases of; registration, conferences, absence of a team member, etc.</div> <div>Communication</div> <div>▪ Serves as a primary point of contact and liaison between the office, staff, students, and other external parties on a range of day-to-day issues.</div>						

- Provides staff and office support for the faculty Dean including; screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.
- Handles students' requests, complains or grade appeals/ remark requests and permissions for courses and projects promptly or referring to the student affairs unit as appropriate.
- Prepares responses to correspondence containing routine inquiries as appropriate.

Documentation

- Maintains records management by using a variety of software packages to produce correspondence, documents and maintains; presentations, records, spreadsheets, students' complains and requests.
- Submits frequent reports on workflow to the faculty Dean.
- Monitors staff database and attendance records and prepares appropriate response to attendance and Follow up reports.
- Organizes and stores paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Files and retrieves faculty documents, records, protocols, reports and all office related work.
- Ensures database is updated for faculty related matters including: staff information and academic publications.
- Prepares; reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.

Other related faculty administrative, student affairs, quality duties may apply as appropriate.

	Communication	Internal: <ul style="list-style-type: none"> Faculty Dean Head of Department(s) Other academics inside/outside the college Students Academic Administration Staff Other faculties and units within the university Support Services Departments 	External: <ul style="list-style-type: none"> External guests or visitors
	Financial Responsibility	N/A	
	Working Condition	This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.	
	Educational Qualifications	Essential: Bachelor's Degree in related discipline	Preferable: Professional certificate in related discipline.
→ ○	Experience	<ul style="list-style-type: none"> 3-4 years of experience in a similar role. 	

Knowledge, Skills and Abilities

Computer Skills:

Advanced skills in using Microsoft office; word, excel, and PowerPoint.

Language Ability:

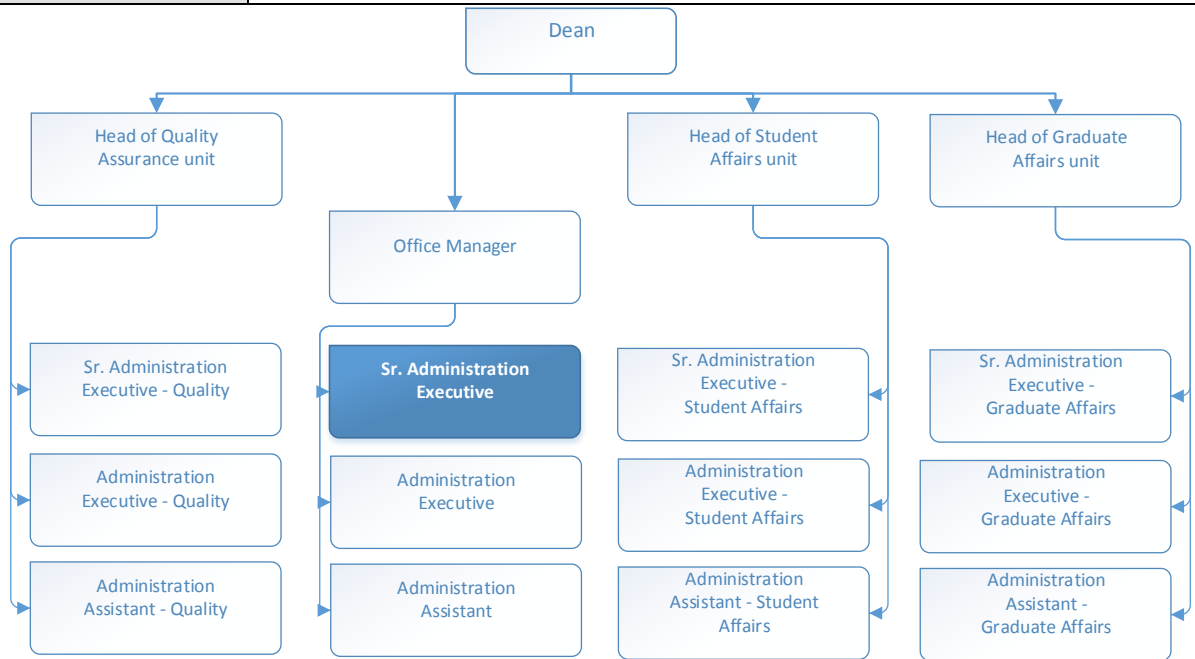
High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write reports

Competencies

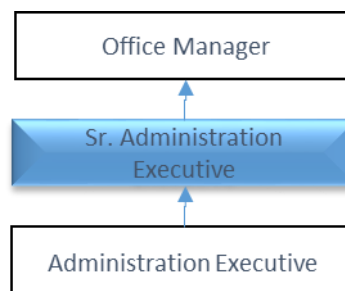
Core Competencies:

Technical Competencies:

Organizational Chart



Career Path





Job Information	Job Title:	Administration Executive			Job Code:	Band	Grade
	Division	Academic Administration	Department		Section	Dean Office	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	18/10/2016	Revision Date:	30/10/2019	
	Job Family	Administrative	Reporting to:	Faculty Dean	Subordinates (If applicable)	N/A	
Job Purpose	The Administration Executive plays a pivotal role in implementing and handling the faculty administration activities that contributes effectively to improving the learning experience within the faculty.						
Job Duties and Responsibilities	<div>▪ Primary and Essential Roles and Responsibilities</div>						
	<div>Administration & Support<div>▪ Ensures office procedures and daily administrative requirements are efficiently implemented besides being frequently responsible for specific projects and tasks as appropriate to the job level.</div><div>▪ Carries out administrative operating practices, documentation forms and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, forms design or expenditures.</div><div>▪ Devises and maintains office systems, procedures and regulations.</div><div>▪ Arranges faculty meetings “e.g. department weekly/ monthly meetings, British Partner visit meetings, etc.” and Faculty Dean Appointments including; handling operational tasks, taking minutes of meeting, informing attendees, producing meeting agenda and keeping notes.</div><div>▪ Carries out and coordinates administrative activities associated with staff affairs, such as but not limited to; academic part time staff contracts, revising part time staff payroll, summer courses bonus for full time staff, internal examiners financial payment and faculty staff vacation requests schedules.</div><div>▪ Coordinates and oversees the day-to-day management of supplies, equipment, and facilities for the faculty, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.</div><div>▪ Handles purchasing requests for faculty administration, office or students’ work requirements.</div><div>▪ Assists the Faculty Dean to maintain a proper attendance and tracking report for the full and part time Faculty staff members as applicable.</div><div>▪ Provides support and collaboration with colleagues to ensure a smooth administration workflow process in cases of; registration, conferences, absence of a team member, etc.</div></div> <div>Communication<div>▪ Serves as a primary point of contact and liaison between the office, staff, students, and other external parties on a range of day-to-day issues.</div></div>						

- Provides staff and office support for the faculty Dean including; screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.
- Handles students' requests, complains or grade appeals/ remark requests and permissions for courses and projects promptly or referring to the student affairs unit as appropriate.
- Prepares responses to correspondence containing routine inquiries as appropriate.

Documentation

- Keeps records by using a variety of software packages to produce correspondence, documents and maintains; presentations, records, spreadsheets, students' complains and requests.
- Submits frequent reports on workflow to the faculty Dean.
- Monitors staff database and attendance records and prepares appropriate response to attendance and Follow up reports.
- Organizes and stores paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Files and retrieves faculty documents, records, protocols, reports and all office related work.
- Ensures database is updated for faculty related matters including: staff information and academic publications.
- Prepares; reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.

Other related faculty administrative, student affairs, quality duties may apply as appropriate.

Communication

Internal:

- Faculty Dean
- Head of Department(s)
- Other academics inside/outside the college
- Students
- Academic Administration Staff
- Other faculties and units within the university
- Support Services Departments

External:

- External guests or visitors

Financial Responsibility

N/A

Working Condition

This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.

Educational Qualifications

Essential:

Bachelor's Degree in related discipline

Preferable:

Professional certificate in related discipline.

Experience

- 1-2 years of experience in a similar role.

Knowledge, Skills and Abilities

Computer Skills:

Advanced skills in using Microsoft office; word, excel, and PowerPoint.

Language Ability:

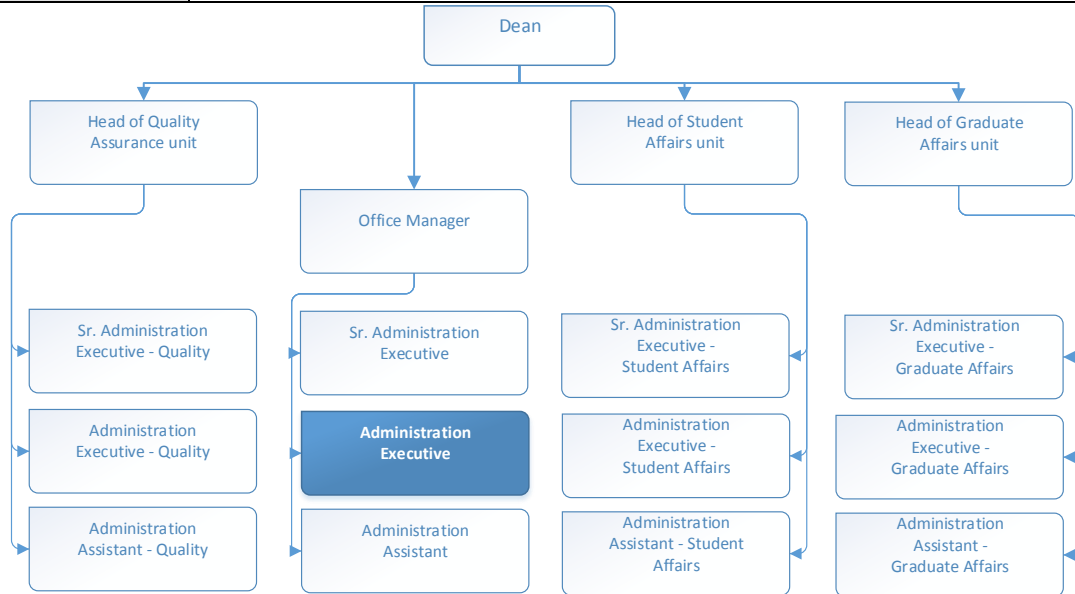
High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write reports

Competencies

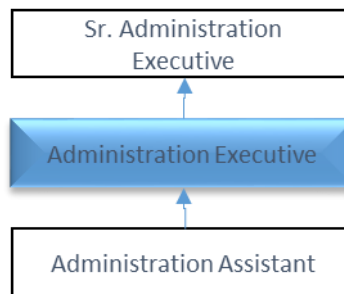
Core Competencies:

Technical Competencies:

Organizational Chart



Career Path





Job Information	Job Title:	Administration Assistant			Job Code:	Band	Grade
	Division	Academic Administration	Department	Academic Administration	Section	Dean/Department Head Office	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	18/10/2016	Revision Date:	30/10/2019	
	Job Family	Administrative	Reporting to:	Faculty Dean/Department Head	Subordinates (If applicable)	N/A	
Job Purpose	The Administration Assistant plays a pivotal role in implementing and supporting the faculty administration process that contributes effectively to improving the learning experience within the faculty.						
Job Duties and Responsibilities	<ul style="list-style-type: none">Primary and Essential Roles and Responsibilities						
	<p>Administration & Support</p> <ul style="list-style-type: none">Implements office procedures and daily administrative requirements efficiently.Participates in administrative operating practices, documentation forms and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, forms design or expenditures.Maintains office systems, procedures and regulations.Coordinates the arrangements of faculty meetings “e.g. department weekly/monthly meetings, British Partner visit meetings etc.” and Faculty Dean Appointments including; handling operational tasks, taking minutes of meeting, informing attendees, producing meeting agenda and keeping notes.Coordinates with the day-to-day management of supplies, equipment, and facilities for the faculty, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.Handles purchasing requests for faculty administration, office or students’ work requirements.Assists the Faculty Dean to maintain a proper attendance and tracking report for the Faculty staff members.Provides support and collaboration with colleagues to ensure a smooth administration workflow process in cases of; registration, conferences, absence of a team member, etc. <p>Communication</p> <ul style="list-style-type: none">Serves as a secondary point of contact and liaison between the office, staff, students, and other external parties on a range of day-to-day issues.Provides staff and office support for the faculty Dean including; screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.Handles students’ requests, complains or grade appeals/ remark requests and permissions for courses and projects promptly or referring to the student affairs unit as appropriate.Prepares responses to correspondence containing routine inquiries as appropriate.						

Documentation

- Keeps required records by using a variety of software packages to produce correspondence, documents and maintains; presentations, records, spreadsheets, students' complains and requests.
- Submits frequent reports on workflow to the faculty Dean.
- Monitors staff database and attendance records and prepares appropriate response to attendance and Follow up reports.
- Organizes and stores paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Assists in filing and retrieving faculty documents, records, protocols, reports and all office related work.
- Ensures database is updated for faculty related matters including: staff information and academic publications.
- Prepares; reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.

Other related faculty administrative, student affairs, quality duties may apply as appropriate.

Communication

Internal:

- Faculty Dean
- Head of Department(s)
- Other academics inside/outside the college
- Students
- Academic Administration Staff
- Other faculties and units within the university
- Support Services Departments

External:

- External guests or visitors

Financial Responsibility

N/A

Working Condition

This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.

Educational Qualifications

Bachelor's Degree in related discipline

Experience

- 0-1 years of experience in a similar role.

Knowledge, Skills and Abilities

Computer Skills:

Advanced skills in using Microsoft office; word, excel, and PowerPoint.

Language Ability:

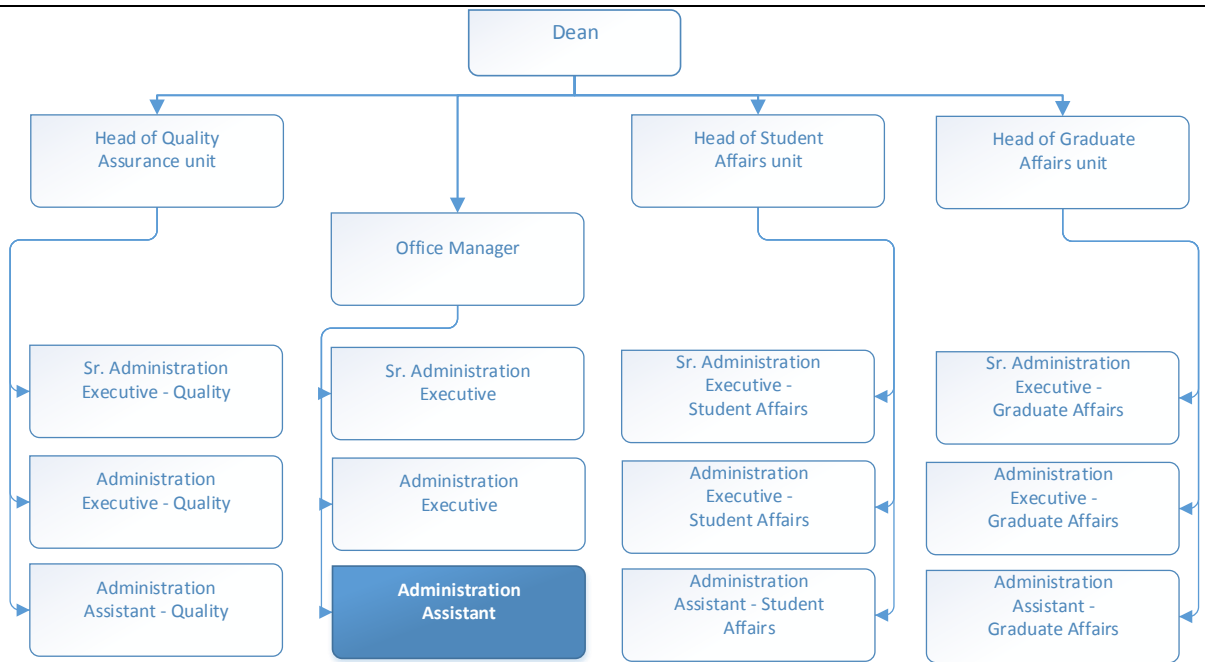
High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write reports.

Competencies

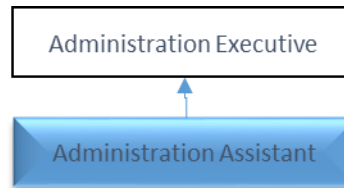
Core Competencies:

Technical Competencies:

Organizational Chart



Career Path





Job Information	Job Title:	Administration Assistant-Post Graduate Studies			Job Code:	Band	Grade
	Division	Academic Administration	Department		Section	Post Graduate Studies	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	05/11/2019	Revision Date:	xx/xx/20xx	
	Job Family	Administrative	Reporting to:	Faculty Dean	Subordinates (If applicable)	N/A	
Job Purpose	The administration Assistant for Post Graduate Studies plays a pivotal role in implementing and supporting the faculty administration process that contributes effectively to improving the learning experience of post graduate studies.						
Job Duties and Responsibilities	<div>▪ Primary and Essential Roles and Responsibilities</div>						
	Post Graduate Studies <div><div>▪ Handles the applications of post graduate studies by providing support with all details and information to the applicants, ensuring their documents are complete, obtaining Dean’s approval and submitting the documents to the Admissions Department.</div><div>▪ Develops post graduate studies schedules in alignment with the instructor’s availability and deciding the classrooms availability to avoid overlapping.</div><div>▪ Handles post graduate studies transfers requests by aligning with each course’s instructor for approval before sending the transfer requests to the Admissions Department.</div><div>▪ Provides a full support for post graduate studies registration process to ensure smooth operations throughout the post graduate studies semester.</div><div>▪ Follows up the attendance of the instructors and students and handles the reports of absence and sick leaves.</div><div>▪ Completes the Quality Assurance required documents and forms for the post graduate studies.</div></div>						
	Administration & Support <div><div>▪ Implements office procedures and daily administrative requirements efficiently.</div><div>▪ Participates in administrative operating practices, documentation forms and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, forms design or expenditures.</div><div>▪ Maintains office systems, procedures and regulations.</div><div>▪ Coordinates the arrangements of faculty related meetings.</div><div>▪ Carries out and coordinates administrative activities associated with faculty post graduate studies.</div><div>▪ Coordinates with the day-to-day management of supplies, equipment, and facilities for the faculty, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.</div><div>▪ Handles purchasing requests for faculty administration, office or students’ work requirements.</div><div>▪ Provides support and collaboration with colleagues to ensure a smooth administration workflow process in cases of; registration, conferences, absence of a team member, etc.</div></div>						
	Communication						

- Serves as a secondary point of contact and liaison between the office, staff, post graduate students, and other external parties on a range of day-to-day issues.
- Provides office support including; screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.
- Handles students requests, complains or requests promptly
- Prepares responses to correspondence containing routine inquiries as appropriate.

Documentation

- Keeps required records by using a variety of software packages to produce correspondence, documents and maintains; presentations, records, spreadsheets, students' complains and requests.
- Submits frequent reports on workflow to the faculty Dean.
- Monitors students and staff database and attendance records and prepares appropriate response to attendance and Follow up reports.
- Organizes and stores paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Assists in filing and retrieving faculty documents, records, protocols, reports and all office related work.
- Prepares; reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.

Other related faculty administrative, student affairs, quality duties may apply as appropriate.

Communication

Internal:

- Faculty Dean
- Vice Dean of Post Graduate Studies and Research
- Head of Department(s)
- Other academics inside/outside the faculty
- Students
- Academic Administration Staff
- Other faculties and units within the university
- Support Services Departments

External:

- External guests or visitors

Financial Responsibility

N/A

Working Condition

This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.

Educational Qualifications

Bachelor's Degree in related discipline

Experience


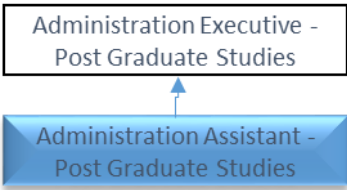
- 0-1 years of experience in a similar role.

Knowledge, Skills and Abilities

Computer Skills:

Advanced skills in using Microsoft office; word, excel, and PowerPoint.



		Language Ability: High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write reports.
	Competencies	Core Competencies: Technical Competencies:
Organizational Chart	 <pre> graph TD Dean[Dean] --> ViceDean[Vice Dean of Post Graduate Studies and Research] ViceDean --> SrAdmin[Sr. Administration Executive - Post Graduate Studies] ViceDean --> AdminExec[Administration Executive - Post Graduate Studies] ViceDean --> AdminAssist[Administration Assistant - Post Graduate Studies] </pre>	
Career Path	 <pre> graph BT AdminAssist[Administration Assistant - Post Graduate Studies] --> AdminExec[Administration Executive - Post Graduate Studies] </pre>	



Job Information	Job Title:	Sr. Administration Executive-Student Affairs			Job Code:	Band	Grade
	Division	Academic Administration	Department		Section	Student Affairs	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	18/10/2016	Revision Date:	07/11/2019	
	Job Family	Administrative	Reporting to:	Head of Faculty Student Affairs	Subordinates (If applicable)	N/A	
Job Purpose	Creates a sense of community amongst students, and administers all students’ related activities “e.g. extra-curricular and co-curricular programs of students’ affairs” in order to ensure effective student engagement practices and high level of students’ satisfaction towards faculty’s services and support.						
Job Duties and Responsibilities	<ul style="list-style-type: none">▪ Primary and Essential Roles and Responsibilities						
	Student Affairs Support and Administration <ul style="list-style-type: none">▪ Provides extensive support to preliminary advising services (Academic majors, Achieved credit hours, GPA, Pre-requisites, Grading system, Probation rules, student transfers, etc.).▪ Follows up registration process and reviews the withdrawal, incomplete, exemption, deprivation and deferral cases.▪ Supervises and monitors students’ attendance and causes.▪ Coordinates the arrangements of faculty board of study meetings including; handling operational tasks, taking minutes of meeting, informing attendees, printing and documenting meeting agenda and action plan.▪ Provides extensive support system to probated students through; advising, counselling and blocking in case of exceeding chances.▪ Monitors and follows up late payments to investigate reasons or speeding up the process.▪ Follows up late registrations to ensure efficient use of resources within the academic context.▪ Encourages, supports and monitors student activities and engagement programs and events.▪ Reviews, investigates and analyzes allegations of violation of the Student Code of Conduct▪ Co-ordinates and suggests innovative and proactive programs, services, procedures which respond to changing needs and requirements of the university’s student community and which enhances the university’s viability for student recruitment and retention purposes.▪ Follows academic calendar, long- and short-term plans for the student Affairs program which meets the university’s mission, vision and strategic plans, and which also responds to the needs and requirements of its students.▪ Assists with department academic schedules in coordination with the IT-oracle department and academic staff as appropriate and in accordance to faculty’s policies and procedures.▪ Works in a team inside the faculty with the team of Student Affairs, other Student Affairs offices and University staff to plan and implement social/ thematic programs during the year.						

- Follows up in collaboration with administrative and academic committees; social, cultural and recreational activities plan of students' groups (field trips, external competitions, conferences, simulations, guest speakers sessions, etc.), scheduling events to prevent overlap, communicating with the public relations department to ensure adding data to central calendar and meeting with students and faculty groups to plan activities.
- Coordinates new students' orientation in cooperation with family leaders.
- Follow up with control during exams for students with special cases who are having health problems.
- Handling TA's proctoring plan.
- Follow up with Graduate Affairs for military service students.

Communication

- Handles students' requests, complains or grade appeals/ remark requests as appropriate.
- Regularly meets with students, parents and staff, as a liaison between the University Management and Faculty Administration, communicates concerns and policies, and offers suggestions for improving their satisfaction level.
- Provides office support including: screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.

Documentation

- Maintains records management by using a variety of software packages to produce correspondence, documents and maintains; presentations, records, spreadsheets, students' complains and requests.
- Organizes and stores paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Files and retrieves faculty Student Affairs documents, records, reports and students' files.
- Ensures database is updated for Student Affairs related matters e.g.: students' information, exemption and withdrawals data, etc.
- Prepares; reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Submits frequent reports on workflow to the faculty Dean.

Other related faculty administrative, student affairs, quality duties may apply as appropriate.

Communication

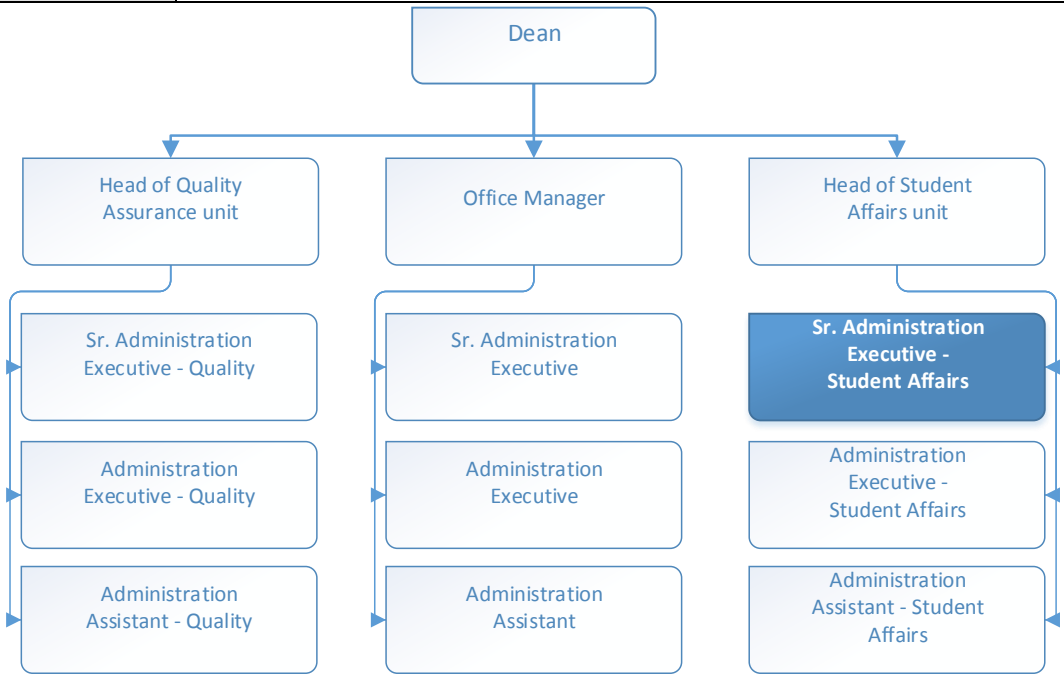
Internal:

- Faculty Dean
- Head of Department(s)
- Other academics inside/outside the college
- Faculty Student Affairs Team
- Students
- Academic Administration Staff
- Other faculties and units within the university

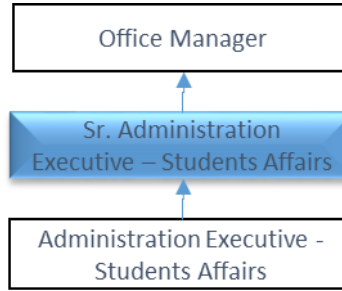
External:

- External guests or visitors



		<ul style="list-style-type: none"> Support Services Departments 	
	Financial Responsibility	N/A	
	Working Condition	This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.	
	Educational Qualifications	Essential: Bachelor's Degree in related discipline	Preferable: Professional certificate in related discipline.
Job Requirements	Experience	<ul style="list-style-type: none"> 3-4 years of experience in a similar role. 	
	Knowledge, Skills and Abilities	Computer Skills: Advanced skills in using Microsoft office; word, excel, and PowerPoint. Language Ability: High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write reports	
	Competencies	Core Competencies: Technical Competencies:	
Organizational Chart		 <pre> graph TD Dean[Dean] --> HQUA[Head of Quality Assurance unit] Dean --> OM[Office Manager] Dean --> HSA[Head of Student Affairs unit] HQUA --> SAQ[Sr. Administration Executive - Quality] SAQ --> AEQ[Administration Executive - Quality] AEQ --> AAQ[Administration Assistant - Quality] OM --> SAO[Sr. Administration Executive] SAO --> AEO[Administration Executive] AEO --> AAO[Administration Assistant] HSA --> SASA[Sr. Administration Executive - Student Affairs] SASA --> AESA[Administration Executive - Student Affairs] AESA --> AASA[Administration Assistant - Student Affairs] </pre>	

Career Path





Job Information	Job Title:	Administration Executive-Student Affairs			Job Code:	Band	Grade
	Division	Academic Administration	Department		Section	Student Affairs	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	18/10/2016	Revision Date:	07/11/2019	
	Job Family	Administrative	Reporting to:	Head of Faculty Student Affairs	Subordinates (If applicable)	N/A	
Job Purpose	Creates a sense of community amongst students, and administers all students’ related activities “e.g. extra-curricular and co-curricular programs of students’ affairs” in order to ensure effective student engagement practices and high level of students’ satisfaction towards faculty’s services and support.						
Job Duties and Responsibilities	<ul style="list-style-type: none">▪ Primary and Essential Roles and Responsibilities						
	<p>Student Affairs Support and Administration</p> <ul style="list-style-type: none">▪ Provides extensive support to preliminary advising services (Academic majors, Achieved credit hours, GPA, Pre-requisites, Grading system, Probation rules, student transfers, etc.).▪ Follows up registration process and reviews the withdrawal, incomplete, exemption, deprivation and deferral cases.▪ Supervises and monitors students’ attendance and causes.▪ Coordinates the arrangements of faculty board of study meetings including; handling operational tasks, taking minutes of meeting, informing attendees, printing and documenting meeting agenda and action plan.▪ Provides extensive support system to probated students through; advising, counselling and blocking in case of exceeding chances.▪ Monitors and follows up late payments to investigate reasons or speeding up the process.▪ Follows up late registrations to ensure efficient use of resources within the academic context.▪ Encourages, supports and monitors student activities and engagement programs and events.▪ Reviews, investigates and analyzes allegations of violation of the Student Code of Conduct▪ Co-ordinates and suggests innovative and proactive programs, services, procedures which respond to changing needs and requirements of the university’s student community and which enhances the university’s viability for student recruitment and retention purposes.▪ Follows academic calendar, long- and short-term plans for the student Affairs program which meets the university’s mission, vision and strategic plans, and which also responds to the needs and requirements of its students.▪ Assists with department academic schedules in coordination with the IT-oracle department and academic staff as appropriate and in accordance to faculty’s policies and procedures.▪ Works in a team inside the faculty with the team of Student Affairs, other Student Affairs offices and University staff to plan and implement social/ thematic programs during the year.						

- Follows up in collaboration with administrative and academic committees; social, cultural and recreational activities plan of students' groups (field trips, external competitions, conferences, simulations, guest speakers sessions, etc.), scheduling events to prevent overlap, communicating with the public relations department to ensure adding data to central calendar and meeting with students and faculty groups to plan activities.
- Coordinates new students' orientation in cooperation with family leaders.
- Follow up with control during exams for students with special cases who are having health problems.
- Handling TA's proctoring plan.
- Follow up with Graduate Affairs for military service students.
- Provides support and collaboration with colleagues to ensure a smooth administration workflow process in cases of; registration, conferences, absence of a team member, etc.

Communication

- Handles students' requests, complains or grade appeals/ remark requests as appropriate.
- Regularly meets with students, parents and staff, as a liaison between the University Management and Faculty Administration, communicates concerns and policies, and offers suggestions for improving their satisfaction level.
- Provides office support including: screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.

Documentation

- Maintains records management by using a variety of software packages to produce correspondence, documents and maintains; presentations, records, spreadsheets, students' complains and requests.
- Organizes and stores paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Files and retrieves faculty Student Affairs documents, records, reports and students' files.
- Ensures database is updated for Student Affairs related matters e.g.: students' information, exemption and withdrawals data, etc.
- Prepares; reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Submits frequent reports on workflow to the faculty Dean.

Other related faculty administrative, student affairs, quality duties may apply as appropriate.

Communication

Internal:

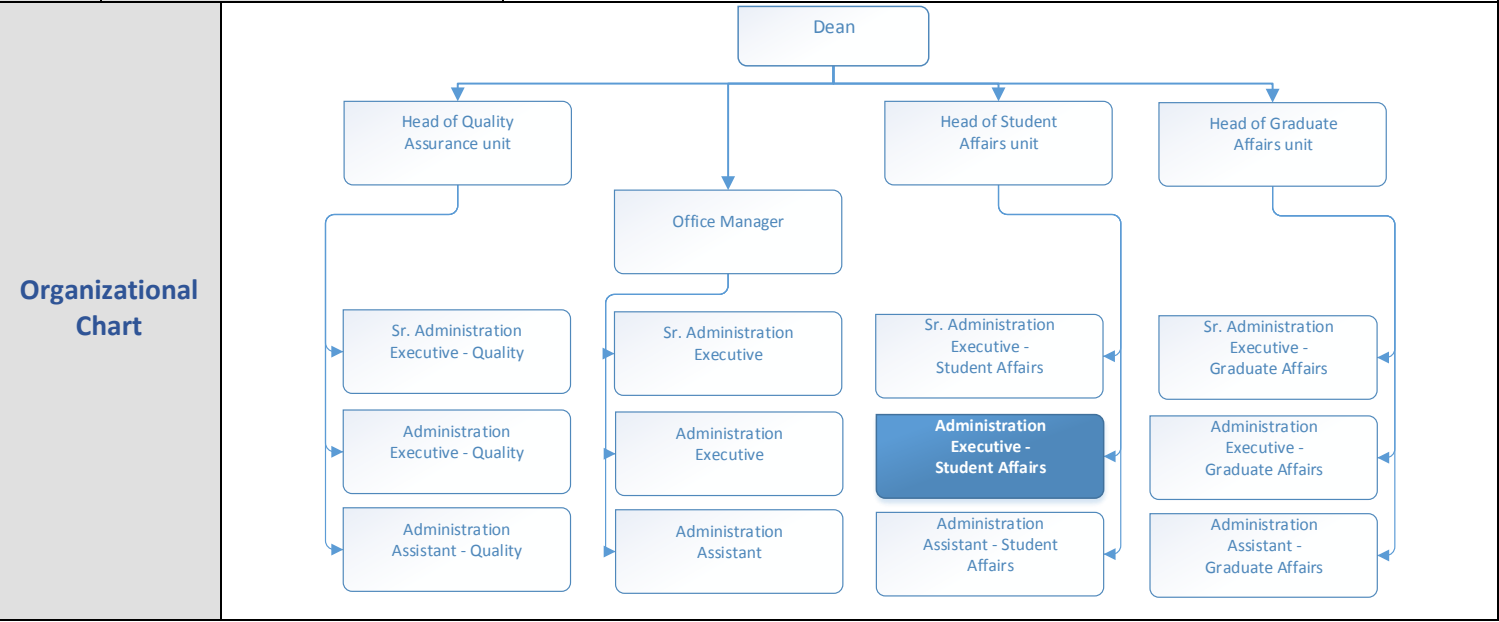
- Faculty Dean
- Head of Department(s)
- Other academics inside/outside the college
- Faculty Student Affairs Team
- Students
- Academic Administration Staff

External:

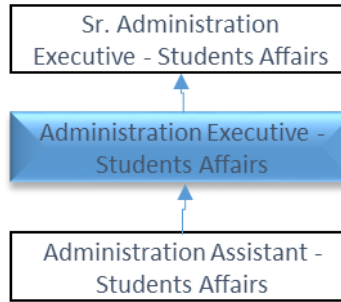
- External guests or visitors



		<ul style="list-style-type: none"> Other faculties and units within the university Support Services Departments 	
	Financial Responsibility	N/A	
	Working Condition	This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.	
	Educational Qualifications	Essential: Bachelor's Degree in related discipline	Preferable: Professional certificate in related discipline.
Job Requirements	Experience	<ul style="list-style-type: none"> 1-2 years of experience in a similar role. 	
	Knowledge, Skills and Abilities	Computer Skills: Advanced skills in using Microsoft office; word, excel, and PowerPoint. Language Ability: High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write reports	
	Competencies	Core Competencies: Technical Competencies:	



Career Path





Job Information	Job Title:	Administration Assistant -Student Affairs			Job Code:	Band	Grade
	Division	Academic Administration	Department		Section	Student Affairs	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	18/10/2016	Revision Date:	07/11/2019	
	Job Family	Administrative	Reporting to:	Head of Faculty Student Affairs	Subordinates (If applicable)	N/A	
Job Purpose	Creates a sense of community amongst students, and administers all students’ related activities “e.g. extra-curricular and co-curricular programs of students’ affairs” in order to ensure effective student engagement practices and high level of students’ satisfaction towards faculty’s services and support.						
Job Duties and Responsibilities	<div>▪ Primary and Essential Roles and Responsibilities</div>						
	<div>Student Affairs Support and Administration<div>▪ Provides extensive support to preliminary advising services (Academic majors, Achieved credit hours, GPA, Pre-requisites, Grading system, Probation rules, student transfers, etc.).</div><div>▪ Follows up registration process and reviews the withdrawal, incomplete, exemption, deprivation and deferral cases.</div><div>▪ Supervises and monitors students’ attendance and causes.</div><div>▪ Coordinates the arrangements of faculty board of study meetings including; handling operational tasks, taking minutes of meeting, informing attendees, printing and documenting meeting agenda and action plan.</div><div>▪ Provides extensive support system to probated students through; advising, counselling and blocking in case of exceeding chances.</div><div>▪ Monitors and follows up late payments to investigate reasons or speeding up the process.</div><div>▪ Follows up late registrations to ensure efficient use of resources within the academic context.</div><div>▪ Encourages, supports and monitors student activities and engagement programs and events.</div><div>▪ Reviews, investigates and analyzes allegations of violation of the Student Code of Conduct</div><div>▪ Co-ordinates and suggests innovative and proactive programs, services, procedures which respond to changing needs and requirements of the university’s student community and which enhances the university’s viability for student recruitment and retention purposes.</div><div>▪ Follows academic calendar, long-term and short-term plans for the student Affairs program which meets the university’s mission, vision and strategic plans, and which also responds to the needs and requirements of its students.</div><div>▪ Assists with department academic schedules in coordination with the IT-oracle department and academic staff as appropriate and in accordance to faculty’s policies and procedures.</div><div>▪ Works in a team inside the faculty with the team of Student Affairs, other Student Affairs offices and University staff to plan and implement social/ thematic programs during the year.</div><div>▪ Follows up in collaboration with administrative and academic committees; social, cultural and recreational activities plan of students’ groups (field trips, external competitions, conferences, simulations, guest speakers</div></div>						

sessions, etc.), scheduling events to prevent overlap, communicating with the public relations department to ensure adding data to central calendar and meeting with students and faculty groups to plan activities.

- Coordinates new students' orientation in cooperation with family leaders
- Follow up with control during exams for students with special cases who are having health problems.
- Handling TA's proctoring plan.
- Follow up with Graduate Affairs for military service students.
- Provides support and collaboration with colleagues to ensure a smooth administration workflow process in cases of; registration, conferences, absence of a team member, etc.

Communication

- Handles students' requests, complains or grade appeals/ remark requests as appropriate.
- Regularly meets with students, parents and staff, as a liaison between the University Management and Faculty Administration, communicates concerns and policies, and offers suggestions for improving their satisfaction level.
- Provides office support including: screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.

Documentation

- Maintains records management by using a variety of software packages to produce correspondence, documents and maintains; presentations, records, spreadsheets, students' complains and requests.
- Organizes and stores paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Files and retrieves faculty Student Affairs documents, records, reports and students' files.
- Ensures database is updated for Student Affairs related matters e.g.: students' information, exemption and withdrawals data, etc.
- Prepares; reports, memos, letters, students activity year book and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Submits frequent reports on workflow to the faculty Dean.

Other related faculty administrative, student affairs, quality duties may apply as appropriate.

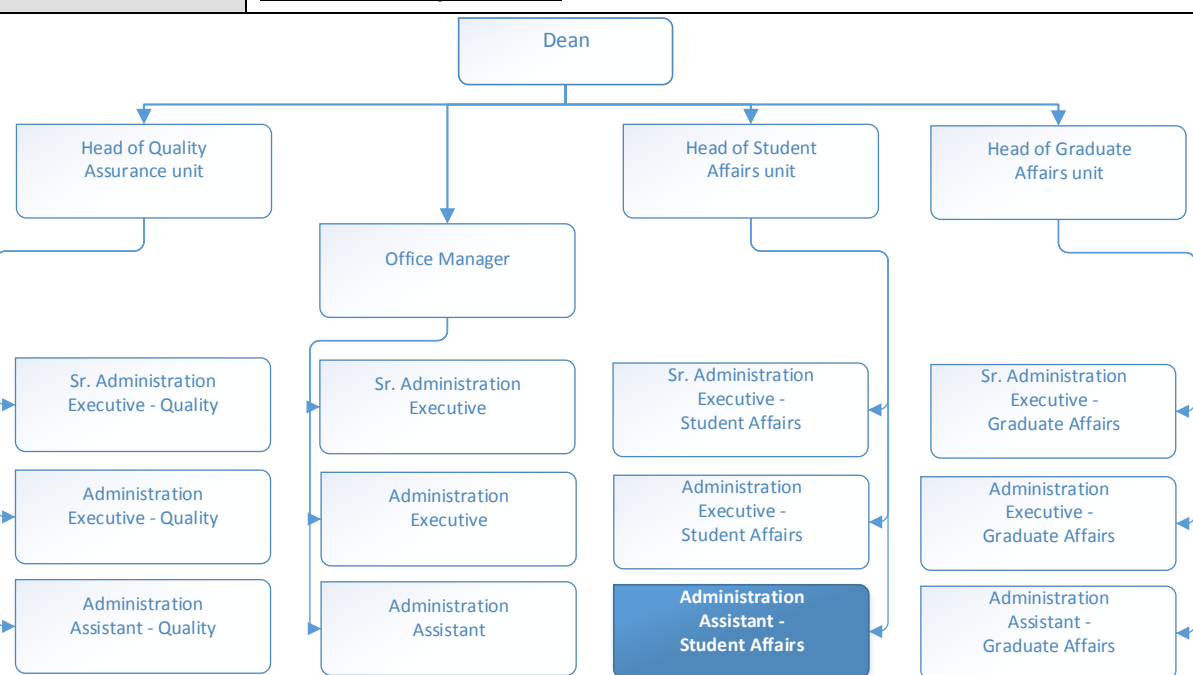
Communication

Internal:

- Faculty Dean
- Head of Department(s)
- Head of Student Affairs
- Other academics inside/outside the college
- Faculty Student Affairs Team
- Students
- Academic Administration Staff
- Other faculties and units within the university

External:

- External guests or visitors

		<ul style="list-style-type: none"> Support Services Departments 	
	Financial Responsibility	N/A	
	Working Condition	This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.	
	Educational Qualifications	Essential: Bachelor's Degree in related discipline	Preferable: Professional certificate in related discipline.
Job Requirements	Experience	<ul style="list-style-type: none"> 0-1 years of experience in a similar role. 	
	Knowledge, Skills and Abilities	Computer Skills: Advanced skills in using Microsoft office; word, excel, and PowerPoint. Language Ability: High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write reports	
	Competencies	Core Competencies: Technical Competencies:	
Organizational Chart		 <pre> graph TD Dean[Dean] --> HQU[Head of Quality Assurance unit] Dean --> OMgr[Office Manager] Dean --> HSA[Head of Student Affairs unit] Dean --> HGA[Head of Graduate Affairs unit] HQU --> SAQ[Sr. Administration Executive - Quality] HQU --> AEQ[Administration Executive - Quality] HQU --> AAQ[Administration Assistant - Quality] OMgr --> SAO[Sr. Administration Executive] OMgr --> AEO[Administration Executive] OMgr --> AAO[Administration Assistant] HSA --> SASA[Sr. Administration Executive - Student Affairs] HSA --> AESA[Administration Executive - Student Affairs] HSA --> AASA[Administration Assistant - Student Affairs] HGA --> SAGA[Sr. Administration Executive - Graduate Affairs] HGA --> AEGA[Administration Executive - Graduate Affairs] HGA --> AAGA[Administration Assistant - Graduate Affairs] style AASA fill:#0056b3,color:#fff </pre>	

Career Path

Administration Executive -
Students Affairs



Administration Assistant -
Students Affairs



Job Information	Job Title:	Sr. Administration Executive-Quality			Job Code:	Band	Grade
	Division	Academic Administration	Department		Section	Quality Assurance Unit	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	18/10/2016	Revision Date:	30/10/2019	
	Job Family	Administrative	Reporting to:	Head of Faculty Quality Assurance Unit	Subordinates (If applicable)		
Job Purpose	The Sr. Administration Executive of quality plays pivotal role in improving and developing the faculty administration process that contributes effectively to improving the learning experience within the faculty.						
Job Duties and Responsibilities	<div>▪ Primary and Essential Roles and Responsibilities</div>						
	<div>Quality Assurance Unit Support and Administration:<ul style="list-style-type: none">▪ Co-ordinates and implements office procedures and daily administrative requirements besides being frequently responsible for specific projects and tasks as appropriate to the job level.▪ Devises and maintains office systems, procedures and regulations.▪ Reviews administrative operating practices, documentation forms and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, forms design or expenditures.▪ Arranges related Quality Unit meetings including handling logistics, taking minutes, informing attendees, producing meeting agenda and keeping notes.▪ Set regular meetings with Lecturers and Teaching Assistants upon request.▪ Set meetings with referral students as per the British Partner for students' academic meeting▪ Handles purchasing requests for Quality Unit work requirements.▪ Assist the Quality Assurance Unit regarding the various preparatory Administrative tasks related to British Partner visit.▪ Track Staff academic submissions as per required by the Quality Assurance Unit, and submit a brief progression report regarding the pending deliverables (usually by asking via phone respective Lecturers or Teaching Assistants about the status of their submission).▪ Handle miscellaneous administrative tasks as per request by the Quality Assurance Unit photocopying, typing, archiving module's portfolios, etc.▪ Provides support and collaboration with colleagues to ensure a smooth administration workflow process in cases of; registration, conferences, absence of a team member, etc.<div>Communication:<ul style="list-style-type: none">▪ Provides staff and office support to include screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.▪ Liaise between the Quality Assurance Unit and other parties in regard to administrative tasks related the a academic implementations upon request▪ Prepares responses to correspondence containing routine inquiries as appropriate.</div></div>						

Documentation:

- Maintains records management by using a variety of software packages to produce correspondence, documents and maintains; presentations, records, spreadsheets, students' complains and requests.
- Organizes and stores paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Files and retrieves Quality Unit documents, records, and reports.
- Prepares reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Collect data from the oracle in partial preparation of students' academic profiles (for British Partner).
- Document the minutes of the board of Study Meeting for the Quality Assurance unit

Other related faculty administrative, student affairs, quality duties may apply as appropriate.

Communication

Internal:

- Faculty Dean
- Head of Department(s)
- Faculty Quality Assurance Unit
- Quality Assurance Centre
- Other academics inside/outside the college
- Students
- Academic Administration Staff
- Other faculties and units within the university
- Support Services Departments

External:

- External guests or visitors

Financial Responsibility

N/A

Working Condition

This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.

Educational Qualifications

Essential:

Bachelor's Degree in related discipline

Preferable:

Academic certificate in related discipline.

Experience

- More than 3 years of experience in a similar role.

Knowledge, Skills and Abilities

Computer Skills:

Advanced skills in using Microsoft office; word, excel, and PowerPoint.

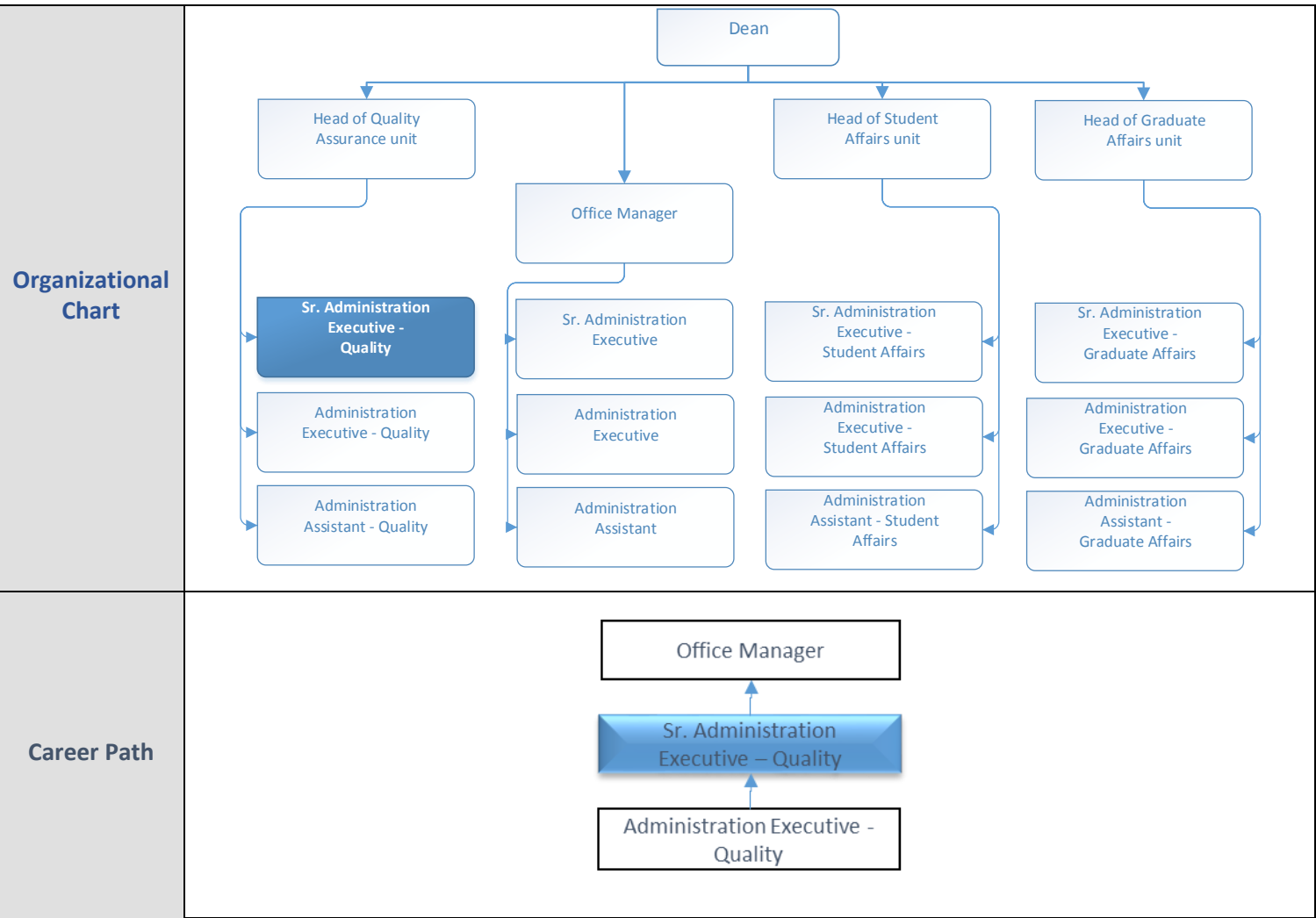
Language Ability:

High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write reports

Competencies

Core Competencies:

Technical Competencies:





Acknowledgement of Receipt

I hereby, certify and confirm that I have received and read my Job Description and accept the tasks and responsibilities assigned to the position.

Employee (Print)	Employee (Signature)	Date	
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I certify that this job description is an accurate description of the responsibilities assigned to the position.

Direct Manager (Print)	Direct Manager (Signature)	Date	
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Job Information	Job Title:	Administration Executive-Quality			Job Code:	Band	Grade
	Division	Academic Administration	Department		Section	Quality Assurance Unit	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	18/10/2016	Revision Date:	30/10/2019	
	Job Family	Administrative	Reporting to:	Head of Faculty Quality Assurance Unit	Subordinates (If applicable)	N/A	
Job Purpose	The Quality Administration Executive plays pivotal role in improving and developing the faculty administration process that contributes effectively to improving the learning experience within the faculty.						
Job Duties and Responsibilities	<ul style="list-style-type: none">Primary and Essential Roles and Responsibilities						
	<p>Quality Assurance Unit Support and Administration:</p> <ul style="list-style-type: none">Co-ordinates and implements office procedures and daily administrative requirements besides being frequently responsible for specific projects and tasks as appropriate to the job level.Devises and maintains office systems, procedures and regulations.Reviews administrative operating practices, documentation forms and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, forms design or expenditures.Arranges related Quality Unit meetings including handling logistics, taking minutes, informing attendees, producing meeting agenda and keeping notes.Set regular meetings with Lecturers and Teaching Assistants upon request.Set meetings with referral students as per the British Partner for students' academic meeting.Handles purchasing requests for Quality Unit work requirements.Assist the Quality Assurance Unit regarding the various preparatory Administrative tasks related to British Partner visit.Track Staff academic submissions as per required by the Quality Assurance Unit, and submit a brief progression report regarding the pending deliverables (usually by asking via phone respective Lecturers or Teaching Assistants about the status of their submission).Prepare for the UK summer school programs such as announcements, handling applications and interviews.Handle miscellaneous administrative tasks as per request by the Quality Assurance Unit photocopying, typing, archiving module's portfolios, etc.Provides support and collaboration with colleagues to ensure a smooth administration workflow process in cases of; registration, conferences, absence of a team member, etc. <p>Communication:</p> <ul style="list-style-type: none">Provides staff and office support to include screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.Liaise between the Quality Assurance Unit and other parties in regard to administrative tasks related the a academic implementations upon request						

- Prepares responses to correspondence containing routine inquiries as appropriate.

Documentation:

- Maintains records management by using a variety of software packages to produce correspondence, documents and maintains; presentations, records, spreadsheets, students' complains and requests.
- Organizes and stores paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Files and retrieves Quality Unit documents, records, and reports.
- Prepares reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Collect data from the oracle in partial preparation of students' academic profiles (for British Partner).
- Document the minutes of the board of Study Meeting for the Quality Assurance unit

Other related faculty administrative, student affairs, quality duties may apply as appropriate.

Communication

Internal:

- Faculty Dean
- Head of Department(s)
- Faculty Quality Assurance Unit
- Quality Assurance Centre
- Other academics inside/outside the college
- Students
- Academic Administration Staff
- Other faculties and units within the university
- Support Services Departments

External:

- External guests or visitors

Financial Responsibility

N/A

Working Condition

This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.

Educational Qualifications

Essential:

Bachelor's Degree in related discipline

Preferable:

Academic certificate in related discipline.

Experience

- 1-3 years of experience in a similar role.

Knowledge, Skills and Abilities

Computer Skills:

Advanced skills in using Microsoft office; word, excel, and PowerPoint.

Language Ability:

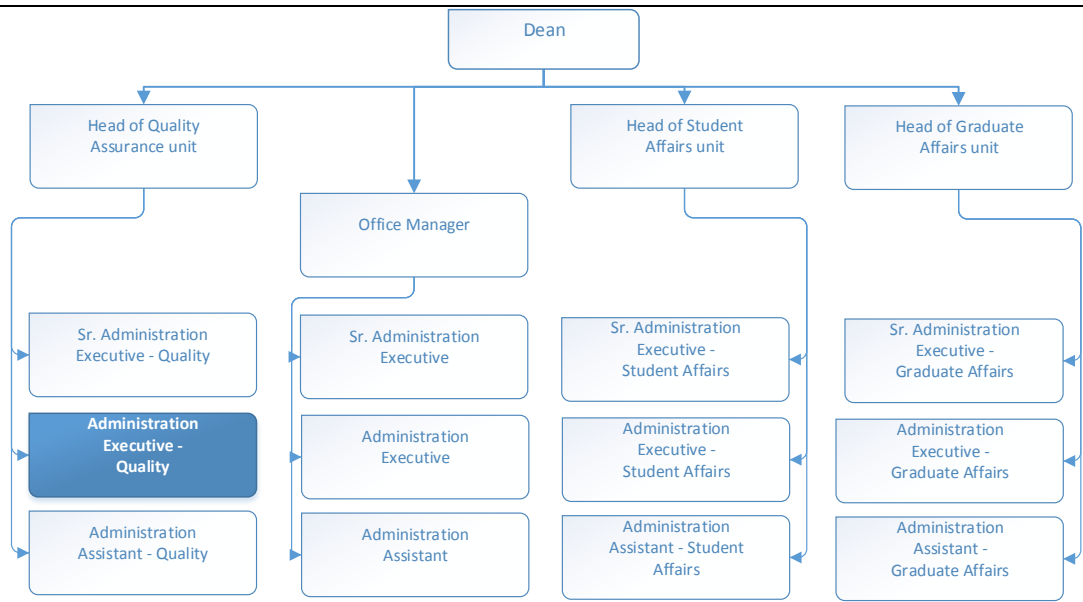
High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write reports

Competencies

Core Competencies:

Technical Competencies:

Organizational Chart



Career Path





Job Information	Job Title:	Administration Assistant-Quality			Job Code:	Band	Grade
	Division	Academic Administration	Department		Section	Quality Assurance Unit	
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	18/10/2016	Revision Date:	30/10/2019	
	Job Family	Administrative	Reporting to:	Head of Faculty Quality Assurance Unit	Subordinates (If applicable)	NA	
Job Purpose	The Quality Administration Assistant plays pivotal role in implementing and operating the faculty administration process that contributes effectively to improving the learning experience within the faculty.						
Job Duties and Responsibilities	<ul style="list-style-type: none">Primary and Essential Roles and Responsibilities						
	<p>Quality Assurance Unit Support and Administration:</p> <ul style="list-style-type: none">Co-ordinates and implements office procedures and daily administrative requirements besides being frequently responsible for specific projects and tasks as appropriate to the job level.Devises and maintains office systems, procedures and regulations.Reviews administrative operating practices, documentation forms and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, forms design or expenditures.Arranges related Quality Unit meetings including handling logistics, taking minutes, informing attendees, producing meeting agenda and keeping notes.Set regular meetings with Lecturers and Teaching Assistants upon request.Set meetings with referral students as per the British Partner for students' academic meetingHandles purchasing requests for Quality Unit work requirements.Assist the Quality Assurance Unit regarding the various preparatory Administrative tasks related to British Partner visit.Track Staff academic submissions as per required by the Quality Assurance Unit, and submit a brief progression report regarding the pending deliverables (usually by asking via phone respective Lecturers or Teaching Assistants about the status of their submission).Prepare for the UK summer school programs such as announcements, handling applications and interviews.Handle miscellaneous administrative tasks as per request by the Quality Assurance Unit photocopying, typing, archiving module's portfolios, etc.Provides support and collaboration with colleagues to ensure a smooth administration workflow process in cases of; registration, conferences, absence of a team member, etc. <p>Communication:</p> <ul style="list-style-type: none">Provides staff and office support to include screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate.Liaise between the Quality Assurance Unit and other parties in regard to administrative tasks related the a academic implementations upon request						



- Prepares responses to correspondence containing routine inquiries as appropriate.

Documentation:

- Maintains records management by using a variety of software packages to produce correspondence, documents and maintains; presentations, records, spreadsheets, students' complains and requests.
- Organizes and stores paperwork, documents and computer-based information or requests of upgrade, replacement, etc.
- Files and retrieves Quality Unit documents, records, and reports.
- Prepares reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Collect data from the oracle in partial preparation of students' academic profiles (for British Partner).
- Document the minutes of the board of Study Meeting for the Quality Assurance unit

Other related faculty administrative, student affairs, quality duties may apply as appropriate.

Communication

Internal:

- Faculty Dean
- Head of Department(s)
- Faculty Quality Assurance Unit
- Quality Assurance Centre
- Other academics inside/outside the college
- Students
- Academic Administration Staff
- Other faculties and units within the university
- Support Services Departments

External:

- External guests or visitors

Financial Responsibility

N/A

Working Condition

This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.

Educational Qualifications

Essential:

Bachelor's Degree in related discipline

Preferable:

Academic certificate in related discipline.

Experience

- 0-1 years of experience in a similar role.

Knowledge, Skills and Abilities

Computer Skills:

Advanced skills in using Microsoft office; word, excel, and PowerPoint.

Language Ability:

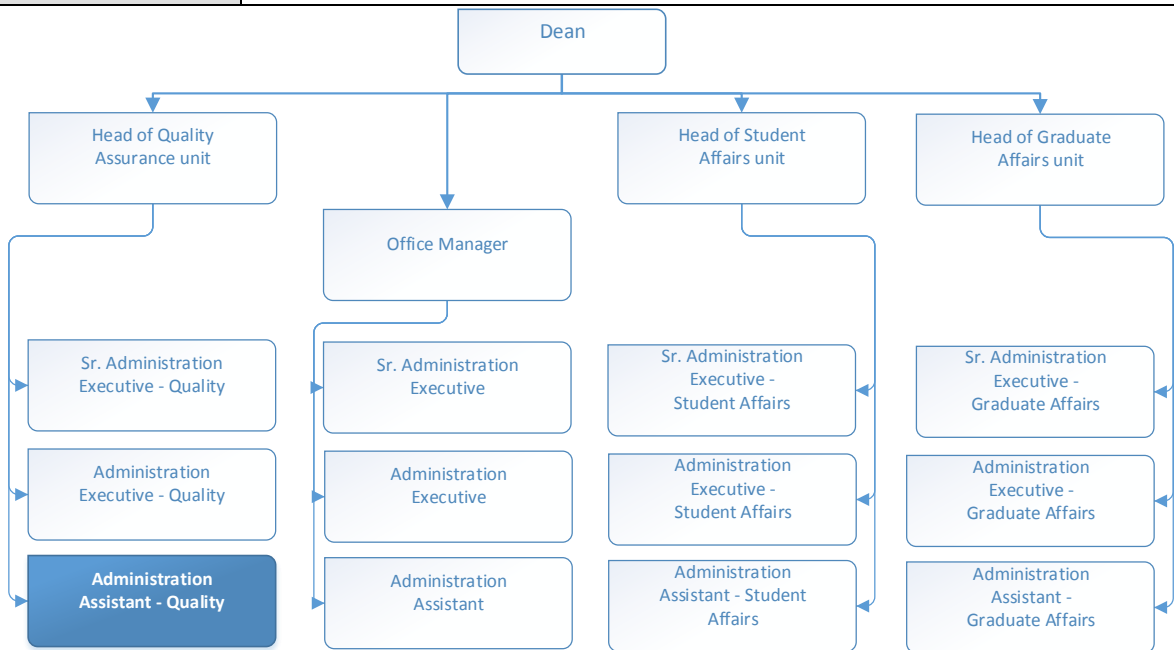
High proficiency of Arabic and English Languages; Ability to interpret, analyze, and write reports

Competencies

Core Competencies:

Technical Competencies:

Organizational Chart



Career Path





Job Information	Job Title:	Library and Learning Resources Manager			Job Code:	Band	Grade
	Profession		Department	Library and Learning Resources	Section		
	Assignment Category	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	Creation Date:	23/10/2016	Revision Date:	28/07/2019	
	Job Family		Reporting to:		Subordinates (If applicable)	NA	
Job Purpose	<p>The Library and Learning Resources Manager manages the day-to-day running of MSA Library and oversees its development as a key component in MSA’s teaching and learning environment.</p> <p>The Manager is responsible for ensuring the response to the needs of students and staff through organizing, managing, and developing the library resources relevant range of reading matter, reference materials, research tools and information services as possible and information with the support of the faculty curriculum, in order to support teaching and facilitate independent learning.</p>						
Job Duties and Responsibilities	Managerial Roles and Responsibilities: (If Applicable)						
	<ul style="list-style-type: none">▪ Develops strategic plans for the Library and Learning Resources department in alignment with the University strategic and operational objectives.▪ Manages, coaches and develops subordinates in compliance to the overall appraisal and performance management guidelines and to personally appraise staff in conjunction with other specifically approved colleagues, to ensure the contribution and capability of staff in the department is enhanced through the appraisal process and to monitor the effectiveness of this process including the maintenance of records of staff development activities.▪ Maintains personal competence and performance through the IDP- Individual Development Plan and professional development emerging in part from appraisal by the Director .▪ Ensures effective and desirable performance enhancement through monitoring training and development efforts and conducting staff training session for the department team in appropriate to their levels and job nature.						
Job Duties and Responsibilities	Primary and Essential Roles and Responsibilities						
	<ul style="list-style-type: none">▪ Supervising the selection, development, cataloging and classification of library resources.▪ Supervising the use of library systems and specialized computer applications.▪ Overseeing communication with faculty members in external departments and organizations and suppliers, keeping pace with developments in the library sector and participation in professional groups or networks.▪ Ensuring that library services meet the needs of particular groups of users (such as employees and graduate students) and establish effective working relationships with faculty and students.▪ Supervising the management of resources and supporting the provision of reading lists and the allocation of the duration and rules of borrowing and the translation of library resources to users.▪ Supervise the support of independent research and learning.						



	<ul style="list-style-type: none"> Supervise the development of IT facilities. Supervise the help of readers to use computers, research and others. Supervising the development and management of books and magazines (paper and electronic), as well as websites. Supervising the establishment, modernization and management of electronic and printed information resources. Supervise the coordination and delivery of digital information courses for students, researchers and staff. Supervising the assistance of researchers in research using databases, printed resources and the Internet. Follow-up of the performance of staff and work flow and the movement of holidays. Evaluation of the performance management personnel 		
	Communication	Internal: <ul style="list-style-type: none"> University President Vice President(s) Academic Staff Heads of Departments Students Administrative Staff Quality Assurance and Accreditation Centre 	External:
	Financial Responsibility	As agreed on annual budget	
	Working Condition	This role requires planning, analyzing and using office equipment and computers, and occasional social and outdoor activities and capability to work under pressure and sometimes out of office hours.	
Job Requirements	Educational Qualifications	Essential: <ul style="list-style-type: none"> Bachelor degree in a related discipline. 	Preferable: <ul style="list-style-type: none"> Professional or academic certificate/Diploma in a related field.
	Experience	Essential: <ul style="list-style-type: none"> +7 years of experience in Library and Learning Resources. Broad teaching experience. 	Preferable: <ul style="list-style-type: none">
	Skills and Abilities	Essential: <ul style="list-style-type: none"> Excellent command of English language. Possess a high-level of interpersonal skills and demonstrated ability to work independently, and as part of a team across both the education and service sectors. Excellent Business writing skills. Excellent command of using Microsoft package "PowerPoint, Word, and Excel." Excellent Administration skills. Ability to handle multiple projects and tasks. Financial Literacy. High level networking and liaison skills, both internally across the University and externally. Excellent problem solving skills, with the ability to think laterally. Excellent communication skills, written and verbal. 	



		<p><u>Desirable:</u></p> <ul style="list-style-type: none"> ▪ Distinguished level of business acumen ▪ Planning and Project Management Skills ▪ Excellent people management skills ▪ Attention Management Skills • Ability to manage for task and people. Anticipates and manages potential performance issues. Sets high standards of performance and KPIs.
	Competencies	<p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> • <p><u>Leadership Competencies:</u></p> <ul style="list-style-type: none"> • Strategic Thinking: Takes a proactive, broad-based, long-term perspective on the business; develops and sets effective action plans with interpersonal skills to guide others toward the accomplishment of strategic objectives of own faculty Department and is able to think strategically, envisioning the future of own area and/or specialization in and beyond the context of Faculty/Division strategy and the University strategy. • Business Judgment: Possesses knowledge of key areas of the business and the University to effectively make decisions and solve problems by aligning solutions with MSA's best interests • Enabling Change: Inspires others to embrace change in a positive and constructive ways, encourage their teams and stakeholders to work in innovative ways, effectively together and clearly articulate the reasons and need for change and be able to empower others by communicating a vision and rationale for change. • Leadership: Able to create an effective and productive working environment in line with MSA mission, vision and values, Sets team direction by clearly communicating expectations and empowering employees and provides opportunities for development. • Fostering Innovation: Champions and facilitates the development of new solutions, services and new ideas that improves services, methods or approaches. Shows the ability to turn difficult situations into opportunities, promotes creativity, takes calculated risks, challenges the status quo, and develops best practices and continuously improve. <p><u>Technical Competencies:</u></p> <ul style="list-style-type: none"> •
Organizational Chart		
Career Path		



Job Information	Job Title:	Library and Learning Resources Specialist			Job Code:	Band	Grade
	Division		Department	Library and Learning Resources	Section		
	Assignment Category	Full-Time ✓ Part-Time ☐	Creation Date:	23/10/2016	Revision Date:	28/07/2019	
	Job Family		Reporting to:	Library and Learning Resources Manager	Subordinates (If applicable)	N/A	
Job Purpose	The Library and Learning Resources Specialist assists in managing the day-to-day running of MSA Library and participates in its development as a key component in MSA’s teaching and learning environment, also responsible for the organization and development of library resources and information retrieval in support of the faculty curriculum and in response to the needs of students and staff to ensure that all students and staff have ready access to as broad and relevant range of reading matter, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the school and facilitate independent learning.						
Job Duties and Responsibilities	<ul style="list-style-type: none">▪ Primary and Essential Roles and Responsibilities						
	<ul style="list-style-type: none">▪ Implements all Library/Learning Resources Center programs and services, including facility use, individualized instruction and other designated programs and services.▪ Assists in developing and implementing technical library services, processes, procedures, and systems including acquisition, cataloging, processing, electronic databases, and automation systems in collaboration with librarians.▪ Assists with developing strategic plans for the library and learning resources departments.▪ Identifies, develops, and implements learning resources services that meet the instructional needs of students in collaboration with managers, faculty, and staff.▪ Prepares and submits a variety of reports required for MSA use; compiles information, conducts surveys, and responds to requests for information.▪ Collaborates in managing learning resource selection and purchases for the Library in liaison with LRC Manager.▪ Coordinates the operation of the Learning Resources Center including the acquisition of material for learning resources.▪ Aids in the selection, acquisition, management and evaluation of resources and information in all formats, the organization of these resources, including classification and cataloguing to support teaching and learning and to ensure equality of access.▪ Manages and maintains an integrated library system, cataloguing and classification of LRC printed and online resources to ensure effective retrieval.▪ Helps in the Library’s contribution to literacy programs and inspire and enthuse students to read widely.▪ Arranges and coordinates events linked to World Book Day and other special calendar days throughout the year including organizing and running of competitions linked to literacy and promoting the LRC.▪ Collaborates in a variety of e-learning projects to ensure that projects are effectively implemented and delivered to deadline.						

- Collaborates with library and learning resources faculty and staff to conduct outreach to the campus community to encourage the effective use of resources, services, facilities, and equipment associated with learning resources; assists faculty and students in the use of learning resources equipment and technology.
- Encourages students and staff to use the Library through supporting a wide range of library based activities.
- Assists in developing learning resources, in collaboration with academic staff and Program Managers, in order to meet the needs and requirements of all courses offered.
- Collaborates with Heads of Departments in the design and delivery of resources for specific projects and courses.
- Contributes to students' learning at MSA, working in close partnership with the academic staff and in line with MSA Teaching and Learning strategy. Supports students to make effective use of the resources available and support and monitor pupils independently studying in the library.
- Consults with college administration, faculty and students to determine their information, learning support and education technology needs.
- Informs and counsels faculty on matters related to the improvement of librarianship.
- Works with individual departments to develop subject-specific teaching and learning resources both within the Library and across the University.
- In the event of absence due to illness, the post-holder must attempt to arrange a swap with a colleague such that the contractual hours of work can still be fulfilled.

Communication

Internal:

- Students
- Academic Staff
- Support Services

External:

Financial Responsibility

N/A

Working Condition

This role requires long working hours planning, analyzing and using office equipment and computers, and occasional social and outdoor activities. The noise level in the work environment is usually moderate.

Educational Qualifications

Essential:

Bachelor degree in a related discipline.

Preferable:

Professional or academic certificate/Diploma in a related field.

Experience

- +3 years of experience in Library and Learning Resources.

Knowledge, Skills and Abilities

- Excellent command of English language.
- Possess a high-level of interpersonal skills and demonstrated ability to work independently, and as part of a team across both the education and service sectors.
- Excellent Business writing skills.
- Excellent command of using Microsoft package "PowerPoint, Word, and Excel."
- Excellent Administration skills.



		<ul style="list-style-type: none"> • Ability to handle multiple projects and tasks. • Financial Literacy. • High level networking and liaison skills, both internally across the University and externally. • Excellent problem solving skills, with the ability to think laterally • Excellent communication skills, written and verbal.
	Competencies	<p><u>Core Competencies:</u></p> <p><u>Technical Competencies:</u></p>
Organizational Chart		
Career Path		



معلومات الوظيفة	Band	Grade	Job Code:	رئيس تمريض			المسمى الوظيفي:
	عيادات أسنان		قسم:	كلية أسنان	ادارة:		قطاع:
	٢٠٢٠/١١/١٨		تاريخ المراجعة:	18/11/2020	تاريخ الإنشاء:	✓ دوام كلي □ دوام جزئي	الفئة:
	لا يوجد		المرووسين:	مدير العيادات	المدير المباشر:		المجموعة الوظيفية:
الهدف العام للوظيفة	الهدف العام للوظيفة:						
	متابعة فريق التمريض في جميع أنحاء العيادات و الإشراف علي أداء الممرضات و مساعدات التمريض في جميع مهامهم.						
المهام الأساسية للوظيفة	المهام الأساسية للوظيفة						
	<ul style="list-style-type: none">المروور اليومي علي جميع العيادات لمتابعة فريق التمريض من الممرضات و مساعدات التمريض و الاشراف عليهم للتأكد من أداء مهامهم فيما يلي:التأكد من انه تم تحضير المواد والأدوات اللازمة وتعقيم الأدوات للطلاب وأطباء الأسنان والمعالجين في العيادة.التأكد من انه تم إعداد الغرف والأدوات والمعدات واللوازم المعقمة والتأكد من الاحتفاظ بمخزون اللوازم.التأكد من أن فريق كل عيادة يحتفظ بسجلات دقيقة والتأكد من استخدام طرق التسجيل بما يتماشى مع سياسة الممارسة المتفق عليها ، والمبادئ التوجيهية الطبية القانونية الحالية وتوصيات من الهيئات الرسمية.التحقق من نظافة و تعقيم جميع المعدات / الأدوات وأسطح العمل بالمعايير المطلوبة ، بما في ذلك غرفة التعقيمالاشراف علي المحافظة على المناطق السريرية وجميع المعدات والأدوات نظيفة ومرتبة ومعقمة حسب الاقتضاء وفقاً لإجراءات الممارسة المتعلقة بالصحة والسلامة ومكافحة العدوى وتعليمات الشركات الصانعة.التحقق من أن فريق كل عيادة يستخدم جميع المعدات والآلات وفقاً لتوصيات الشركات الصانعة ويضمن صيانتها بانتظام وفي حالة عمل جيدةالتحقق من أن فريق كل عيادة يتعامل مع جميع المواد وفقاً لسياسات الصحة والسلامة.التأكد من أن فريق كل عيادة يضمن مخزون كاف من المواد والعناصر الأخرى داخل العيادة لضمان استمرارية التوريد.يحافظ على علاقة تعاونية بين فرق الرعاية الصحية من خلال توصيل المعلومات ؛ الاستجابة لطلبات الموظفين ؛ بناء علاقة؛ المشاركة في أساليب حل المشكلات الجماعية.إدارة وتدريب وتطوير المرووسين وفقاً للمبادئ التوجيهية العامة لتقييم الأداء والأداء ولتقييم الموظفين شخصياً بالاشتراك مع زملائهم المعتمدين تحديداً ، لضمان تعزيز مساهمة وقدرات الموظفين في القسم من خلال عملية التقييم ومراقبة فعالية هذه العملية بما في ذلك الاحتفاظ بسجلات أنشطة تطوير الموظفين.يحافظ على الكفاءة الشخصية والأداء من خلال خطة التنمية الفردية للنازحين والتنمية المهنية الناشئة جزئياً عن تقييم المدير.يضمن تعزيز الأداء الفعال والمرغوب فيه من خلال مراقبة جهود التدريب والتطوير وإجراء جلسة تدريب الموظفين لفريق القسم بما يتناسب مع مستوياتهم وطبيعتهم وظيفتهم. <p>١. التغطية:</p> <ul style="list-style-type: none">في حالة الغياب بسبب المرض ، يجب ترتيب مبادلة مع زميل						
المهام الأساسية للوظيفة	داخلياً:			خارجياً:			دائرة الإتصال
	<ul style="list-style-type: none">أعضاء هيئة التدريسأعضاء الهيئة المعاونةالطلاب			<ul style="list-style-type: none">المرضى			



	لا يوجد	مسؤوليات مالية
	تتطلب هذه الوظيفة ساعات عمل طويلة للتخطيط واستخدام المعدات الطبية وأدوات النظافة والتعقيم، والأنشطة الاجتماعية، ويتطلب الكثير من الحركة داخل العيادة. عادة ما يكون مستوى الضوضاء في بيئة العمل معتدلاً.	ظروف العمل
	معهد تمريض	مؤهلات دراسية
متطلبات الوظيفة	من ٣ الى ٥ سنين خبرة في مجال التمريض	الخبرة
	١. المهارات التنظيمية والقدرة على توزيع عبء العمل ٢. القدرة على التعامل مع الآخرين والعمل في فريق ٣. قدرات تواصل ٤. مستوى جيد من اللغة الانجليزية	المعرفة والقدرات
		الهيكل التنظيمي
		السلم الوظيفي



معلومات الوظيفة	المسمى الوظيفي:	مرضة				
	قطاع:		ادارة:	كلية أسنان	قسم:	عيادات أسنان
	الفئة:	✓ دوام كلي □ دوام جزئي	تاريخ الإنشاء:	٢٠١٦/١٠/٢٣	تاريخ المراجعة:	٢٠٢٠/١١/١٨
	المجموعة الوظيفية:		المدير المباشر:	رئيس تمريض	المرووسين:	لا يوجد
	الهدف العام للوظيفة:	تقوم الممرضة بتقديم خدمات التمريض لمساعدة الطلاب / أطباء الأسنان / أخصائيي النظافة في جميع إجراءاتهم بطريقة آمنة وفعالة ، وتضمن تنفيذ جميع إجراءات مكافحة العدوى وتساعد في الاستقبال أو أي واجبات كتابية حسب الاقتضاء.				
الهدف العام للوظيفة	المهام الأساسية للوظيفة					
	<p>١. خدمات المرضى:</p> <ul style="list-style-type: none"> • ينسق وينظم مع الاستقبال لضمان حركة المريض السلسة ونقل السجلات. • يحدد متطلبات رعاية المرضى. • يحافظ على ثقة المريض من خلال الحفاظ على سرية المعلومات. • يراقب ويسجل حالة المرضى ، ويساعد في الاختبارات والتقييمات ويقوم بالتحقيقات الروتينية. • يكمل ويتابع بدقة السجلات الطبية للمريض حسب التوجيهات. • يضمن رعاية المرضى ويستجيب بسرعة لحالات الطوارئ. <p>٢. خدمات الموظفين:</p> <ul style="list-style-type: none"> • يقدم المساعدة السريرية لأطباء الأسنان / المعالج أثناء علاج المريض تحت إشرافه. • تحضير المواد ، على سبيل المثال ، لعمل حشوات. • تحضير المواد والأدوات اللازمة وتعقيم الأدوات للطلاب وأطباء الأسنان والمعالجين في العيادة. • يتحقق من معلومات التاريخ الطبي للمرضى محدثة وإبلاغ أطباء الأسنان أو المعالج بأي مشاكل لاحظها. • يوفر المساعدة من جانب الكرسي ، مما يضمن توفر المعدات الصحيحة. • يعمل مع عدد من أطباء الأسنان والأخصائيين الصحيين ويجب أن يقوم بجميع المهام معهم بطريقة احترافية ويسعى إلى إقامة علاقات مثمرة معهم والحفاظ عليها من أجل تعزيز التفاهم المتبادل وأعلى معايير تقديم الخدمة. • يحافظ على علاقة تعاونية بين فرق الرعاية الصحية من خلال توصيل المعلومات ؛ الاستجابة لطلبات الموظفين ؛ بناء علاقة؛ المشاركة في أساليب حل المشكلات الجماعية. <p>٣. خدمات العيادات والأدوات:</p> <ul style="list-style-type: none"> • إعداد الغرف والأدوات والمعدات واللوازم المعقمة والتأكد من الاحتفاظ بمخزون اللوازم. • يحتفظ بسجلات دقيقة والتأكد من استخدام طرق التسجيل بما يتماشى مع سياسة الممارسة المتفق عليها ، والمبادئ التوجيهية الطبية القانونية الحالية وتوصيات من الهيئات الرسمية. • يضمن التخلص الآمن من الأدوات الحادة والنفايات الطبية. • ينظف ويعقم جميع المعدات / الأدوات وأسطح العمل بالمعايير المطلوبة في نهاية كل جلسة ، بما في ذلك غرفة التعقيم. 					

- تحافظ على المناطق السريرية وجميع المعدات والأدوات نظيفة ومرتببة ومعقمة حسب الاقتضاء وفقاً لإجراءات الممارسة المتعلقة بالصحة والسلامة ومكافحة العدوى وتعليمات الشركات الصانعة.
- يستخدم جميع المعدات والآلات وفقاً لتوصيات الشركات الصانعة ويضمن صيانتها بانتظام وفي حالة عمل جيدة
- يتعامل مع جميع المواد وفقاً لسياسات الصحة والسلامة.
- يضمن مخزون كاف من المواد والعناصر الأخرى داخل العيادة ويتواصل مع الشخص المسؤول عن طلب المخزون لضمان استمرارية التوريد.

٤. التغطية:

- في حالة الغياب بسبب المرض ، يجب ترتيب مبادلة مع زميل

دائرة الإتصال

- أعضاء هيئة التدريس
- أعضاء الهيئة المعاونة
- الطلاب

خارجياً:

- المرضى

مسؤوليات مالية

لا يوجد

ظروف العمل

تتطلب هذه الوظيفة ساعات عمل طويلة للتخطيط واستخدام المعدات الطبية وأدوات النظافة والتعقيم، والأنشطة الاجتماعية، ويتطلب الكثير من الحركة داخل العيادة. عادة ما يكون مستوى الضوضاء في بيئة العمل معتدلاً.

مؤهلات دراسية

معهد تمريض

الخبرة

من ٠ الى سنتين خبرة في مجال التمريض

المعرفة والقدرات

١. المهارات التنظيمية والقدرة على توزيع عبء العمل
٢. القدرة على التعامل مع الآخرين والعمل في فريق
٣. قدرات تواصل
٤. مستوى جيد من اللغة الانجليزية

الهيكل التنظيمي

السلم الوظيفي

•

معلومات الوظيفة	المسمى الوظيفي:	ممرض مساعد				
	قطاع:	ادارة:	كلية أسنان	قسم:	عيادات أسنان	
	الفئة:	تاريخ الإنشاء:	٢٠١٦/١٠/٢٣	تاريخ المراجعة:	٢٠٢٠/١١/١٨	
	المجموعة الوظيفية:	المدير المباشر:	رئيس تمريض	المرووسين:	لا يوجد	
الهدف العام للوظيفة	الهدف العام للوظيفة:					
	تقوم الممرضة المساعدة بتنفيذ خدمات التمريض لمساعدة الطلاب / أطباء الأسنان / أخصائيي النظافة في جميع إجراءاتهم بطريقة آمنة وفعالة ، وتضمن تنفيذ جميع إجراءات مكافحة العدوى وتساعد في الاستقبال أو أي واجبات كتابية حسب الاقتضاء.					
المهام الأساسية للوظيفة	المهام الأساسية للوظيفة					
	<p>٥. خدمات المرضى:</p> <ul style="list-style-type: none">• ينسق وينظم مع الاستقبال لضمان حركة المريض السلسة ونقل السجلات.• يحدد متطلبات رعاية المرضى.• يحافظ على ثقة المريض من خلال الحفاظ على سرية المعلومات.• يراقب ويسجل حالة المرضى ، ويساعد في الاختبارات والتقييمات ويقوم بالتحقيقات الروتينية.• يكمل ويتابع بدقة السجلات الطبية للمريض حسب التوجيهات.• يضمن رعاية المرضى ويستجيب بسرعة لحالات الطوارئ. <p>٦. خدمات الموظفين:</p> <ul style="list-style-type: none">• يقدم المساعدة السريرية لأطباء الأسنان / المعالج أثناء علاج المريض تحت إشرافه.• تحضير المواد ، على سبيل المثال ، لعمل حشوات.• تحضير المواد والأدوات اللازمة وتعقيم الأدوات للطلاب وأطباء الأسنان والمعالجين في العيادة.• يتحقق من معلومات التاريخ الطبي للمرضى محدثة وإبلاغ أطباء الأسنان أو المعالج بأي مشاكل لاحظها.• يوفر المساعدة من جانب الكرسي ، مما يضمن توفر المعدات الصحيحة.• يعمل مع عدد من أطباء الأسنان والأخصائيين الصحيين ويجب أن يقوم بجميع المهام معهم بطريقة احترافية ويسعى إلى إقامة علاقات مثمرة معهم والحفاظ عليها من أجل تعزيز التفاهم المتبادل وأعلى معايير تقديم الخدمة.• يحافظ على علاقة تعاونية بين فرق الرعاية الصحية من خلال توصيل المعلومات ؛ الاستجابة لطلبات الموظفين ؛ بناء علاقة؛ المشاركة في أساليب حل المشكلات الجماعية. <p>٧. خدمات العيادات والأدوات:</p> <ul style="list-style-type: none">• إعداد الغرف والأدوات والمعدات واللوازم المعقمة والتأكد من الاحتفاظ بمخزون اللوازم.• يحتفظ بسجلات دقيقة والتأكد من استخدام طرق التسجيل بما يتماشى مع سياسة الممارسة المتفق عليها ، والمبادئ التوجيهية الطبية القانونية الحالية وتوصيات من الهيئات الرسمية.• يضمن التخلص الآمن من الأدوات الحادة والنفايات الطبية.• ينظف ويعقم جميع المعدات / الأدوات وأسطح العمل بالمعايير المطلوبة في نهاية كل جلسة ، بما في ذلك غرفة التعقيم.• يحافظ على المناطق السريرية وجميع المعدات والأدوات نظيفة ومرتبة ومعقمة حسب الاقتضاء وفقاً لإجراءات الممارسة المتعلقة بالصحة والسلامة ومكافحة العدوى وتعليمات الشركات الصانعة.					

- يستخدم جميع المعدات والآلات وفقاً لتوصيات الشركات الصانعة ويضمن صيانتها بانتظام وفي حالة عمل جيدة
- يتعامل مع جميع المواد وفقاً لسياسات الصحة والسلامة.
- يضمن مخزون كاف من المواد والعناصر الأخرى داخل العيادة ويتواصل مع الشخص المسؤول عن طلب المخزون لضمان استمرارية التوريد.

٨. التغطية:

- في حالة الغياب بسبب المرض ، يجب ترتيب مبادلة مع زميل

	داخلياً:	أعضاء هيئة التدريس أعضاء الهيئة المعاونة الطلاب	دائرة الإتصال
	خارجياً:	المرضى	
	لا يوجد		مسؤوليات مالية
	تتطلب هذه الوظيفة ساعات عمل طويلة للتخطيط واستخدام المعدات الطبية وأدوات النظافة والتعقيم، والأنشطة الاجتماعية، ويتطلب الكثير من الحركة داخل العيادة. عادة ما يكون مستوى الضوضاء في بيئة العمل معتدلاً.		ظروف العمل
	مؤهل متوسط		مؤهلات دراسية
متطلبات الوظيفة	من ٠ الى سنتين خبرة في مجال التمريض		الخبرة
	٥. المهارات التنظيمية والقدرة على توزيع عبء العمل ٦. القدرة على التعامل مع الآخرين والعمل في فريق ٧. قدرات تواصل		المعرفة والقدرات
			الهيكل التنظيمي
			السلم الوظيفي



معلومات الوظيفة	Band	Grade	Job Code:	موظف استقبال			المسمى الوظيفي:
	عيادات أسنان		قسم:	كلية أسنان	ادارة:		قطاع:
	15/11/2020	تاريخ المراجعة:		1٨/10/2020	تاريخ الإنشاء:	✓ دوام كلي □ دوام جزئي	الفئة:
	لا يوجد		المروسين:	مشرف عيادات أسنان	المدير المباشر:		المجموعة الوظيفية:
الهدف العام للوظيفة	الهدف العام للوظيفة:						
	مسؤول عن التعامل مع استقبال المكتب الأمامي وواجبات الإدارة ، بما في ذلك تحية المرضى ، والرد على الهاتف ، والتعامل مع استفسارات الشركة ، وفرز وتوزيع المستندات / الملفات.						
المهام الأساسية للوظيفة	المهام الأساسية للوظيفة						
	<p>١. تدقيق الوثائق:</p> <ul style="list-style-type: none"> استقبال وفرز الأوراق والمذكرات اليومية. يحافظ على الأمن باتباع الإجراءات ؛ سجل المراقبة ؛ إصدار شارات الزائر. يعالج الفواتير ووثائق التاريخ الطبي وكذلك الملفات الأخرى. ضمان أمن الأشياء الثمينة. <p>٢. الإدارة والدعم:</p> <ul style="list-style-type: none"> ينسق وينفذ إجراءات العيادة والمتطلبات الإدارية اليومية إلى جانب كونه مسؤولاً بشكل متكرر عن مشاريع ومهام محددة بما يتناسب مع مستوى الوظيفة. يضع ويحافظ على الأنظمة والإجراءات واللوائح المكتبية. الرد على المراسلات التي تحتوي على استفسارات روتينية حسب الاقتضاء. يساعد في المهام الكتابية العامة ، مثل إنشاء الملفات ومعالجة التطبيقات. يراجع ممارسات التشغيل الإداري ونماذج التوثيق والإجراءات من أجل تحديد ما إذا كان يمكن إجراء تحسينات في مجالات مثل سير العمل أو إجراءات الإبلاغ أو تصميم النماذج أو النفقات. يحافظ على حالة الاستقبال ويرتب الإصلاحات اللازمة. يحافظ على نظام الملفات العام ويودع جميع المراسلات ويحافظ على مخزون كاف من اللوازم المكتبية. يوفر معالجة النصوص ودعم السكرتارية. <p>٣. التسجيل والتتبع:</p> <p>يحافظ على إدارة السجلات من خلال:</p> <ul style="list-style-type: none"> استخدام مجموعة متنوعة من حزم البرامج ، مثل Microsoft Word و Outlook و PowerPoint و Excel و Access وما إلى ذلك ، لإنتاج المراسلات والوثائق والحفاظ على العروض التقديمية والسجلات وجداول البيانات والشكاوى والطلبات وسجلات الحضور وقواعد البيانات. تنظيم وتخزين الأوراق والمستندات والمعلومات المستندة إلى الكمبيوتر. نسخ وطباعة وثائق مختلفة. حفظ واسترجاع وثائق وسجلات وتقارير أعضاء هيئة التدريس والقسم. تحضير الفواتير والتقارير والمذكرات والخطابات والمستندات الأخرى باستخدام برنامج معالجة النصوص وجداول البيانات أو العرض التقديمي. حفظ واسترجاع نتائج الاستبيانات والاستبيانات للطلاب والموظفين حسب الاقتضاء. 						

٤. إدارة علاقات بين الطلاب والطاقم:

- يبني علاقة إيجابية مع الطلاب.
- يضمن أن جميع الطلاب وأعضاء هيئة التدريس قادرون على نقل آرائهم وتعليقاتهم واقتراحاتهم بشكل مناسب وفعال ووفقاً لتوجيهات رئيس القسم.
- يعالج طلبات الطلاب أو الشكاوى أو طلبات الملاحظات على الفور أو الرجوع إلى وحدة شؤون الطلاب حسب الاقتضاء.
- يقيم ويحافظ على علاقات إيجابية مع الموظفين ، ويجب على جميع الاستفسارات في الوقت المناسب. تقديم المشورة وتوجيه ودعم الموظفين في جميع الأمور. يساعد في حل قضايا ومشاكل الموظفين.
- يستجيب لاحتياجات الموظفين ويتوقع احتياجاتهم غير المعلنة

٥. خدمة العملاء:

- يرحب ، يساعد و / أو يوجه الطلاب والزوار والمرضى ويخلق انطبعا إيجابيا للعيادات.
- يتعامل مع الاستفسارات عن طريق الهاتف أو البريد الإلكتروني أو الخطابات أو الفاكس فيما يتعلق بأمور مختلفة ، ويعيد توجيه المكالمات إلى الموظفين المناسبين و / أو يأخذ الرسائل أو المواعيد.
- الإجابة على الأسئلة العامة من الزوار والموظفين ، وإحالة الاستفسارات الأكثر تعقيداً إلى المشرف المباشر.
- يقدم المساعدة لحل الاستفسارات العامة أو القضايا باستخدام مجموعة واسعة من المهارات والمعرفة بسياسات الجامعة.

٦. التغطية:

- في حالة الغياب بسبب المرض ، يجب ترتيب مبادلة مع زميل.

	داخلياً:	أعضاء الجهاز الادارى أعضاء هيئة التدريس	دائرة الإتصال
	خارجياً:	الزوار	
	لا يوجد		مسؤوليات مالية
	تتطلب هذه الوظيفة ساعات عمل طويلة للتخطيط واستخدام المعدات المكتبية وأجهزة الكمبيوتر، والأنشطة الاجتماعية، ويتطلب الكثير من الحركة داخل المبنى. عادة ما يكون مستوى الضوضاء في بيئة العمل معتدلاً.		ظروف العمل
	بكالوريوس تجارة او ما يعادله		مؤهلات دراسية
متطلبات الوظيفة	من ٠ الى ٢ سنة عمل فى مجال الاستقبال		الخبرة
	إمكانية الترتيب وتنظيم المهام وتحديد أولويتها في التنفيذ. يتمتع بقدرات كتابية فائقة ليتمكن من الرد على الرسائل بأسلوب لبق. حفظ و إستدعاء المستندات و الوثائق. التعامل مع أجهزة الطباعة و تصوير المستندات و الفاكسات و مفارم الورق و ماكينات التغليف بدرجة جيدة جداً. مهارات الإتصال الفعال و توصيل المعلومات للمتخصصين و لغير المتخصصين المقدرة على إنجاز وأداء أكثر من عمل فى توقيت واحد بدون إرتباك.		المعرفة والقدرات
			الهيكل التنظيمي
			السلم الوظيفي



معلومات الوظيفة	Band	Grade	Job Code:	مدخل البيانات		المسمى الوظيفي:
	عيادات أسنان		قسم:	كلية أسنان	ادارة:	قطاع:
	15/11/2020	تاريخ المراجعة:		1٨/10/2020	تاريخ الإنشاء:	الفئة: ✓ دوام كلي □ دوام جزئي
	لا يوجد		المروسين:	مشرف عيادات أسنان	المدير المباشر:	المجموعة الوظيفية:
الهدف العام للوظيفة	الهدف العام للوظيفة:					
	يقوم إدخال البيانات و يستقبل الوثائق ويتحقق من البيانات. ينفذ التصحيحات والتحديثات والتعديلات. يقوم بنشاء التقارير والملخصات والقوائم والنماذج. يؤدي واجبات كتابية ذات صلة.					
المهام الأساسية للوظيفة	المهام الأساسية للوظيفة					
	<p>٧. التسجيل والتتبع:</p> <ul style="list-style-type: none"> استخدام مجموعة متنوعة من حزم البرامج ، مثل Microsoft Word و Outlook و PowerPoint و Excel و Access وما إلى ذلك ، لإنتاج المراسلات والمستندات والحفاظ على العروض التقديمية والسجلات وجداول البيانات والشكاوى والطلبات وسجلات الحضور وقواعد البيانات. تنظيم وتخزين الأوراق والمستندات والمعلومات المستندة إلى الكمبيوتر نسخ وطباعة وثائق مختلفة ، في بعض الأحيان نيابة عن زملائهم الآخرين. حفظ واسترجاع وثائق وسجلات وتقارير أعضاء هيئة التدريس والقسم. تحضير الفواتير والتقارير والمذكرات والخطابات والمستندات الأخرى باستخدام معالجة النصوص و / أو جداول البيانات و / أو قواعد البيانات و / أو برامج العروض التقديمية. حفظ واسترجاع نتائج الاستبيانات للطلاب والموظفين حسب الاقتضاء. <p>٨. التنسيق والتوثيق وإعداد التقارير:</p> <ul style="list-style-type: none"> إعداد بيانات المصدر لإدخال الكمبيوتر من خلال تجميع المعلومات وفرزها ؛ تحديد أولويات الدخول. إدخال البيانات في حقول قاعدة البيانات والسجلات والملفات المناسبة. يستقبل الوثائق ويتحقق من البيانات. ينفذ التصحيحات والتحديثات والتعديلات. يقوم بتصحيح وتحديث عناصر البيانات وهياكل الجداول. فرز ومراجعة الحقول والتحقق من التعديلات. يقوم بتغيير وتحديث التقارير وتنسيقات النماذج. طباعة البيانات والتقارير والنماذج. ينفذ تحويلات الملفات من تطبيق برنامج إلى آخر. يعالج الوثائق من خلال مراجعة البيانات للعيوب. حل الاختلافات باستخدام الإجراءات القياسية أو إعادة المستندات غير المكتملة إلى قائد الفريق لحلها. يقوم بإدخال البيانات عن طريق إدخال معلومات أبجدية ورقمية على لوحة المفاتيح أو المساح الضوئي البصري وفقًا لتنسيق الشاشة. يحافظ على متطلبات إدخال البيانات باتباع تقنيات وإجراءات برنامج البيانات. التحقق من البيانات المدخلة من خلال مراجعة البيانات أو تصحيحها أو حذفها أو إعادة إدخالها ؛ دمج البيانات من كلا النظامين عندما تكون معلومات الحساب غير مكتملة ؛ تطهير الملفات للقضاء على ازدواجية البيانات. يؤمن المعلومات من خلال استكمال النسخ الاحتياطية لقاعدة البيانات. يحافظ على العمليات باتباع السياسات والإجراءات ؛ الإبلاغ عن التغييرات اللازمة. فحص المستندات في أنظمة إدارة المستندات أو قواعد البيانات. يخزن المستندات المكتملة في مواقع محددة. يحافظ على سجلات الأنشطة والمهام. يستجيب لطلبات المعلومات والوصول إلى الملفات ذات الصلة ويطلع المعلومات عند الحاجة. 					

٩. التغطية:

- في حالة الغياب بسبب المرض ، يجب ترتيب مبادلة مع زميل.

دائرة الإتصال

مسؤوليات مالية

ظروف العمل

مؤهلات دراسية

الخبرة

المعرفة والقدرات

الهيكل التنظيمي

السلم الوظيفي

متطلبات الوظيفة



معلومات الوظيفة	Band	Grade	Job Code:	فنى صيانة الأجهزة الطبية			المسمى الوظيفي:
	صيانة الأجهزة الطبية		قسم:	المعامل	ادارة:		قطاع:
	15/11/2020	تاريخ المراجعة:		1٨/10/2020	تاريخ الإنشاء:	✓ دوام كلى □ دوام جزئى	الفئة:
	لا يوجد		المرووسين:	مدير صيانة الأجهزة الطبية	المدير المباشر:		المجموعة الوظيفية:
الهدف العام للوظيفة	الهدف العام للوظيفة:						
	فنى إصلاح مختبر مسؤول عن تركيب معدات جديدة ، وإصلاح وتوثيق المعدات الطبية للمعامل وتركيب معدات جديدة في العيادات. المعدات التي تتعلق بها هذا الدور تشمل جميع الأجهزة الطبية.						
المهام الأساسية للوظيفة	المهام الأساسية للوظيفة						
	<p>١. صيانة الاجهزة الطبية:</p> <ul style="list-style-type: none"> فحص واختبار المعدات الطبية أو المعدات ذات الصلة ، مع مراعاة مواصفات الشركات المصنعة واستخدام أدوات الاختبار والتحليل. يقوم بأعمال الصيانة أو الخدمة الوقائية ، مثل التنظيف أو التشحيم أو تعديل المعدات. اختبار أو معايرة المكونات أو المعدات ، باتباع أدلة الشركات المصنعة وتقنيات استكشاف الأخطاء وإصلاحها ، باستخدام الأدوات اليدوية أو أدوات الطاقة أو أجهزة القياس. يفقد الجنود اتصالاتهم ، باستخدام حديد لحام. يحتفظ بسجلات الصيانة والإصلاح والتحديثات المطلوبة للمعدات. يختبر ويقيم ويصنف المعدات الطبية الزائدة أو قيد الاستخدام ويحدد إمكانية الخدمة والحالة والتصرف ، وفقاً للوائح. تفكيك المعدات المعطوبة وإزالة الأجزاء المعيبة أو إصلاحها أو استبدالها ، مثل المحركات أو القوابض أو المحولات. يشرح أو يوضح التشغيل الصحيح أو الصيانة الوقائية للمعدات الطبية للأفراد. يبحث في كتالوجات أو إصلاح قوائم الأجزاء لتحديد مصادر قطع الغيار وطلب الشراء وتسجيل إيصالتها. دراسة الكتيبات التقنية أو حضور الدورات التدريبية المقدمة من الشركات المصنعة للمعدات للحفاظ على المعرفة الحالية. تقييم المواصفات الفنية لتحديد المعدات أو الأنظمة الأكثر ملاءمة للاستخدام المقصود والشراء المحتمل ، بناءً على المواصفات أو احتياجات المستخدم أو المتطلبات الفنية. يساهم بالخبرة لتطوير إجراءات التشغيل القياسية للصيانة الطبية. يفحص البيئة الهيكلية للمعدات الطبية أو المنشأة ويتحقق من الاستخدام السليم للمعدات لحماية المرضى والموظفين من المخاطر الكهربائية أو الميكانيكية ولضمان الامتثال لأنظمة السلامة. يحسب متطلبات الطاقة والمساحة لتركيب المعدات الطبية أو طب الأسنان أو المعدات ذات الصلة وتركيب الوحدات وفقاً لمواصفات الشركات المصنعة. يصنع أو يلبس أو يستبدل الأجزاء أو العناصر الجديدة الرئيسية لتعديل المعدات لتلبية الاحتياجات التشغيلية أو البحثية الفريدة ، والعمل من أوامر العمل أو الرسومات أو أوامر التعديل أو العينات أو المناقشات مع مسؤولي التشغيل. إجراء الحسابات المتعلقة بمتطلبات الحمل للأسلاك أو المعدات باستخدام التعبيرات الجبرية والصيغ القياسية. إصلاح معدات العيادة ، والأثاث المعدني ، بما في ذلك اللحم المكسور أو استبدال الأجزاء المفقودة ، أو إحضار عنصر إلى متجر محلي لإجراء إصلاحات رئيسية. <p>٢. تحقيق معايير الجودة الكاملة:</p> <ul style="list-style-type: none"> تحسين نتائج الجودة من خلال دراسة وتقييم وإعادة تصميم العمليات ؛ تنفيذ التغييرات. يشرف ويضمن كمية ونوعية العمل من خلال اشتراط التقيد الدقيق بالأساليب والإجراءات المعمول بها. 						

٣. الاحتياطات:

- الاحتياطات القياسية هي الحد الأدنى من ممارسات الوقاية من العدوى التي تنطبق على جميع رعاية المريض ، بغض النظر عن حالة الإصابة المشتبه فيها أو المؤكدة للمريض ، في أي مكان يتم فيه تقديم الرعاية الصحية. تم تصميم هذه الممارسات لحماية DHCP ومنع DHCP من نشر العدوى بين المرضى.
- تشمل الاحتياطات القياسية ما يلي:
 ١. نظافة اليدين.
 ٢. استخدام معدات الحماية الشخصية (مثل القفازات والأقنعة والنظارات).
 ٣. آداب النظافة / السعال التنفسي.
 ٤. ممارسات الحقن الآمن (أي تقنية معقمة للأدوية بالحقن).
 ٥. الأدوات والأجهزة المعقمة.
 ٦. تنظيف وتطهير الأسطح البيئية.

٤. التغطية:

- في حالة الغياب بسبب المرض ، يجب ترتيب مبادلة مع زميل.

داخلياً:	خارجياً:	دائرة الإتصال
أعضاء الجهاز الادارى		
أعضاء هيئة التدريس		
لا يوجد		مسؤوليات مالية
تتطلب هذه الوظيفة ساعات عمل طويلة للتخطيط واستخدام المعدات المكتبية وأجهزة الكمبيوتر ، والأنشطة الاجتماعية، ويتطلب الكثير من الحركة داخل المبنى. عادة ما يكون مستوى الضوضاء في بيئة العمل معتدلاً.		ظروف العمل
دبلوم فنى او ما يعادله		مؤهلات دراسية
سنتين عمل فى مجال ذات صلة.		الخبرة
المعرفة الجيدة بإجراءات الفحوصات والصيانة.		المعرفة والقدرات
معرفة عميقة لأنظمة QHSE، والتدابير الوقائية.		
القدرة على تحمل ضغط العمل.		
القدرة على كتابة التقارير المختلفة.		
القدرة على استخدام وصيانة كافة الأجهزة المختبرية.		
مهارات ممتازة في حل المشكلات.		
مهارات تواصل ممتازة.		
التدريب على جميع متطلبات الصحة والسلامة والبيئة والجودة والدراية الكاملة بها وتطبيقها.		
		الهيكل التنظيمى
		السلم الوظيفى

معلومات الوظيفة	Band	Grade	Job Code:	فني معمل /كيميائي			المسمى الوظيفي:
			قسم:	المعامل	ادارة:		قطاع:
	18/11/2020	تاريخ المراجعة:	23/10/2016	تاريخ الإنشاء:	✓ دوام كلى ❑ دوام جزئى		الفئة:
	لا يوجد		المرووسين:	مدير المعامل	المدير المباشر:		المجموعة الوظيفية:
الهدف العام للوظيفة	الهدف العام للوظيفة: تطبيق قواعد(Good Laboratory Practice (GLP ‘ وتحضير جميع التجهيزات اللازمة لعمل المعمل لتحقيق متطلبات الناحية العلمية للطلبة.						
المهام الأساسية للوظيفة	المهام الأساسية للوظيفة						
	<ul style="list-style-type: none">• يقوم بتحضير الكيماويات اللازمة للطلبة الدارسين لإجراء الإختبارات اللازمة بالمعمل.• يقوم بصرف الكيماويات اللازمة من المخزن.• يقوم بتعبئة الكيماويات في زجاجات مناسبة لتجارب الطلبة الدارسين.• يقوم بكتابة اسم المادة علي الزجاجات في استيكر موضحا به اسم المادة و التركيز و تاريخ التحضير و التوقيع.• يكون مسئول مسؤولية كاملة عن جميع الاجهزة و تنظيفها و الحفاظ عليها كذلك تكون جميع محتويات المعمل عهدة عليه و يحاسب علي تبديد العهدة أو اتلافها.• يقوم بمساعدة المعيدين في تحضير تجارب امتحانات الطلبة.• يقوم بتدوين البيانات الخاصة بالمعمل علي الكمبيوتر• يقوم بعمل جرد لكل ما في المعمل من أدوات و كيماويات• يقوم بالتأكد من غلق محابس المياه، و الغاز، و غلق الكهرباء، و التكيف و نظافة المكان قبل الانصراف و تأمين المعمل• الكيميائي مسؤول عن تواجد المساعدين في المعمل و مظهرهم						
	٥. التغطية: <ul style="list-style-type: none">• في حالة الغياب بسبب المرض ، يجب ترتيب مبادلة مع زميل.						
	داخلياً:			خارجياً:		دائرة الإتصال	
	<ul style="list-style-type: none">• أعضاء الجهاز الادارى• أعضاء هيئة التدريس• الطلاب						
	لا يوجد					مسؤوليات مالية	
	تتطلب هذه الوظيفة ساعات عمل طويلة للتخطيط واستخدام المعدات الكيميائية وأجهزة المعمل، والأنشطة الاجتماعية، وأحياناً يتطلب الحركة داخل المبنى. عادة ما يكون مستوى الضوضاء في بيئة العمل معتدلاً.					ظروف العمل	
<ul style="list-style-type: none">• دبلوم في مجالات الخبرة ذات الصلة.					مؤهلات دراسية		
<ul style="list-style-type: none">• خبرة في ذات المجال أو يتم تدريبه فترة ٣ أشهر في بداية التعيين ثم يتم تقييمه					الخبرة		



	<ul style="list-style-type: none"> المعرفة الجيدة بإجراءات الفحوصات والتحليلات. معرفة عميقة لأنظمة QHSE، والتدابير الوقائية. القدرة على تحمل ضغط العمل. القدرة على كتابة التقارير المختلفة. القدرة على استخدام كافة الأجهزة المختبرية. مهارات ممتازة في حل المشكلات. مهارات تواصل ممتازة. التدريب على جميع متطلبات الصحة والسلامة والبيئة والجودة والدراسة الكاملة بها وتطبيقها. 	المعرفة والقدرات
		الهيكل التنظيمي
	•	السلم الوظيفي

معلومات الوظيفة	Band	Grade	Job Code:	مساعد فني معمل			المسمى الوظيفي:
			قسم:	المعامل	ادارة:		قطاع:
	18/11/2020		تاريخ المراجعة:	23/10/2016	تاريخ الإنشاء:	✓ دوام كلي □ دوام جزئي	الفئة:
		لا يوجد	المروسين:	مدير المعامل	المدير المباشر:		المجموعة الوظيفية:
الهدف العام للوظيفة	<p>الهدف العام للوظيفة:</p> <p>تجهيز و تحضير المعمل بناءاً علي تعليمات الكيميائي المسؤول عن المعمل ، و تحضير جميع المستلزمات اللازمة للمعمل لتلبية إحتياجات الطلبة الدارسين</p>						
المهام الأساسية للوظيفة	<p>المهام الأساسية للوظيفة</p> <p>٦. تنظيم مستحضرات طب الأسنان:</p> <ul style="list-style-type: none"> يقوم بتجهيز المعمل قبل دخول الطلبة في بداية اليوم الدراسي من حيث ترتيب الادوات المستخدمة في المعمل و ترتيب الكراسي و نظافة البنشات و التنسيق مع عمال النظافة لتنظيف الأرضيات قبل دخول الطلبة يقوم بتسليم الأدوات المعملية اللازمة للطلبة بواسطة ID الخاص لكل طالب ثم يقوم بإعادة ID الي الطالب في حين الانتهاء من استخدام الأدوات و تسليمها لمساعد المعمل يقوم بإحضار أي ادوات دراسية خاصة بأعضاء هيئة التدريس يقوم بغسل الزجاجات و الأدوات المستخدمة في المعمل نهاية كل محاضرة و ترتيب المعمل بسرعة قبل دخول المحاضرة التالية يقوم بنقل الكيمايات و الزجاجات و الأدوات المطلوبة للمعمل من المخزن الي المعمل يقوم بتنظيف الأدوات و الزجاجات ووضعها في المكان المخصص بها و ترتيب المعمل قبل مغادرة المكان مع ضرورة التأكد من وضع بطاقة التمييز في مكان تخزين الزجاج يقوم بالتأكد في نهاية اليوم من غلق محابس الكهرباء و المياه و التكييف و الغاز و نظافة المكان قبل الانصراف و تأمين المعمل <p>٧. التغطية:</p> <ul style="list-style-type: none"> في حالة الغياب بسبب المرض ، يجب ترتيب مبادلة مع زميل. 						
	داخلياً:			خارجياً:			دائرة الإتصال
	<ul style="list-style-type: none"> أعضاء الجهاز الاداري أعضاء هيئة التدريس الطلاب 			<ul style="list-style-type: none"> 			
	لا يوجد						مسؤوليات مالية
							ظروف العمل
							مؤهلات دراسية
							الخبرة
مخطط							



	<ul style="list-style-type: none"> المعرفة الجيدة بإجراءات الفحوصات والتحليلات. معرفة عميقة لأنظمة QHSE، والتدابير الوقائية. القدرة على تحمل ضغط العمل. القدرة على كتابة التقارير المختلفة. القدرة على استخدام كافة الأجهزة المختبرية. مهارات ممتازة في حل المشكلات. مهارات تواصل ممتازة. التدريب على جميع متطلبات الصحة والسلامة والبيئة والجودة والدراسة الكاملة بها وتطبيقها. 	المعرفة والقدرات
		الهيكل التنظيمي
	•	السلم الوظيفي

معلومات الوظيفة	المسمى الوظيفي:	فني معمل أسنان			
	قطاع:	ادارة:	كلية أسنان	قسم:	المعمل الإنتاجي لأسنان
	الفئة:	تاريخ الإنشاء:	٢٠١٦/١٠/٢٣	تاريخ المراجعة:	15/11/2020
	المجموعة الوظيفية:	المدير المباشر:	مدير المعمل الإنتاجي لأسنان	المرووسين:	لا يوجد
الهدف العام للوظيفة	<p>الهدف العام للوظيفة:</p> <p>يعمل فني مختبر الأسنان مع الجص والشمع والخزف والبلاستيك ، وكذلك مع الذهب والمعادن الأخرى ويستخدم العديد من الأنواع المختلفة من الأدوات والمعدات. يستخدم حامل البريد أدوات يدوية للنحت والتشكيل والمثاقب الكهربائية والمكابس والمخارط والأفران عالية الحرارة لإكمال كل قطعة أسنان.</p>				
المهام الأساسية للوظيفة	<p>المهام الأساسية للوظيفة</p> <p>٨. تنظيم مستحضرات طب الأسنان:</p> <ul style="list-style-type: none"> • يستخدم ويحافظ على الإمدادات والمعدات من خلال استكمال صب الجص واللحام الكهربائي والنصب المعدني وتلميع المعادن ونمذجة الشمع والسيراميك وثنى الأسلاك والطلاء بالكهرباء والرمل. باستخدام وحدات CAD / CAM ؛ الاحتفاظ بمخزون الإمدادات ؛ الحفاظ على تشغيل المعدات. • يعمل مع مجموعة متنوعة من المواد بما في ذلك الشموع والبلاستيك والسيراميك والذهب والفضة والفلز المقاوم للصدأ ومجموعة متنوعة من الخزف والمركبات أو تركيبات زجاج البوليستر. يكتسب العديد من الفنيين مهارة في استخدام الأدوات والمعدات المتطورة أثناء أداء الإجراءات المختبرية. (من المهم للفني أن يساعد في إنشاء بدائل الأسنان الجذابة والوظيفية). • يصنع أو يغير أو يصلح أجهزة طب الأسنان ، مثل أطقم الأسنان أو التيجان أو الجسور أو الترسيع أو الأجهزة لتقويم الأسنان. • يبني ويصلح الأجهزة الطبية المساعدة أو طب الأسنان المساعدة. • يبني ويشكل أسنان الشمع ، باستخدام الأدوات اليدوية الصغيرة والمعلومات من الملاحظات أو مواصفات أطباء الأسنان. • يزيل الأسطح المعدنية أو الخزفية والبولندية الزائدة من الأطراف الاصطناعية أو الهياكل ، باستخدام آلات التلميع ويزيل المواد الزائدة من قطع العمل. • تلميع المواد أو قطع العمل أو المنتجات النهائية. • وضع قوالب الشمع فوق تركيبات أسنان لتشكيل ملامح كاملة من اللثة الاصطناعية. • يلقي قوالب من تشريح المريض لإنشاء الأجهزة الطبية أو طب الأسنان. • يعيد بناء أو استبدال البطانات ، أو أقسام الأسلاك ، أو الأسنان المفقودة لإصلاح أطقم الأسنان. • تحضير كتل لدغة الشمع وصواني الانطباق للاستخدام. • يحمل الأسنان المبنية حديثاً في أفران البورسلين لخبز البورسلين على الهيكل المعدني. • يضع نماذج الأسنان على الجهاز الذي يحاكي لدغة وحركة فك المريض لتقييم وظائف النموذج. • يقرأ الوصفات الطبية أو المواصفات ويفحص النماذج أو الانطباعات لتحديد تصميم منتجات الأسنان التي سيتم إنشاؤها. • اختبارات الأجهزة المطابقة للمواصفات ودقة الإطباق باستخدام المفصل والميكرومتر. • يذوب المعادن أو يمزج معجون الجص أو البورسلين أو الأكريليك ويصب المواد في قوالب أو أطر لتشكيل الأطراف الاصطناعية أو الأجهزة. • يخلق نموذجاً لفم المريض عن طريق صب الجص في انطباق الأسنان والسماح للجص بالتثبيت. <p>٩. تحقيق معايير الجودة الكاملة:</p> <ul style="list-style-type: none"> • تحسين نتائج الجودة من خلال دراسة وتقييم وإعادة تصميم العمليات ؛ تنفيذ التغييرات. • يشرف ويضمن كمية ونوعية العمل من خلال اشتراط التقيد الدقيق بالأساليب والإجراءات المعمول بها. 				

١٠. الاحتياطات:

- الاحتياطات القياسية هي الحد الأدنى من ممارسات الوقاية من العدوى التي تنطبق على جميع رعاية المريض ، بغض النظر عن حالة الإصابة المشتبه فيها أو المؤكدة للمريض ، في أي مكان يتم فيه تقديم الرعاية الصحية. تم تصميم هذه الممارسات لحماية DHCP ومنع DHCP من نشر العدوى بين المرضى.
- تشمل الاحتياطات القياسية ما يلي:
 ٧. نظافة اليدين.
 ٨. استخدام معدات الحماية الشخصية (مثل القفازات والأقنعة والنظارات).
 ٩. آداب النظافة / السعال التنفسي.
 ١٠. ممارسات الحقن الآمن (أي تقنية معقمة للأدوية بالحقن).
 ١١. الأدوات والأجهزة المعقمة.
 ١٢. تنظيف وتطهير الأسطح البيئية.

١١. التغطية:

- في حالة الغياب بسبب المرض ، يجب ترتيب مبادلة مع زميل.

		داخلياً:	خارجياً:
		<ul style="list-style-type: none"> • أعضاء الجهاز الإداري • أعضاء هيئة التدريس • الطلاب 	<ul style="list-style-type: none"> • • •
		لا يوجد	
		تتطلب هذه الوظيفة ساعات عمل طويلة للتخطيط واستخدام المعدات الكيميائية وأجهزة المعمل، والأنشطة الاجتماعية، وأحياناً يتطلب الحركة داخل المبنى. عادة ما يكون مستوى الضوضاء في بيئة العمل معتدلاً.	
		<ul style="list-style-type: none"> • دبلوم في مجالات الخبرة ذات الصلة. 	
متطلبات الوظيفة	الخبرة	<ul style="list-style-type: none"> • خبرة في ذات المجال أو يتم تدريبه فترة ٣ أشهر في بداية التعيين ثم يتم تقييمه 	
	المعرفة والقدرات	<ul style="list-style-type: none"> • المعرفة الجيدة بإجراءات الفحوصات والتحليلات. • معرفة عميقة لأنظمة QHSE، والتدابير الوقائية. • القدرة على تحمل ضغط العمل. • القدرة على كتابة التقارير المختلفة. • القدرة على استخدام كافة الأجهزة المختبرية. • مهارات ممتازة في حل المشكلات. • مهارات تواصل ممتازة. • التدريب على جميع متطلبات الصحة والسلامة والبيئة والجودة والدراسة الكاملة بها وتطبيقها. 	
	الهيكل التنظيمي		
	السلم الوظيفي		

معلومات الوظيفة	المسمى الوظيفي:	مشرف دور			
	قطاع:	شئون الحرم الجامعي	ادارة:	ادارة المنشآت	قسم:
	الفئة:	✓ دوام كلي □ دوام جزئي	تاريخ الإنشاء:	٢٠١٦/١٠/٢٣	تاريخ المراجعة:
	المجموعة الوظيفية:	شئون الحرم الجامعي	المدير المباشر:	مشرف المبنى	المروسين:
					لا يوجد
الهدف العام للوظيفة	<p>الهدف العام للوظيفة:</p> <p>الإشراف على حالة الدور والتأكد من توافر كل الموارد الكافية اللازمة لسير العمل بكفاءة وفاعلية، ومتابعة حضور المحاضرات.</p>				
المهام الأساسية للوظيفة	<p>المهام الأساسية للوظيفة</p> <p>إشراف الدور:</p> <ul style="list-style-type: none"> • تجهيز القاعات الدراسية لاستقبال الطلبة والتأكد من تمام استعداد الوسائل التعليمية (الداتا شو - المقاعد - الستائر - السيورات). • التفقش اليومي على نظافة القاعات الدراسية والمكاتب الإدارية. • التأكد من نظافة دورات المياه على مدار اليوم وتواجد المناديل والصابون بها؛ مع الإخطار الفوري في حالة أي قصور. • رفع تقارير شاملة حول سير العمل. • الحفاظ على الانضباط في الدور والتدخل الفوري حالة وجود مشكلة بين الطلبة، وعدم السماح بأي سلوكيات لا تتطابق مع التقاليد الجامعية مع التأكيد على منع التدخين والشجار والضوضاء في الدور. • المتابعة والإشراف على مخازن شركة النظافة والتأكد من توفر الخامات وأدوات النظافة كاملة. • متابعة أعمال الصيانة في الدور وتشمل (سباكة - كهرباء - تكييفات - نجارة - نقاشة - إلخ...) <p>متابعة الحضور:</p> <ul style="list-style-type: none"> • التأكد من انتظام المحاضرات مع الإخطار عن أي غيابات وتسجيل توقيت حضور أعضاء هيئة التدريس - عدد الطلبة - توقيت انتهاء المحاضرة، وأي ملاحظات مع الإخطار الفوري عن عدم تنفيذ المحاضرات ومعاونة أعضاء هيئة التدريس من حيث توفير الأدوات المطلوبة (أقلام ماركر - باشورة - إلخ..) <p>السلامة والصحة المهنية:</p> <ul style="list-style-type: none"> • متابعة صلاحية وسائل السلامة في الدور بشكل دوري. • استخدام وسائل إطفاء الحرائق في حالة حدوثها لإطفائها مع الإخطار الفوري. • المساهمة في عملية الإخلاء في حالة الطوارئ وحسب الدور المكلف به كل مشرف في تعليمات خطة الإخلاء لكل مبنى. • في حالة الطوارئ الخاصة، يتم استخدام المشرفين بصورة مجمعة تحت إشراف المدير الإداري للمبنى وطبقاً لنوع الحالة. <p>مهام أخرى:</p> <ul style="list-style-type: none"> • القيام بأي مهام يكلف بها من قبل الإدارة؛ وقد تختلف المهام في بعض الأدوار الأخرى. 				
المهام الأساسية للوظيفة	داخلية:	خارجية:			
	<ul style="list-style-type: none"> • أعضاء هيئة التدريس • أعضاء الهيئة المعاونة • الطلاب 	<ul style="list-style-type: none"> • • • 			
	مسؤوليات مالية	لا يوجد			



	تتطلب هذه الوظيفة ساعات عمل طويلة للتخطيط واستخدام المعدات المكتبية وأجهزة الكمبيوتر، والأنشطة الاجتماعية، ويتطلب الكثير من الحركة داخل المبنى. عادة ما يكون مستوى الضوضاء في بيئة العمل معتدلاً.	ظروف العمل
	مؤهل عالي	مؤهلات دراسية
متطلبات الوظيفة	سنة خبرة على الأكثر	الخبرة
	<p>٨. مهارات علمية وتقنية و خبرة فى تكنولوجيا المعلومات</p> <p>٩. المهارات التنظيمية والقدرة على توزيع عبء العمل</p> <p>١٠. القدرة على التعامل مع الآخرين والعمل فى فريق</p> <p>١١. قدرات تواصل</p> <p>١٢. مستوى جيد من اللغة الانجليزية</p>	المعرفة والقدرات
		الهيكل التنظيمى
<ul style="list-style-type: none"> • مدير مبنى • مشرف مبنى • مشرف دور 		السلم الوظيفى