



## JOB DESCRIPTION

Position title : Dean of the College  
Reporting to : The Chairman of the College

### Job Purpose:

- The Dean of the College is responsible for the implementation of the strategic operations of the college and its management.
- The Dean is appointed by the Chairman of the College on the recommendation of the Board of Trustees.
- The Dean is fully responsible and accountable for all actions with efficient reporting to the Board of Trustees and the Chairman's office of the College, according to their domains of authority.

### Main Duties and Responsibilities:

1. Provide effective leadership for the overall performance of the College, guided by the vision and values of the College, and promoting the maintenance of a professionally appropriate working environment among all departments of the College, as well as internal and external stakeholders.
2. Hold effective communication with the Assistants Dean and heads of various departments and units. Dean provides strategic guidance, advice and support to academic and administrative departments to improve their performance and development. Provides opportunities for initiatives in exercising responsibilities by subordinates.
3. Contribute in the strategic planning and lead its implementation to achieve the goals of the College and attain sustainability.
4. Ensure the availability and approval of policies and regulations relevant to all the College's main activities in compliance with the requirements of the Ministry of Higher Education, the Oman Academic Accreditation Authority, and the Academic affiliations.
5. Conduct College operations efficiently in accordance with the decisions, regulations, policies and procedures approved by the Chairman of the College and the Board of Trustees and ensuring that all internal activities are carried out in compliance with the associated external regulatory frameworks.



6. Plan and manage an effective system for identifying risks, correcting and avoiding them or mitigating their impact, and tracking them. Report to Chairman's Office the escalated risks and difficulties faced by the Management in a timely manner.
7. Ensure compliance with the College Policy on Academic Partnership for new program proposal submission to Ministry of Higher Education.
8. Ensure that there are operational plans for the academic, administrative and support departments and units consistent with the strategy and capable of achieving the sub-goals.
9. Represent the college internally and externally and in the academic engagement negotiations.
10. Ensure the effectiveness of quality assurance processes in the college.
11. Plan and execute the annual budget according to the College regulations.
12. Report annually on the college performance of all areas, including the academic, management domains, as well as the effectiveness of academic affiliations agreements.

Professional knowledge and skills:

Criteria	ESSENTIAL	DESIRABLE
Qualification	<ul style="list-style-type: none"> <li>A PhD in relative field</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further personal and professional development</li> <li>not be less than the rank of associate professor</li> </ul>
Knowledge  This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of	<ul style="list-style-type: none"> <li>Experience of working in a Higher Education institution</li> <li>Understanding of the issues involved in successfully integrating high-quality teaching, research, and business development activities within an academic setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a complex environment with a similar role</li> </ul>



a defined system, practice, method or procedure.	<ul style="list-style-type: none"> <li>• Experience of working effectively with external agencies, as appropriate to the role.</li> <li>• The ability to chair formal and informal meetings.</li> <li>• Able to plan and manage an effective system for identifying risks, correcting and avoiding them or mitigating their impact, and tracking them.</li> <li>• Able to Plan and execute the annual budget</li> </ul>	
<p>Technical/Work-based Skills</p> <p>This relates to the skills specific to the job, e.g. language fluency, typing skills, etc.</p>	<p>Effective management and leadership skills appropriate to an HE environment such as:</p> <ul style="list-style-type: none"> <li>• Strategic Thinking:</li> <li>• Managing Change</li> <li>• Organizational management</li> <li>• Professionalism</li> </ul>	Travel to affiliated University may be required.



<p>General Skills/Attributes</p> <p>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment, etc.</p>	<ul style="list-style-type: none"> <li>• superb leaders and excellent communicator</li> <li>• Analytical thinking / Problem solving</li> <li>• Teamwork and collaboration</li> <li>• Resource management</li> <li>• Adaptability /Flexibility</li> <li>• Information and Technological Literacy</li> <li>• Community Engagement and Inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop good relationships and networking skills.</li> <li>• Marketing Skills</li> <li>• Global Awareness</li> </ul>
<p>Experience</p> <p>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive).</p>	<ul style="list-style-type: none"> <li>• Experience of at least 10 years overall in academics (business or computing field) and 6 years' experience in leadership.</li> <li>• To be of an academic rank not less than associate professor (Omanis may be exempted from this after approval from the Minister).</li> <li>• Experience of working in a Higher Education institution</li> </ul>	<ul style="list-style-type: none"> <li>• To be of 3 years' managerial experience or more from a recognized university or college. (Omanis may be exempted from this if necessary after approval from the Minister).</li> </ul>



Employee Acknowledgement:

I accept the above Job Description and have read and understand its content and the responsibilities assigned to this position.

Employee Name: \_\_\_\_\_

Received date: \_\_\_\_\_

Signature: \_\_\_\_\_