



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Organizational Structure, Tasks, Authorities, and Job Descriptions

By

Quality and Accreditation Department

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Table of Contents

1. Organizational Structure and Tasks

1.1 Introduction

1.2 Principles and Standards

1.3 General Organizational Structure of the University

1.4 Governing Councils and Higher Administration

1.4.1 Governing Councils

1.4.2 University Rector

1.4.3 Vice Rector for Graduate Studies and Scientific Research

1.4.4 Vice Rector for Development and Community Responsibility

1.4.5 Vice Rector for Educational Affairs

1.4.6 Colleges of the University

1.4.7 The Executive Director

2. Authorities

2.1 Introduction and Definitions

2.2 Authorities Matrix

3. Job Description

3.1 Introduction and Definition

3.2 Job Description Cards



Chapter I

Organizational Structure and Tasks

1.1 Introduction

This manual aims to document the organizational structure of Mustaqbal University and clarify the roles and responsibilities across all administrative levels. Its purpose is to ensure operational efficiency, clear lines of authority, and improved coordination between academic and administrative units. The manual applies to all colleges, deanships, centers, departments, and units affiliated with the university.

1.2 Principles and Standards

The university's organizational structure has been built according to the following principles and standards:

- Compliance with regulations and bylaws issued by the Council of Universities Affairs
- Adherence to the Basic Statute of Mustaqbal University
- Compliance with executive rules and decisions issued by the Board of Trustees and the University Council
- Clarity in hierarchical structure and definition of responsibilities and authorities
- Operational efficiency and reduction of task duplication
- Transparency in reporting, performance indicators, and accountability

1.3 General Organizational Structure of the University

The organizational structure consists of the following:

- Board of Trustees
- University Council
- University President, supported by several departments and units
- Vice President for Graduate Studies and Scientific Research, supported by several departments related to his scope of work.
- Vice President for Development and Community Responsibility, supported by several departments related to his scope of work.
- Vice President for Educational Affairs, supported by several departments related to his scope of work.
- Colleges, headed by their deans
- Executive Director, supported by several departments

Fig 1 illustrates the structure and leadership hierarchy.

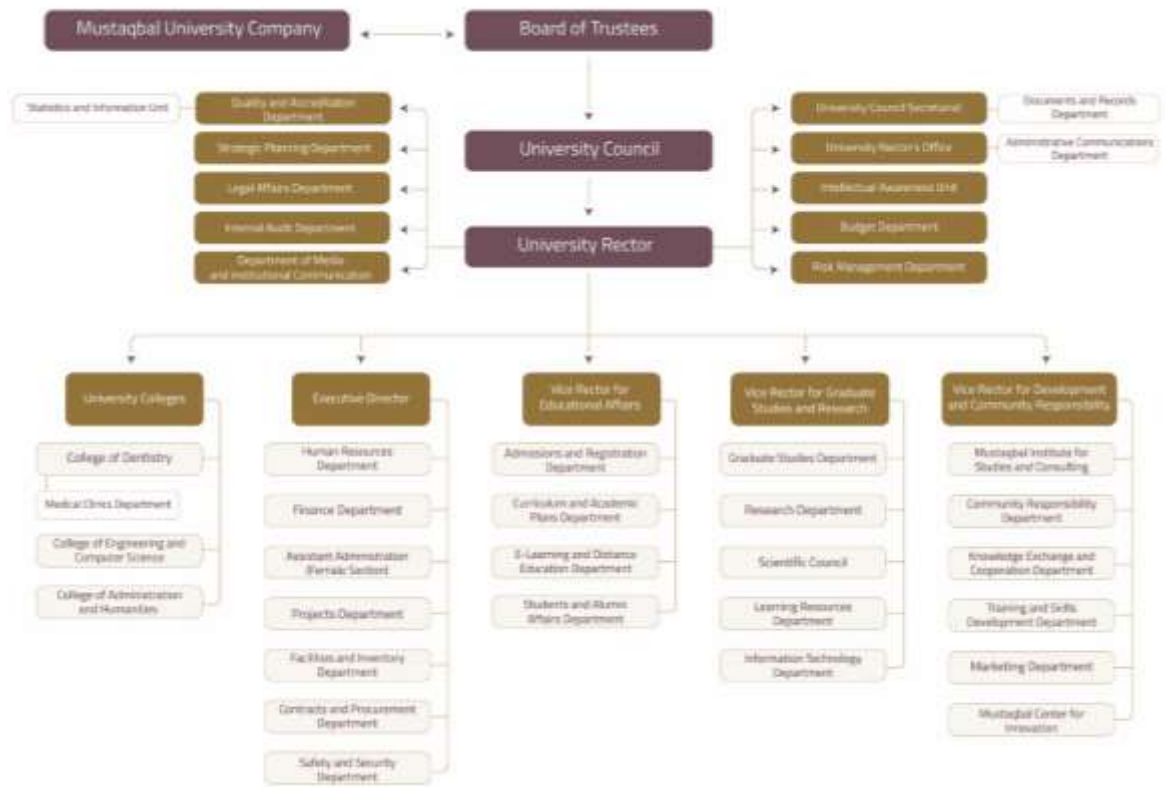


Fig.1: Organizational chart

1.4 Details of the Organizational Structure Components

1.4.1 Governing Councils

Board of Trustees

Responsibilities:

The Board of Trustees assumes the responsibilities and authorities stipulated in the Universities Law issued under Royal Decree No. (M/27) dated 2/3/1441 AH, and the regulatory bylaws for private universities and colleges issued by the Council of Universities Affairs under Decision No. (3/16/45) in its sixteenth meeting held on 14/2/1445 AH.

University Council



Responsibilities:

The University Council assumes the responsibilities and authorities stipulated in the Universities Law issued under Royal Decree No. (M/27) dated 2/3/1441 AH, and the regulatory bylaws for private universities and colleges issued by the Council of Universities Affairs under Decision No. (3/16/45) in its sixteenth meeting held on 14/2/1445 AH.

Lines of Reporting and Organizational Relationship: Board of Trustees.

1.4.2 University Rector

Responsibilities:

The University Rector oversees the overall management of the university and its academic, administrative, and financial affairs in accordance with the organizational structure, ensuring operational efficiency, optimal resource utilization, and compliance with approved regulations and bylaws.

Lines of Reporting and Organizational Relationship: University Council and Chair of the Board of Trustees.

Units Reporting to the University Rector

1. University Council Secretariat
2. Documents and Records Department
3. Office of the University Rector
4. Administrative Communications Department
5. Intellectual Awareness Unit
6. Budget Department
7. Risk Management Department
8. Quality and Accreditation Department
9. Statistics and Information Unit
10. Strategic Planning Department
11. Legal Affairs Department
12. Internal Audit Department
13. Department of Media and Institutional Communications

1. University Council Secretariat

Responsible for organizing and managing all activities of the University Council, including preparing meetings, agendas, and related documents; documenting minutes and decisions; and maintaining secure and organized archiving. It coordinates with internal and external entities and serves as the executive and administrative arm of the Council.

Lines of Reporting and Organizational Relationship: University Rector.

2. Documents and Records Department

Responsible for organizing and preserving the university's official documents in a manner that ensures confidentiality and easy retrieval.

Lines of Reporting and Organizational Relationship: University Council Secretariat.

3. Office of the University Rector

Provides direct support to the University Rector in managing academic, administrative, and organizational affairs.

Lines of Reporting and Organizational Relationship: University Rector.

4. Administrative Communications Department

Acts as the primary communication link between the university and external entities, as well as among internal units, ensuring accuracy, speed, and effective organization.

Lines of Reporting and Organizational Relationship: Office of the University Rector.

5. Intellectual Awareness Unit

Based on Article 3 of the regulations governing Intellectual Awareness Units in higher education institutions (Council of Universities Affairs Decision No. 78549 dated 27-07-1442 AH), the unit aims to:

- a. Strengthen loyalty to religion, leadership, and national values
- b. Promote moderation, tolerance, and coexistence
- c. Prevent extremist ideologies and address their effects
- d. Monitor intellectual violations, extremist behaviors, and negative phenomena in the university environment
- e. Encourage research initiatives related to intellectual issues and national cohesion

Lines of Reporting and Organizational Relationship: University Rector.

6. Budget Department

Responsible for proper financial planning and overseeing the allocation of financial resources to ensure the university's academic and administrative goals are achieved efficiently, while maintaining long-term financial sustainability.

Lines of Reporting and Organizational Relationship: University Rector.



7. Risk Management Department

Responsible for strategic vigilance and fostering a culture of prevention by identifying and analyzing potential risks, developing effective mitigation mechanisms, and supporting senior management in making risk-informed decisions.

Lines of Reporting and Organizational Relationship: University Rector.

8. Quality and Accreditation Department

Ensures the university achieves high levels of academic and administrative performance and complies with local and international quality standards.

Lines of Reporting and Organizational Relationship: University Rector.

9. Statistics and Information Unit

Collects and analyzes statistical data related to university activities and provides information to support decision-making and strategic planning.

Lines of Reporting and Organizational Relationship: Director of Quality and Accreditation.

10. Strategic Planning Department

Monitors the implementation of the university's strategic plan and ensures alignment between unit-level plans and the university's overall objectives.

Lines of Reporting and Organizational Relationship: University Rector.

11. Legal Affairs Department

Safeguards the university's legal interests and ensures compliance with laws, regulations, and legal frameworks.

Lines of Reporting and Organizational Relationship: University Rector

12. Internal Audit Department

Provides oversight and advisory functions to protect university assets, enhance efficiency, ensure transparency and compliance, and support governance and risk management.

Lines of Reporting and Organizational Relationship: University Rector.

13. Department of Media and Institutional Communications

Responsible for enhancing the university's public image, managing internal and external communication, and ensuring effective delivery of media messages.

Lines of Reporting and Organizational Relationship: University Rector.

1.4.3 Vice Rector for Graduate Studies and Scientific Research

Responsibilities:

Assists the University Rector in managing matters related to the departments and councils under this sector.

Lines of Reporting and Organizational Relationship: University Rector.

Units Reporting to the Vice Rector for Graduate Studies and Scientific Research

1. Graduate Studies Department
2. Scientific Research Department
3. Scientific Council
4. Learning Resources Department
5. Information Technology Department

1. Graduate Studies Department

Oversees postgraduate programs (PhD, Master's, Higher Diploma) and manages all student-related activities at the postgraduate level. It also contributes to research development and academic excellence.

2. Scientific Research Department

Facilitates and organizes research activities, oversees the development and direction of research in alignment with national priorities, and enhances the university's research reputation.

3. Scientific Council

Supervises academic affairs of faculty members, research, studies, and publications in accordance with relevant regulations and the university's Basic Statute.

4. Learning Resources Department

Provides, organizes, and facilitates access to resources that support learning, teaching, and research.



5. Information Technology Department

Responsible for developing, maintaining, and supporting the university's technological infrastructure and digital transformation initiatives.

1.4.4 Vice Rector for Development and Community Responsibility

Responsibilities:

Assists the University Rector in managing its affairs concerning the institute system, departments, and affiliated centers, according to the university's organizational structure, ensuring performance efficiency, optimal resource utilization, and adherence to approved regulations and policies.

Lines of Reporting and Organizational Relationship: University Rector.

Units Reporting to the Vice Rector for Development and Community Responsibility

- 1-Mustaqbal Institute for Studies and Consulting
- 2- Community Responsibility Department
- 3- Knowledge Exchange and Cooperation Department
- 4- Training and Skills Development Department
- 5- Marketing Department
- 6- Mustaqbal Center for Innovation

Lines of Reporting and Organizational Relationship: Vice Rector of the University for Development and Community Responsibility.

Responsibilities:

1- Mustaqbal Institute for Studies and Consulting

The institute aims to strengthen the links between the university and the surrounding environment by harnessing the university's human, scientific, research, technical, consulting, and administrative capabilities to provide studies and consultations that meet the needs of various sectors, invest research and study results, and build a knowledge-based economy that contributes to achieving the university's strategy according to the Kingdom's vision.

2-Community Responsibility Department

The Social Responsibility Department is concerned with implementing and enhancing the university's role in the national social responsibility strategy by promoting and managing the university's voluntary commitment to work on projects and programs aimed at creating a sustainable impact on community development, economy, and environment, and monitoring and measuring the impact of the university's activities related to social responsibility.

3- Knowledge Exchange and Cooperation Department

The Cooperation and Knowledge Exchange Department aims to strengthen the university's relationships with internal and external entities to exchange knowledge and expertise and develop joint programs. It also works to enhance strategic partnerships that contribute to raising the university's level.

4- Training and Skills Development Department

The Training and Skills Development Department is responsible for designing and implementing training programs aimed at developing academic, administrative, and personal skills for all university affiliates, including students. The department focuses on enhancing professional, personal, and educational capabilities, contributing to raising academic and administrative performance at the university.

5- Marketing Department

The Marketing Department contributes to enhancing the university's image, highlighting it, and showcasing its identity and media footprint through marketing strategies directed at various target groups.

6- Mustaqbal Center for Innovation

The Mustaqbal Innovation Center promotes a culture of innovation and creativity within the university. Its responsibility is to support and guide research and creative ideas and transform them into practical projects that can be applied in various fields. The center also contributes to developing entrepreneurial skills and providing a stimulating environment for students and faculty members to generate new ideas, technological innovations, and startups.

1.4.5 Vice Rector for Educational Affairs

Responsibilities:

The president assists the university in administering its affairs with regard to the system of affiliated departments, according to the organizational structure of the university. This ensures efficiency and Performance, as well as commitment to the systems and regulations approved.



Lines of Reporting and Organizational Relationship: University Rector

Units Reporting to the Vice Rector for Educational Affairs

- 1- Admission and Registration Department
- 2- Curriculum and Study Plans Department
- 3- E-Learning and Distance Education Department
- 4- Student and Alumni Affairs Department

Lines of Reporting and Organizational Relationship: Vice Rector for Educational Affairs

Responsibilities:

1- Admission and Registration Department

The Admissions and Registration Department is responsible for carrying out all operations related to student admission and registration, issuing documents and certificates, academic transactions, in addition to student services and procedures.

2- Curriculum and Study Plans Department

The Curriculum and Study Plans Department is responsible for organizing and recommending the approval of curricula and study plans for academic programs at the university, ensuring they meet academic and educational standards. It also ensures that the programs offered meet quality and academic accreditation requirements and the needs of the labor market.

3- E-Learning and Distance Education Department

The E learning and distance education department is responsible for overseeing the issuance of necessary licenses and designing, organizing, and providing e-learning platforms and tools that contribute to delivering academic programs or courses in a non-traditional manner. It also ensures the continuity of the digital learning process with flexibility and effectiveness especially in emergencies or to expand access to learning and education.

4- Student and Alumni Affairs Department

The Student and Alumni Affairs Department is responsible for providing support, guidance, and counseling to students in social and psychological aspects, instilling values, and fostering disciplined behavior among students, while also supervising... The programs and support services offered to students throughout their studies and until graduation aim to enhance and develop their intellectual, personal, and physical skills and abilities in a balanced and integrated manner. These programs also strengthen relationships with students, encourage their contributions to the university's development, and ensure their participation in its activities.

Furthermore, they play a key role in enhancing the student experience. The administration also oversees the academic, cultural, social, and athletic aspects, ensuring students benefit from the various services provided by the university. It maintains continuous communication between the university and its alumni to support their professional journeys and strengthen their connection to the institution and academic community. This helps align educational outcomes with labor market needs.

1.4.6 Colleges of the University

- 1- Dean of the College of Dentistry
-Medical Clinics Department
- 2- Dean of the College Engineering and Computer Science
- 3- Dean of the College the sciences Administrative and humanity

Lines of Reporting and Organizational Relationship: University Rector

Responsibilities of the Dean of the College:

The dean is responsible for managing the college's academic, educational, administrative, and financial affairs, in accordance with the university's organizational structure, ensuring efficient performance, good resource utilization, and compliance with approved regulations and bylaws.

Medical Clinics Department

University medical clinics bear a comprehensive responsibility towards university students including providing primary health care, emergency first aid, medical referrals, preventive follow-up, and health education, in order to ensure a safe and healthy university environment for students and faculty members.

Lines of reporting and organizational relationship: Dean of the Faculty of Dentistry

1.4.7 The Executive Director

Responsibilities:

The Executive Director assumes general supervision and management of the operational and administrative processes of the departments under their responsibility, in accordance with the university's organizational structure, to ensure efficient performance, effective resource allocation, and compliance with approved regulations and bylaws.

Lines of Reporting and Organizational Relationship: University Rector

Units Reporting to the Executive Director

- 1- Human Resources Department



- 2- Finance Department
- 3- Assistant Administration (Female Section)
- 4-Projects Department
- 5-Facilities and Inventory Department
- 6- Contracts and Procurement Department
- 7- Safety and Security Department

Lines of Reporting and Organizational Relationship: The Executive Director.

Responsibilities

1- Human Resources Department

The Human Resources Department is responsible for overseeing the organization of the affairs of the university's staff, including faculty members and those in similar positions, employees, technicians, and other categories working at the university, in accordance with the university's organizational structure, ensuring efficient performance, good investment of resources, and compliance with approved regulations and bylaws.

2- Finance Department

The university's financial Department is responsible for effectively and efficiently managing financial resources, ensuring support for the university's academic and administrative goals, in accordance with approved financial policies, the university's budget, and the university's organizational structure, thus ensuring efficient performance, good investment of resources, and compliance with approved regulations and bylaws.

3- Assistant Administration (Female Section)

The Assistant Administration (female section) is responsible for providing support and care to female students, staff, and faculty members within the university, as well as enhancing their academic, administrative, and social participation. The department's role includes several tasks related to facilitating a conducive academic and administrative environment for women within the university, in accordance with the university's organizational structure, ensuring efficient performance, optimal resource utilization, and adherence to established regulations and bylaws.

4-Projects Department

The university's project management department is responsible for planning, managing, and monitoring major projects undertaken by the university across various fields, including academic, administrative, technical, and service-oriented projects. It also contributes to transforming ideas and needs into reality by developing clear and purposeful projects that enhance the university environment and achieve its strategic objectives, in accordance with the university's organizational structure. This ensures efficient performance, optimal resource utilization, and adherence to established regulations and bylaws.

5- Facilities and Inventory Department

The Facilities and Inventory Department is responsible for managing all university facilities, including buildings, classrooms, laboratories, offices, and various activity spaces, as well as managing the inventory of tools, equipment, materials, and supplies needed by the different units within the university. Its aim is to ensure a comfortable and efficient university environment for students, staff, and faculty, while guaranteeing the smooth and sustainable operation of all activities within the university's organizational structure. This ensures efficient performance, optimal resource utilization, and adherence to established regulations and bylaws.

6- Contracts and Procurement Department

-The Contracts and Procurement Department is responsible for organizing and executing all processes related to the procurement of goods and services necessary for the university, as well as preparing and reviewing contracts concluded by the university with suppliers, contractors, consultants, and investors. This department aims to ensure that all procurement processes are conducted in accordance with applicable laws and regulations, with the highest levels of transparency and financial efficiency, and within the framework of the university's organizational structure, thereby guaranteeing efficient performance, optimal resource utilization, and adherence to approved rules and regulations.

7- Safety and Security Department

The Safety and Security Department is responsible for maintaining a safe and secure environment for all members of the university community. Its responsibilities are diverse, encompassing accident prevention, rapid emergency response, and maintaining campus security. The department also aims to protect lives and property and ensure the safe and efficient operation of university activities, in accordance with the university's organizational structure, thereby guaranteeing efficient performance, optimal resource utilization, and adherence to established regulations and bylaws.



Chapter II Authorities

2.1 Introduction and Definitions

Definition of Authorities

A set of official powers or capacities granted to an individual or entity within the university, giving them the administrative or executive authority to make decisions carry out procedures, or control resources within specific limits and responsibilities that legally require the university and its personnel to act accordingly

Purpose of the Authority Matrix

- Define responsibilities accurately and prevent overlap in tasks or decisions
- Regulate decisions and issue well-studied and governed decisions
- Promote accountability within the institution by ensuring that authorities are documented and defined
- Accelerate procedures
- Distribute authorities according to specialization and expertise
- Empower employees by granting them authorities appropriate to their duties, so that employees feel trusted and responsible
- Control resources and information

Types of Authorities

- Financial Authorities
- Administrative Authorities
- Regulatory Authorities
- Academic Authorities

Authority Levels

Authorities are arranged according to the following levels

- Preparation / Proposal
- Endorsement
- Recommendation
- Approval / Adoption
- Recommendation

Notes on the Levels

- Blue is used in the matrix to indicate the authorities stipulated in the organizational ;regulation and the regulations issued by the Council of Universities Affairs .therefore, they must not be amended or changed
- If the implementing entity is not specified, implementation shall be carried out by the .entity that initiated / prepared the subject or role
- Other departments may initiate the subject or role but are not mentioned in order to focus on the primary or most relevant department. This also applies to follow-up, as .more than one entity may undertake follow-up

Approval Authorities

- Individual
- Department
- Council
- Committee

Definition of Stages

Definition	Stage
Authority to submit a request and/or prepare, collect, and analyze .information, and draft the decision, policy, or procedure	/ Preparation Proposal
Authority to review the draft decision and its related documents and provide opinions and comments to ensure compliance with relevant requirements. The holder of this authority does not have the right to stop the decision regardless of the nature of the .comments and opinion	Endorsement
Authority to submit a technical, regulatory, or administrative opinion supporting or opposing the draft decision. The holder of this authority has the right to stop the decision while clarifying the relevant regulatory grounds supporting that decision, without .being the final approving authority	Recommendation
The final authority for approval or adoption according to the decision level, which results in the decision taking effect, being rejected, or being referred to the competent entities to complete .the required regulatory procedures	/ Approval Adoption



2.2 Authorities' Matrix

Role / Authority	/ Preparation Proposal	Endorsement	Recommendation	Approval / Adoption	Implementation	Follow-up	Notes
University Bylaws	Director of the Legal Department and Secretariat of the University Council	-	-	Board of Trustees		University President	
Amending the University Bylaws	Director of the Legal Department and Secretariat of the University Council	University / President Executive Director according to (impact)	-	Board of Trustees		University President	
Academic, Financial, and Administrative Policy	Relevant Department and Standing Policy Committee	Director of the Legal Department	University Council	Board of Trustees		University President	
University Governance	University Council	Director of the Legal Department		Board of Trustees		University President	
University Vision, Mission, and Objectives, and Ensuring Their Achievement	Strategic Planning Department	Quality and Accreditation Department	University Council	Board of Trustees		University President	
Development Plans				Board of Trustees		University President	
Nomination of the University President	Secretariat of the Board of Trustees	Director of the Legal Department		Board of Trustees			To be submitted
Assignment of University Vice Presidents	University President	Director of the Legal Department and Director of the Human Resources Department	University Council	Board of Trustees		University President	It must be submitted to the General Secretariat for final .approval
Assignment of College Deans and Supporting Deanships	University President	Director of the Legal Department and Director of the Human Resources Department	University Council	Board of Trustees		University President	It must be submitted to the General Secretariat for final .approval
Internal Regulations or Rules Governing Financial, Administrative, Academic, and other affairs	Relevant Department and Standing Policy Committee	Director of the Legal Department and Director of the Quality and Accreditation Department	University Council	Board of Trustees		University President	
Rules Regulating Scholarships and Training for Faculty Members and Equivalent Staff	Scientific Council	Director of the Legal Department and Director of the Human Resources Department	University Council	Board of Trustees		University President	
Rules Regulating Support for ,Scientific Research, Innovation Authorship, Translation, and Publishing	Scientific Council	Director of the Legal Department and Director of the	University Council	Board of Trustees		University President	

		Financial Department					
Rules Regulating the Provision of Consulting and Academic Services	Mustaqbal Institute for Studies and Consulting and the Relevant Department	Director of the Legal Department	University Council	Board of Trustees		University President	
Investment and Endowment Policies, and Acceptance of Donations, Gifts, Grants, and Others	Director of the Financial Department	Director of the Legal Department	University Council	Board of Trustees		University President	
Introducing Academic Programs for Degrees Awarded ,by the University (Diplomas ,Bachelor's, Higher Diplomas (Master's, Doctorate	Strategic Planning Department and Concerned Colleges	Quality and Accreditation Department	University Council	Board of Trustees			It must be submitted to the General Secretariat for final approval
Tuition Fees for Academic Programs	Finance Department Admissions and Registration Department Concerned colleges	Director of the Financial Department	University Council	Board of Trustees		University President	
Formation of the Scientific Council	Vice President for Studies and Scientific Research	Quality and Accreditation Department	University Council	Board of Trustees		University President	
,Establishing Colleges Institutes, Academic Departments, and Research ,Centers, or Merging, Canceling or Renaming Them and Submitting Them to the General Secretariat	University Council	Director of the Legal Department and Secretary of the Board of Trustees		Board of Trustees		University President	General Secretariat
Establishing Scientific Chairs		Quality and Accreditation Department	University Council	Board of Trustees		University President	
,Forming Advisory Councils Defining Their Mandates, and Setting Their Working Rules			University Council	Board of Trustees		University President	
Scientific and Technical Cooperation Agreements and Memoranda of Understanding	Responsible Officer of the Relevant Administrative/A / cademic Unit Cooperation and Knowledge Exchange Department	Director of the Legal Department	University Council	Board of Trustees		University President	
Social Responsibility Plan	Community Responsibility Department	Quality and Accreditation Department	University Council	Board of Trustees		University President	
Appointment of One or More External Auditors for the University's Accounts (the ,regulation uses appointment (not approval	Financial Department	Director of the Legal Department and Director of the Internal Audit Department	University Council	Board of Trustees		University President	
University Annual Report	Director of the Strategic Planning / Department	Quality and Accreditation Department	University Council	Board of Trustees		University President	The Owner and the General Secretariat



	Relevant Departments						must be provided with a .copy
Approval of the University Final Account	Director of the Financial Department	External Auditor	University Council	Board of Trustees		University President	It must be submitted to the .Owner
Approval of the University Annual Budget	University Council	Director of the Financial Department	Executive Director	Board of Trustees			Final approval by the Owner
University Annual Budget and Submission to the Owner	University Council		Board of Trustees				
Delegating Certain Powers of the Board of Trustees to the Board Chair (to be deleted)				Board of Trustees		University President	
Forming Permanent or Temporary Committees from Among Its Members or Others			University Council	Board of Trustees			
Contracting with Faculty Members	Heads of Academic / Departments Dean of the Relevant College	Director of Human Resources and Director of the Legal Department	Scientific Council	University Council			
Admission Policies and Standards	Admission and Registration / Department Relevant College	Director of the Legal Department	College Councils and Vice President for Educational Affairs	University Council		Documents and Records Department	
Determining Student Numbers According to Capacity	Admission and Registration / Department Relevant College	Quality and Accreditation Department	College Councils and Vice President for Educational Affairs	University Council			
Awarding Academic Degrees to Graduates	Director of the Admission and Registration Department	College Council	Vice President for Educational Affairs	University Council		Vice President for Educational Affairs	
Details of the Academic Calendar According to the General Framework for the Start and End of Study in the Kingdom	Vice President for Educational Affairs	College Deans		University Council	Admission and Registration Department	All Academic and Administrative Units	
Sabbatical Leave and Scientific Contact for Faculty Members and Their External Scientific and Academic Participation	Applicant / Head of the Relevant Academic Department	Dean of the Relevant College and Director of the Human Resources Department	Scientific Council	University Council	Concerned Member	Human Resources Department Academic Department Scientific Council	
Academic Promotion of Faculty Members Based on the Recommendation of the Scientific Council	Applicant / Head of the Relevant Academic Department	Dean of the Relevant College and Director of the Human Resources Department	Scientific Council	University Council	Human Resources Department Academic Department Scientific Council	Concerned Member	
Issuing Scientific Journals and Periodicals	Scientific / Council Scientific Research Department	Quality and Accreditation Department	Dean of the Relevant College	University Council			

		Director of the Legal Department					
Student Activity Plans	Student and Alumni Affairs Department	Quality and Accreditation Department	Vice President for Educational Affairs	University Council	Student and Alumni Affairs Department		
Providing Faculty Services to the Public and Private Sectors and Civil Society Organizations	Applicant	Vice President for Development and Community Responsibility	University President	University Council	University Vice Presidents		
Providing Consultations Services, and Studies (through the Institute)	Institute Board of Directors	Institute Director		University President	Mustaqbal Institute for Studies and Consulting		
Delegating Some of Its Authorities to the Council Chair or Other Councils at the University, Provided that the Council Is Informed of the Decisions Taken	University President University Vice Presidents			University Council			
Assignment of College Vice Deans, Supporting Deanships Department Heads, and Directors of Scientific and Research Centers	College Deans	Intellectual Awareness Unit		University President			
Forming Committees When Needed	University Vice Presidents College Deans Executive Director Standing Committees	Director of the Legal Department		University President			
Graduate Studies Department	Responsible Officer of the Relevant / Administrative Academic Unit	University President Standing Committees	University Council		Graduate Studies Department		
Academic and Administrative Affairs of Graduate Students	College Council College Deans		Vice President for Graduate Studies and Scientific Research Standing Committees		Graduate Studies Department		
Scientific Research	Scientific Council			University President	Scientific Research Department		
Funding Research Projects at the University	Scientific Council	Director of the Legal Department	Director of the Financial Department	University President	Risk Management Department	Scientific Research Department	
Research Priorities	Scientific Council	Quality and Accreditation Department		University President	Scientific Research Department		
Supporting Researchers and Encouraging Scientific Publishing	Scientific Council	Quality and Accreditation Department	Director of the Legal Department	University President	Scientific Research Department		



Executive Rules and Standards for Graduate Studies	University Vice Presidents College Council College Deans Secretariat of the University Council	Director of the Legal Department	University President	University Council	Graduate Studies Department		
Representing the University Inside and Outside the Kingdom	College Council College Deans	-	University Vice Presidents	University President			
Relations and Partnerships with Local and International Bodies Universities, and Institutions	Cooperation and Knowledge Exchange / Department Responsible Officer of the Relevant / Administrative Academic Unit	Director of the Legal Department	Relevant Vice President	University President	Cooperation and Knowledge Exchange Department	Media and Corporate Communication Department	For strategic partnerships and those with significant financial impact submission to the Board of Trustees for final approval is required.
Forming Examination Committees and Appointing Supervisors for Theses				Standing Committees	Graduate Studies Department		
Organizing Conferences Seminars, and Research Workshops	Organizing College or / Department Scientific Research Department	Director of Media and Corporate Communication and Director of the Legal Department	Relevant Vice President	University President	Media and Corporate Communication Department		
Training University Personnel	Training and Skills Development / Department Human Resources / Department Dean of the Relevant College	Director of the Human Resources Department	Executive Director and Relevant Vice President	University President	Training and Skills Development Department		
Preparing Strategic Plans for University Development	Director of the Quality and Accreditation / Department Director of the Strategic Planning Department	Vice President for Graduate Studies and Scientific Research and Vice President for Educational Affairs	Executive Director and Vice President for Development and Community Responsibility	University Council			
Maintenance, Equipment Infrastructure, and Development of University Services	Director of the Facilities and Inventory / Department Relevant Vice President	Budget Department Director Finance Department Director Safety and Security Director	Executive Director	University President	Facilities and Inventory Department	Risk Management Department	

Enhancing and Developing the University's Own Resources	Vice President for Graduate Studies and Scientific Research / Vice President for Educational Affairs	Budget Department and Financial Department	Vice President for Development and Community Responsibility	University President		Budget Department Financial Department	
Academic Student Affairs "as stated here or according to the "regulation	Academic Affairs Units in Colleges	College Deans	-	Vice President for Educational Affairs	Admission and Registration Department Standing Committees Academic Departments Academic Student Affairs Units	Vice President for Graduate Studies and Scientific Research Vice President for Development and Community Responsibility	
Student and Alumni Affairs Activities	Student Activity Units in Colleges	Director of the Student and Alumni Affairs Department	Vice President for Educational Affairs	University President	Student and Alumni Affairs Department		
Recruitment (Non-Academic (Staff	Responsible Officer of the Relevant / Administrative Academic Unit	HR Department Director or of the Budget Department	Relevant Standing Committee and Executive Director	University President	Human Resources Department	Executive Director	
Distribution of Timetables and Teaching Loads	Scientific Departments and Student Academic Affairs Units	Director of the Admission and Registration Department	Dean of the Relevant College	College Council			
Innovation and Entrepreneurship Operations	Mustaqbal Innovation Center	Vice President for Development and Community Responsibility	Standing Committee for Research and Innovation	University President	Mustaqbal Innovation Center		
Student Field and Clinical Training and Correspondence with Training Entities			College Deans	University Council College Council			
Ensuring Compliance with Laws (to be deleted)					Legal Department	Risk Management Department	
Financial Revenues (to be (deleted or explained	Financial Department	University Vice Presidents	Executive Director	University President	Financial Department	Budget Department	
Routine Employee Procedures (.regular leave, sick leave, etc)	Responsible Officer of the Relevant / Administrative Academic Unit	Vice-Rectors and Deans	Human Resources Department	Executive Director			
Preserving the University's Official Documents (.Administrative, Academic) Regulatory) According to Approved Classifications and Chronological and Subject-Based Classification, and			University Vice Presidents	University President	Documents and Records Department Curricula and Plans Department		



Destroying Them After the Conditions Apply					Contracts and Procurement Department		
Preserving the University's Official Documents (Student Affairs) According to Approved Classifications and Chronological and Subject-Based Classification, and Destroying Them After the Conditions Apply			Vice President for Graduate Studies and Scientific Research Vice President for Educational Affairs	University President	Information Technology Department Admission and Registration Department	Documents and Records Department	
Preserving the University's Official Documents (Employee Affairs) According to Approved Classifications and Chronological and Subject-Based Classification, and Destroying Them After the Conditions Apply			Executive Director	University President	Information Technology Department Human Resources Department	Documents and Records Department Risk Management Department	
Financial Planning According to the Annual Estimated Budget			Executive Director	University President	Financial Department		
Distributing the Appropriations Approved by the Board of Trustees to Colleges and Administrative Units Based on Priorities and Needs			Executive Director	University President	Financial Department		
Issuing Disbursement Orders Based on Appropriations			Executive Director	University President	Financial Department		
Controlling Expenditures to Avoid Waste and Improve Efficiency			Executive Director	University President	Financial Department		
Updating Risk Management Policies and Procedures at the University Level	University Vice Presidents		University President	University Council		Documents and Records Department	
,Proposing Plans to Mitigate Transfer, or Accept Risks According to Risk Level	University Vice Presidents		University President	University Council	Executive Director		
Setting Academic and Administrative Quality Standards	College Council College Deans	Vice President for Educational Affairs	University President	University Council	Quality and Accreditation Department		
Interacting with External Entities Regarding Quality and Accreditation		Vice President for Educational Affairs	Vice President for Educational Affairs		Quality and Accreditation Department		
,Interpreting University Laws Regulations, and Policies	University Vice Presidents	Director of the Legal Department اللجنة الدائمة للسياسات	University President	University Council			
Representing the University Before Judicial Authorities or Other Official Entities in Legal Cases (to be deleted)	University Vice Presidents	Director of the Legal Department	Executive Director	University President			
Reviewing the Distribution of Authorities and Evaluating the Efficiency of the University Governance Structure	University Vice Presidents	Director of the Legal Department	University President	University Council			

Marketing (Academic Programs, Community Services, Properties, and Facilities)	Marketing Department Director and Media and Institutional Communication Department Director	Executive Director and Director of Legal Affairs if necessary)	Relevant Vice President	University President	Media and Corporate Communication Department Marketing Department		
Preparing Official Media Materials (Press Releases (Reports, Newsletters	Director of the Media and Corporate Communication Department University Vice Presidents	Director of the Legal Department for sensitive) (publications and the technically relevant department	Relevant Vice President	University President	Media and Corporate Communication Department Marketing Department		
Managing the University's Social Media Accounts	Director of the Media and Corporate Communication Department	Director of the Legal Department for sensitive) (publications and the technically relevant department	-	University President	Media and Corporate Communication Department Marketing Department		
Drafting Media Messages During Crises and Coordinating with Relevant Entities	Relevant Vice President	Director of the Legal Department Risk Management Director	Executive Director	University President	Media and Corporate Communication Department		
Defining and Updating the General Admission Requirements for Graduate Programs			University President	University Council	Admission and Registration Department		
Issuing Admission Decisions for Students in Graduate Programs After Evaluating Applications and Ensuring They Meet the Specified Criteria				University President	Admission and Registration Department		
Issuing Graduation Certificates for Graduate Students Who Have Successfully Completed Graduation Requirements, in Coordination with the University Admission and Registration Department				University President	Admission and Registration Department		
Issuing Academic Documents Related to Graduate Studies (Certificates, Academic) (Transcripts, Grades, Reports Obtained by Students Before and After Graduation, in Coordination with the University Admission and Registration Department				University President	Admission and Registration Department		
Allocating Research Grants Directing Grants Allocated for Scientific Research to Targeted Research Projects and Activities, Whether Such Grants Are from the University or Through Partnerships with External Entities		Standing Committees	Vice President for Graduate Studies and Scientific Research	University President	Financial Department	Budget Department	



Supporting Research Projects Managing and Facilitating Financial and Technical Support for Researchers Whether Through Internal Research Grants or by Coordinating with Government Entities or Private Institutions Providing External Funding	Scientific Research Department	Relevant Standing Committees	Vice President for Graduate Studies and Scientific Research	University President	Financial Department	Budget Department	
Scientific Research Award Organizing Competitions and Granting Awards for the Best Scientific Research at the University or Research that Achieves Innovative Results	Scientific Research Department	Financial Department and Relevant Standing Committees	Vice President for Graduate Studies and Scientific Research	University President	Financial Department	Budget Department	
Honoring Researchers Honoring Faculty Members or Students Who Have Presented Distinguished Research in Their Academic Fields	Scientific Research Department	Relevant Standing Committees	Vice President for Graduate Studies and Scientific Research	University President	Financial Department	Intellectual Awareness Unit Budget Department	
Engaging with the Local Community Building Relationships with Companies and Institutions to Achieve Mutual Benefit from Scientific Research (such as joint research projects between the academic industrial, and medical sectors)	Scientific Research Department Cooperation and Knowledge Exchange Department	Director of the Media and Institutional Communication Department Director of Legal Affairs Department	Vice President for Graduate Studies and Scientific Research Vice President for Development and Community Responsibility	University President	Scientific Research Department	Intellectual Awareness Unit Media and Corporate Communication Department Standing Committees	
Providing, Organizing, and Making Available Physical Learning Resources, Including Books and Scientific Journals in the Central Library	Vice President for Development and Community Responsibility Vice President for Educational Affairs College Council College Deans		Vice President for Graduate Studies and Scientific Research	University President		Learning Resources Department	
Subscriptions to Digital Libraries, Databases, and Electronic Journals Subscription Renewals	Learning Resources Department IT Department Concerned colleges	Director of the Budget Department IT Department Director	Vice President for Educational Affairs and Vice President for Graduate Studies and Scientific Research	University President		Information Technology Department	
Lending Books and Various Resources to Beneficiaries	Responsible Officer of the Relevant Administrative / Academic Unit	Intellectual Awareness Unit	Director of the Learning Resources Department	Vice President for Education al Affairs	Learning Resources Department		
Establishing, Managing Operating, and Maintaining Internet Networks and Internal Systems	Director of the Information Technology Department	Director of the Budget Department	Executive Director	University President	Information Technology Department		
Organizing and Managing the Use of Cloud Systems for Data Storage and Software Applications (to be deleted)			Vice President for Graduate Studies and Scientific Research	University President	Information Technology Department	Risk Management Department	

.Managing, Operating Maintaining, Developing, and Updating Computer Hardware and Specialized Software (to be deleted)			Vice President for Graduate Studies and Scientific Research	University President	Information Technology Department		
E-Learning System and Its Technical Support (Building Courses and Programs)	E-learning and Distance Education Department College Councils/Deans	Director of the Quality and Accreditation Department and Director of the Information Technology Department	Vice President for Educational Affairs	University President	Information Technology Department		
Academic and Administrative Systems and Their Automation such as the Academic Records .Management System Admission and Registration System, Student Affairs System, as well as Financial Accounts and Inventory Systems	Director of the Information Technology Department	Director of the Legal Department and Personal Data Protection Officer	Relevant Vice President	University President	Information Technology Department	Risk Management Department مسؤول حماية البيانات الشخصية	
Data Sharing Facilitating Data Exchange Between Different Departments such as Academic Departments, Finance, Student Affairs, and Scientific Research	Responsible Officer of the Relevant / Administrative Academic Unit	Director of Legal Affairs Department	Vice President for Graduate Studies and Scientific Research	University President	Quality and Accreditation Department Statistics and Information Unit	Marketing Department Human Resources Department Facilities and Inventory Department	
Developing Curricula and Plans	Relevant Standing Committees	College Council	University President	University Council	Admission and Registration Department	Curricula and Plans Department	
Organizing Social and Cultural Events to Enhance University Life for Students or Alumni Within the University	Students and Alumni Affairs Department Director Community Responsibility Department Director Concerned Colleges	Director of Department of Media and Institutional Communication Director of Legal Affairs Department (if needed)	Relevant Vice President	University President	Students and Alumni Affairs Department Director Organizing Department	Media and Corporate Communication Department and Security and Safety Department	
Organizing Events and Extracurricular Activities such as Exhibitions, Festivals, and Trips Outside the University	Director of the Student and Alumni Affairs Department and Director of the Community Responsibility Department	Director of Department of Media and Institutional Communication Director of Legal Affairs Department (if needed)	Relevant Vice President	University President	Organizing Department	Media and Corporate Communication Department and Security and Safety Department	
Bank Account Management	Director of the Financial Department	Director of the Budget Department	Executive Director	University President	Financial Department	Internal Audit Department	
Financial and Tax Compliance	Director of the Financial Department	Director of the Budget Department	Executive Director	Executive Director	Financial Department	Risk Management Department Internal Audit Department	



Coordinating with External Auditors to Conduct the Annual Audit (to be deleted)	Director of the Financial Department	Director of the Budget Department		Executive Director	Financial Department	Internal Audit Department	
Loans, Debts, and Repayment	Director of the Financial Department	Director of the Budget Department Director of the Legal Department	Director of the Financial Department	Executive Director	Financial Department	Risk Management Department Internal Audit Department	
Approving New Projects Submitting Proposals for New Projects that Serve the University's Strategic Objectives and Contribute to Developing the Academic or Research Environment	College Deans Executive Director	Budget Department	University President and University Council	Board of Trustees	Projects Department	Internal Audit Department Financial Department	
Managing and Organizing the Allocation of University Spaces, Buildings, and Facilities for Various Purposes							
Surveying and Identifying the University's Needs for Goods Purchases, and Services in Coordination with All University Units	College Deans	University Vice Presidents College Council	Executive Director	University President	Financial Department	Budget Department	
Tenders and Competitions According to the University's Approved Regulations and Policies	College Deans	University Vice Presidents College Council Director of the Legal Department	Executive Director	University President	Financial Department	Budget Department	
Issuing Approved Purchase Orders	College Deans	University Vice Presidents College Council	Executive Director	University President	Financial Department	Budget Department	

Chapter III

Job Description

3.1 Introduction and Definition

What is Meant by a Job Description?

A job description is a document that explains a position's tasks, responsibilities, and objective within the organization, and that also clarifies the qualifications and skills required to fill it. In short, it can be regarded as a “map” of the job: what the employee does, the limits of their responsibilities, and what is expected of them at work.

Elements of the Job Description

- Job title.
- The objective of the position.
- Tasks and responsibilities.
- Required qualifications and experience.
- Core skills.
- The position's place in the organizational structure.

The Difference Between a Job Description and a Job Specification

The difference, in brief, is:

- Job Description: clarifies what the job itself involves in terms of tasks, responsibilities, objective, and authorities.
- Job Specification: clarifies the specifications required of the person who will fill the position, such as qualifications, experience, skills, and abilities.

Elements of a Good Description

An effective job description does not merely list tasks; it also clarifies the purpose of the role, the scope of responsibility, and the required outcomes. This helps the candidate understand the nature of the job and makes it easier for management to select the most suitable person.

3.2 Job Description Cards

Quality & Accreditation Department

Job Title	Job Purpose & Importance	Responsibilities & Tasks	Educational Qualification	Experience (Years)	Skills	Direct Manager / Reporting Line	Subordinates	Additional Qualifications / Skills
Director of the Quality & Accreditation Department	Lead and develop the quality and academic accreditation system at the university, ensure the application of national	General supervision of the application of quality and academic accreditation regulations, controls, and standards at the university. Follow up on the implementation of national and	PhD in Quality, Management, or a related field.	At least 7 years in quality and academic accreditation.	High leadership and managerial skills. Mastery of national and international	University President	Director of the Statistics & Information Unit Internal Review Officer International	Professional certifications in quality and accreditation (ISO, EFQM, NCAAA Reviewer). Experience leading institutional and programmatic accreditation projects and managing multidisciplinary teams.



	and international regulations and standards, and supervise the implementation of plans and programs related to quality assurance, in a way that achieves institutional excellence and maintains academic accreditation s.	international accreditation requirements and ensure ongoing compliance. Supervise the preparation of guides, policies, and procedures for quality assurance and academic accreditation. Approve plans to spread a culture of quality and follow up on their implementation. Supervise the building and updating of the quality and academic accreditation database. Review periodic reports issued by department officials and approve developmental recommendations. Represent the department before relevant internal and external entities. Any other tasks assigned within the department's scope of work.			accreditation standards. Report preparation and analysis skills. Effective communication and team-management skills. Proficiency in using electronic quality systems.		Accreditation Officer National Accreditation Officer National Ranking Officer Readiness Testing Officer Department Secretariat	Mastery of preparing strategic reports, performance reports, and quality indicators. Experience building and developing quality guides, policies, and procedures at the university level. High skills in institutional change management and spreading a culture of quality. Ability to deal with relevant national and international entities concerned with quality and accreditation. Advanced-level English enabling report preparation and international communication.
Head of the Statistics & Information Unit	Lead the Statistics & Information Unit at the university across its various levels, and evaluate performance to ensure support for strategic planning and decision-making.	Draw up the unit's policies and plans and spread a culture of measurement and evaluation. Supervise data collection and analysis and assign values to performance indicators (KPIs). Participate in preparing the university's annual report and the self-study. Provide support to academic departments and units.	Holder of a PhD (faculty member among university staff).	3–5 years	Good management and effective communication skills. Proficiency in using statistical-analysis software. Accuracy and credibility.	Director of the Quality & Accreditation Department	Deputy Head of the Unit. Unit members.	Has completed training courses in statistics. Has experience in programming. Skills in solving technical problems.
Internal Review Officer	Carry out internal review processes to ensure compliance with quality and accreditation standards, and provide periodic reports that contribute to improving institutional performance.	Carry out internal review processes according to approved plans. Verify the application of quality regulations, controls, and standards in educational and administrative units. Prepare review reports including observations and developmental recommendations. Follow up on the implementation of improvement plans resulting from reviews. Participate in preparing performance-evaluation tools and standards. Contribute to updating the quality database.	Holder of a PhD (faculty member among university staff), or a Bachelor's in Quality, Management, or a related field.	At least 3 years in review or quality.	Auditing and review skills. Data-analysis skills. Report-preparation skills. Knowledge of quality and accreditation systems.	Director of the Quality & Accreditation Department.	None	Experience preparing and implementing annual review plans and following up on improvement procedures. Familiarity with self-assessment methodologies and national and international accreditation standards. Proficiency in preparing professional review reports according to standardized methodologies. Ability to manage meetings and workshops related to internal review. Proficiency in using electronic systems for quality and review management.

International Accreditation Officer	Manage the processes of obtaining international accreditation for programs or the institution, and ensure that global requirements and standards are met.	Any other tasks within the scope of work. Follow up on international accreditation requirements and prepare the necessary documents. Coordinate with international accreditation-granting bodies. Prepare progress reports and improvement plans. Support colleges in applying international accreditation standards. Update the international accreditation database. Any other tasks within the scope of work.	Holder of a PhD (faculty member among university staff), or a Bachelor's or Master's in Quality, Management, or a suitable field.	3–5 years in international accreditation.	Knowledge of international accreditation standards (ABET, AACSB, AHPGS...). Skills in preparing accreditation on files. Excellent communication skills.	Director of the Quality & Accreditation Department.	None	Experience dealing with international accreditation bodies such as ABET, AACSB, AHPGS, ASIC. Ability to prepare Self-Study Reports in line with international accreditation requirements. Familiarity with Gap Analysis methodologies and improvement plans. Proficiency communicating with external reviewer teams. Advanced-level English. Ability to analyze data and indicators related to international accreditation standards.
National Accreditation Officer	Implement institutional and programmatic national accreditation requirements, and ensure the university's compliance with national accreditation standards.	Follow up on the application of national accreditation standards. Prepare institutional and programmatic accreditation files. Coordinate with colleges and units to complete requirements. Prepare performance reports and improvement plans. Update the national accreditation database. Any other tasks within the scope of work.	Holder of a PhD (faculty member among university staff), or a Bachelor's or Master's in Quality or Management.	3 years in national accreditation.	Detailed knowledge of NCAAA standards. Report-preparation skills. Data-analysis skills.	Director of the Quality & Accreditation Department.	None	Deep knowledge of the Education & Training Evaluation Commission standards, in both their institutional and programmatic versions. Experience preparing Self-Study Reports (SSR) and institutional and programmatic accreditation files. Familiarity with performance-model requirements and national quality indicators. High skills in analyzing data and linking it to accreditation standards. Familiarity with quality-management systems such as ISO 21001. English at a level that allows report preparation and communication with experts.
National Ranking Officer	Manage national university-ranking requirements, and improve the university's standing by monitoring indicators and developing performance.	Collect and analyze national ranking data. Prepare periodic reports on performance indicators. Coordinate with units to develop indicators. Follow up on updating data on ranking platforms. Propose initiatives to improve the university's ranking. Any other tasks within the scope of work.	Holder of a PhD (faculty member among university staff), or a Bachelor's or Master's in Quality or Management.	2–3 years in rankings or statistics.	Data analysis. Knowledge of ranking methodologies. Report-preparation skills.	Director of the Quality & Accreditation Department.	None	Detailed knowledge of national ranking methodologies for Saudi universities and performance-measurement standards. Experience dealing with national ranking platforms and entering and reviewing data. Ability to analyze performance indicators and link them to the university's strategic objectives. Familiarity with the basics of global rankings (QS, THE) to link them to the national ranking when needed. Skills in preparing analytical reports that include data-based developmental recommendations.
Readiness Testing Officer	Conduct readiness tests related to quality	Prepare and conduct readiness tests. Analyze test results and prepare reports.	Holder of a PhD (faculty member	At least two years.	Evaluation and analysis skills.	Director of the Quality & Accreditation	None	Experience designing and conducting institutional and programmatic readiness



	and accreditation , and measure the preparedness of educational and administrative units.	Follow up on the resulting improvement plans. Coordinate with units to raise the level of readiness. Update the readiness database. Any other tasks within the scope of work.	among university staff), or a Bachelor's or Master's in Quality or Management.		Skills in preparing measurement tools. Effective communication skills.	on Department.		tests according to quality and accreditation standards. Ability to prepare measurement tools such as checklists, evaluation forms, and readiness matrices. Good knowledge of national and international accreditation standards. Advanced analytical skills to identify gaps and prioritize improvements. Ability to manage readiness visits and coordinate with academic and administrative units. Skills in preparing professional reports that include readiness results and developmental recommendations. Proficiency in using correspondence-management systems and electronic administrative systems at the university. Advanced skills in coordinating meetings and preparing agendas and meeting minutes. Ability to manage electronic archiving and organize files according to quality standards. Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint). Ability to deal with visitors and delegations and organize official appointments. Knowledge of the basics of preparing and formatting administrative reports. Skills in professional confidentiality and safeguarding sensitive information.
Department Secretariat	Provide administrative and organizational support to the Quality & Accreditation Department, and ensure smooth workflow and documentation of processes.	Organize correspondence and meetings. Prepare meeting minutes. Keep files and records. Follow up on the implementation of administrative tasks. Coordinate between department staff and other units. Any other tasks within the scope of work.	Diploma or Bachelor's in Management or Secretarial Studies.	One to two years.	High organizational skills. Proficiency in using computers and administrative systems. Excellent communication skills.	Director of the Quality & Accreditation Department.	None	

Internal Audit Department

Job Title	Job Purpose & Importance	Responsibilities & Tasks	Educational Qualification	Experience (Years)	Skills	Direct Manager / Reporting Line	Subordinates	Additional Qualifications / Skills
Director of the Internal Audit Department	Lead the internal audit system at the university to ensure integrity, transparency, and compliance; develop internal control systems; evaluate the efficiency of financial and administrative operations; and support senior	Supervise the implementation of the risk-based annual audit plan. Audit financial, administrative, and operational processes. Supervise internal investigations and follow up on their results. Submit periodic reports to the University President. Supervise the department's units (Finance – Human Resources – Operations – Compliance – Planning & Quality). Ensure the department's independence and impartiality.	PhD in Accounting, Finance, Management, Law, or a related field.	7–10 years in internal audit or auditing.	High leadership skills. Mastery of international auditing standards. Risk-analysis skills. Report-preparation skills. Effective communication skills.	University President	All heads of the department's units: Director of the Compliance & Governance Unit Director of the Financial Audit Unit Director of the Human Resource	Advanced professional certifications in governance and compliance. Experience in risk management and developing internal control systems. Proficiency in preparing strategic reports and submitting them to senior management. Advanced knowledge of international internal-audit standards. Proficiency in using analysis tools and indicator dashboards.

	management in evidence-based decision-making. The position plays a pivotal role in strengthening governance, protecting resources, reducing risks, and ensuring the university's compliance with policies and regulations.	Develop internal-audit policies and procedures. Follow up on implementing recommendations and closing observations. Any other tasks within the scope of work.					s Audit Unit Director of the Operations & Projects Audit Unit Director of the Planning, Quality & Reports Unit.	
Director of the Compliance & Governance Unit	Ensure the university's compliance with internal and external policies, regulations, and systems, and strengthen the principles of governance, transparency, and accountability. The position helps protect the university from legal and regulatory risks, ensure compliance, and build trust in the institutional work environment.	Review compliance with policies and regulations. Evaluate the effectiveness of internal control systems. Review contracts and agreements. Follow up on compliance with data-protection requirements. Prepare compliance and governance reports. Any other tasks within the scope of work.	Master's/PhD in Law, Management, or a related field.	3–5 years.	Knowledge of governance and compliance. Follow-up and evaluation skills. Performance-analysis skills. Report-preparation skills.	Director of the Internal Audit Department.	None	Professional certifications in compliance and governance such as ISO 37301. In-depth knowledge of data-protection and privacy systems. Experience evaluating the effectiveness of internal control systems. Ability to prepare compliance reports and follow up on implementing recommendations. Skills in analyzing legal and regulatory risks.
Director of the Financial Audit Unit	Audit financial operations and verify the accuracy of records and accounting entries, and ensure compliance with financial regulations and standards. Protect financial resources, detect errors and violations, and ensure the accuracy of the financial	Audit financial records. Review expenses and revenues. Review assets and inventory. Detect financial violations. Prepare financial audit reports.	PhD in Accounting or Finance.	3–5 years.	Mastery of accounting standards. Financial-analysis skills. Auditing and review skills.	Director of the Internal Audit Department.	None	Professional certifications in financial auditing. Experience in analyzing financial data. Advanced knowledge of international accounting standards. Ability to prepare accurate and documented financial reports. Skills in analyzing financial risks. Proficiency in electronic financial systems.



Director of the Human Resources Audit Unit	reports that senior management relies upon. Review recruitment, payroll, and benefits operations, and ensure the Human Resources department's compliance with policies and regulations. The position helps strengthen job fairness, ensure the efficiency of HR management, and reduce HR-related risks.	Review employee files. Review payroll and benefits. Evaluate the efficiency of recruitment processes. Prepare HR audit reports.	PhD in Business Administration or Human Resources	3-5 years.	Knowledge of labor systems and regulations. Performance analysis skills. Review and auditing skills.	Director of the Internal Audit Department.	None	Professional certifications in human resources. Experience analyzing HR data and payroll systems. Knowledge of Saudi labor regulations and civil-service rules. Ability to evaluate the efficiency of recruitment and promotion processes. Skills in auditing employee files and compliance. Proficiency in preparing HR reports.
Director of the Operations & Projects Audit Unit	Ensure the efficiency and effectiveness of the university's operational processes and projects by reviewing and evaluating them against approved professional standards, verifying their compliance with policies and regulations, and achieving optimal use of resources. Improve institutional performance and raise the level of operational quality.	Review operational processes. Review projects and programs. Evaluate the efficiency of resource use. Prepare operations and projects reports.	PhD in Business Administration, Engineering, or a suitable field.	3-5 years.	Knowledge of project management. Process-analysis skills. Review and auditing skills.	Director of the Internal Audit Department.	None	Professional certifications in operations and projects. Experience analyzing and improving operational processes. Ability to evaluate project efficiency and follow up on their implementation. Knowledge of operational risk-management methodologies. Skills in preparing operations and projects reports. Proficiency in using process-analysis tools.
Director of the Planning, Quality & Reports Unit	Prepare the department's operational and strategic plans, analyze data, prepare periodic reports, and support the quality of internal-audit processes. The position's importance lies in	Prepare the department's strategic plan. Prepare performance reports. Analyze data and indicators. Support the quality of audit processes. Prepare and measure performance indicators.	PhD in Quality, Management, or a related field.	3-5 years.	Comprehensive knowledge of quality standards. Data-analysis skills. Report-preparation skills.	Director of the Internal Audit Department.	None	Certifications in quality such as ISO 9001, ISO 21001. Knowledge of strategic-planning and performance-management methodologies. Ability to analyze statistical data and prepare professional reports. Skills in preparing guides, policies, and procedures. English proficiency for preparing technical reports.

strengthening institutional planning, raising performance quality, and providing accurate data that supports auditing and decision-making.

Media & Corporate Communication Department

Job Title	Job Purpose & Importance	Responsibilities & Tasks	Educational Qualification	Experience (Years)	Skills	Direct Manager / Reporting Line	Subordinates	Additional Qualifications / Skills
Director of the Media & Corporate Communication Department	Lead and manage the Media & Corporate Communication Department and direct its work teams, in a way that ensures the achievement of the university's media and communication objectives, strengthens its institutional identity, and builds a positive and distinguished image of the university among the various segments of society and the target audience.	Full supervision of all department units (Media Editing, Design, Photography & Archive, Public Relations, Publishing & Advertising) . Set the university's annual media plans and strategies and supervise their implementation. Supervise the editing and publishing of the university's official news and content across all media channels. Supervise the application of the university's visual identity in all media and marketing materials. Coordinate with the University President and the content-review committee to	Bachelor's in Media, Public Relations, or Corporate Communication; a Master's is preferred.	7–10 years in media and corporate communication, including at least 3 years in a supervisory or leadership position.	Team leadership and management skills. Strategic planning for media and corporate communication. Outstanding communication skills. Mastery of both Arabic and English. Media crisis management. Familiarity with digital-marketing tools and data analysis.	University President	Media Editor Graphic Designer Photographer & Media Archive Officer Public Relations & Corporate Communication Specialist Digital Publishing & Advertising Specialist	Master's in Media or Corporate Communication. Professional certifications in public relations or marketing. Experience in university or institutional media. Proficiency in a third language.



		approve official media content. Build and strengthen relationships with local and national media and the university's spokespersons. Supervise media coverage of the university's major official events and occasions. Prepare periodic reports for the University President on the department's performance and media developments. Manage the department's budget and supervise contracts related to media services. Develop the team's competencies and identify their training needs.						
Media Editor	Edit and draft the university's media content and publish it through official channels, in a way that reflects the institutional identity and strengthens the university's media presence.	Edit and draft news of the university's most important events and activities. Prepare press releases and media reports on the university's activities. Provide newspapers and media outlets with the university's news. Communicate with visual and print media to cover	Bachelor's in Media, Journalism, or Arabic Language.	2–3 years in press or media editing.	Mastery of Arabic in writing and editing. Media-drafting skills. Communication and coordination skills.	Director of the Media & Corporate Communication Department	Language Proofreader	Proficiency in English. Experience in digital editing.

		university occasions. Respond to general inquiries after coordinating with relevant entities. Review content linguistically and stylistically before publishing. Prepare designs for events, workshops, training courses, and lectures. Design official social-media posts (Twitter, Snapchat, Instagram). Prepare designs for decisions and news issued by the university administration. Design awareness content received from colleges and departments. Prepare designs for national occasions (National Day, Founding Day, and others). Design printed materials (brochures, leaflets, roll-ups) in various sizes. Apply the visual identity to documents and files issued by the university.						
Graphic Designer	Prepare and produce creative designs that reflect the university's visual identity and support all of its institutional, advertising, and awareness design needs.	Prepare designs for events, workshops, training courses, and lectures. Design official social-media posts (Twitter, Snapchat, Instagram). Prepare designs for decisions and news issued by the university administration. Design awareness content received from colleges and departments. Prepare designs for national occasions (National Day, Founding Day, and others). Design printed materials (brochures, leaflets, roll-ups) in various sizes. Apply the visual identity to documents and files issued by the university.	Bachelor's or Diploma in Graphic Design or Visual Arts.	2–3 years in graphic design.	Mastery of Adobe Illustrator, Photoshop, and InDesign. Understanding of institutional visual identity. Creativity and artistic taste. Attention to detail and commitment to deadlines.	Director of the Media & Corporate Communication Department	—	Motion-graphics skills. Familiarity with UX/UI fundamentals. Video-editing skills.
Photographer & Media Archive Officer	Provide professional photographic coverage of the university's events and occasions, and manage the institutional	Carry out photo and video shooting of the university's most important	Bachelor's or Diploma in Photography or Media Production.	2–3 years in media photography and archiving.	Mastery of photo and video shooting techniques. Proficiency in Adobe Lightroom and Photoshop. Electronic archiving and	Director of the Media & Corporate Communication Department	—	Experience in video editing (Premiere Pro). Familiarity with drones for aerial photography.



	visual archive in an organized manner to ensure documentation of the university's journey.	events and occasions. Process and edit images to suit media-publishing requirements. Save and archive photos and video clips according to an organized classification system. Manage the institutional media archive and maintain the integrity of the visual content. Coordinate with the design team to provide the necessary visual materials. Support the production of visual content for social-media platforms.			classification skills. A developed artistic and visual sense.			
Public Relations Specialist	Manage relationships with media outlets and external and internal entities, and strengthen the university's corporate communication with the various segments of society.	Communicate with visual and print media to cover university occasions. Internal and external coordination to organize official events and occasions. Coordinate with academic affairs regarding academic announcements. Manage responses to general inquiries through media channels. Follow up on the university's social-media accounts and interact with followers. Prepare periodic reports on	Bachelor's in Public Relations, Media, or Corporate Communication.	3–5 years in public relations or media.	High communication and negotiation skills. Familiarity with social-media management tools. Skills in preparing reports and presentations. Mastery of both Arabic and English.	Director of the Media & Corporate Communication Department	Internal & External Communication Officer Events & Occasions Officer	Professional certification in public relations. Experience in media crisis management.

Digital Publishing & Advertising Specialist	Manage and publish the university's digital content through the website and social-media platforms, and develop digital-advertising strategies to strengthen the institutional presence online.	press coverage and the performance of media accounts. Build and develop a network of relationships with journalists and media entities. Publish the university's news and designs on official social-media accounts (Twitter, Snapchat, Instagram). Manage and follow up on the official website and update its content regularly. Set and implement plans for publishing digital content across the various platforms. Analyze engagement and reach data and prepare periodic reports. Manage paid and organic digital advertising campaigns. Coordinate with the design team to ensure the quality of published visual content. Ensure consistency of the visual identity across all digital platforms.	Bachelor's in Media, Digital Marketing, or Information Technology.	2–4 years in digital publishing or social-media management.	Mastery of digital-content management and publishing tools. Familiarity with social-media analytics. Proficiency in content-management systems (WordPress/CMS). Data-analysis and report-preparation skills.	Director of the Media & Corporate Communication Department	—	Certifications in digital marketing (Google, Meta). Experience in SEO. Proficiency in Google Ads and Meta Ads.
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Risk Management Department

Job Title	Job Purpose & Importance	Responsibilities & Tasks	Educational Qualification	Experience (Years)	Skills	Direct Manager / Reporting Line	Subordinates	Additional Qualifications / Skills
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Director of the Risk Management Department	Lead and develop the university's risk-management and business-continuity system in a way that ensures the protection of assets, achieves sustainability, and supports decision-making.	Prepare and approve the university's institutional risk-management framework according to best practices and international standards. Develop policies, guides, procedures, and forms for risk management and business continuity. Supervise the building and updating of the institutional risk register and link it to strategic and operational objectives. Lead the processes of identifying, analyzing, and evaluating strategic, operational, financial, academic, and technical risks. Review and assess risk appetite and submit recommendations regarding acceptance and treatment levels. Supervise the preparation of business-continuity and disaster-recovery plans and periodically test their effectiveness. Follow up on the implementation of risk-treatment plans and ensure the efficiency of control measures and corrective actions. Prepare analytical reports and risk-indicator dashboards and submit them to senior management and the relevant committees. Supervise the management of incidents, crises, and emergencies and coordinate with relevant entities inside and outside the university.	Master's in Risk Management, Business Administration, Finance, or a related field. A PhD in the field of specialization or its equivalent is preferred (equivalent to two years of experience).	At least 8 years of experience, including 3 years in the field of specialization. 2–3 years in supervisory positions.	Behavioral skills & competencies: Leadership (advanced), strategic thinking and analysis (advanced), crisis management (expert), effective communication (advanced), teamwork and team spirit (expert), commitment (expert), decision-making (advanced). Technical skills & competencies: Risk planning (expert); risk-management concepts, theories, and principles (expert); communication about risks and crises (expert); risk anticipation (expert); risk assessment (expert); risk-handling strategies (expert); review and report preparation (expert); monitoring and following up risk-management processes (expert).	University President	Risk, Business Continuity & Crisis units	Professional certifications in the field of specialization, such as ISO 31000 / FRM / CRM, are preferred.
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		Build training plans and raise the competency of university staff in risk management, emergencies, and business continuity. Apply methodologies for analyzing training needs and knowledge, skill, and behavioral gaps according to the guiding manual. Ensure the alignment of training programs with the SMART model and professional-competency standards. Follow up on compliance with systems, policies, and institutional governance related to risks. Supervise the development of databases and electronic systems for risk management. Represent the university in committees, meetings, and workshops related to risk management.						
Head of the Risk Management Unit	Directly supervise the execution of risk-management work and follow up on the application of approved policies and procedures within the university.	Supervise the implementation of risk-management plans and programs in the various colleges and departments. Follow up on updating risk registers and ensure the accuracy of the data entered. Review the processes of identifying, analyzing, and evaluating risks and submit technical observations. Follow up on the implementation of treatment plans and corrective and preventive actions. Supervise the preparation of operational and	Bachelor's degree in a related field, preferably in the field of specialization. A Master's degree in the field of specialization or its equivalent is preferred (equivalent to one year of experience). Professional or specialized certifications in the field of specialization are preferred.	5 years of experience, including two years in the field of specialization.	Behavioral skills & competencies: Leadership (advanced), strategic thinking and analysis (advanced), crisis management (advanced), effective communication (advanced), teamwork and team spirit (advanced), commitment (advanced), decision-making (advanced). Technical skills & competencies: Risk planning (advanced); risk-management concepts, theories, and	Director of the Risk Management Department	Risk Management Specialist	Knowledge of ISO 31000 standards. Professional certifications in the field of specialization, such as CRM/FRM, are preferred.



		analytical reports on risks and incidents. Coordinate with the organizational units regarding incidents and emergency risks. Follow up on conducting business-continuity and emergency tests and document their results. Contribute to preparing training and competency-raising plans according to approved training needs. Follow up on the application of key risk indicators and submit early-warning reports. Support the work of committees and meetings related to risk management. Review compliance with approved risk-management policies and procedures.						principles (advanced); communication about risks and crises (advanced); risk anticipation and identification (advanced); risk assessment (advanced); risk-handling strategies (advanced); review and report preparation (advanced); monitoring and following up risk-management processes (advanced).
Risk Management Specialist	Carry out the processes of identifying, analyzing, and evaluating risks and prepare technical reports related to institutional risks.	Carry out risk-identification processes in coordination with the various departments and colleges. Analyze the probability and impact of risks using approved methodologies. Prepare risk-assessment matrices and heat maps. Update the risk-register data and ensure the accuracy of the information. Follow up on key risk indicators and prepare periodic follow-up reports. Study incidents, analyze their root causes, and propose corrective actions. Contribute to preparing business-	Bachelor's degree in a related field, preferably in the field of specialization. Professional or specialized certifications in the field of specialization are preferred.	3 years of experience, including two years in the field of specialization.	Behavioral skills & competencies: Crisis management (basic), effective communication (basic), teamwork and team spirit (basic), commitment (basic), adaptive thinking and innovation (basic). Technical skills & competencies: Risk planning (basic); risk-management concepts, theories, and principles (basic); communication about risks and crises (basic); risk anticipation and identification (basic); risk assessment	Head of the Risk Management Unit	None	Experience in statistical analysis (Excel or any statistical program), creating monitoring dashboards (Excel/Power BI), and risk management is preferred.

continuity and emergency plans. Participate in conducting emergency and business-continuity readiness tests. Prepare technical and statistical reports related to risks. Contribute to implementing awareness and training programs for risk management. Follow up on the application of risk-management policies and procedures.

(basic); risk-handling strategies (basic); review and report preparation (basic); monitoring and following up risk-management processes (basic).

Scientific Research Department

Job Title	Job Purpose & Importance	Responsibilities & Tasks	Educational Qualification	Experience (Years)	Skills	Direct Manager / Reporting Line	Subordinates	Additional Qualifications / Skills
Director of the Scientific Research Department	The position aims to lead and develop the university's scientific-research system through planning, supervision, and enhancing the quality of scientific output and innovation, and ensuring compliance with academic-governance and institutional-accreditation requirements, in a way that contributes to achieving the university's strategic objectives and raising its academic competitiveness. Its importance stems from its role in enhancing the quality and efficiency of scientific research,	Support and fund research activities and projects and facilitate their procedures. Coordinate and manage research projects and enhance integration among researchers. Support scientific publishing and raise the quality of research outputs. Monitor and evaluate research performance and measure achievement and excellence indicators. Strengthen the research culture and spread awareness of the importance of scientific research. Create and update databases of the university's scientific and research output. Encourage research cooperation and partnerships locally and internationally. Stimulate research excellence through awards	PhD in one of the related specializations, preferably in academic or administrative fields related to scientific research. Obtaining advanced qualifications or courses in research management, quality and academic accreditation, or strategic planning is preferred.	At least 3 years in the academic field or scientific research, including two years in a supervisory or leadership position related to research management or academic quality. Proven experience in managing research projects, scientific publishing, and following up on institutional-performance indicators.	Leadership, strategic-planning, and team-management skills. Ability to prepare operational plans and analytical reports. Familiarity with scientific-research and academic-publishing systems and scientific databases. Skills in building partnerships, coordination, and effective communication. Ability to analyze performance indicators and make data-based decisions. Skills in managing research projects and research funding. Proficiency in using electronic systems and relevant computer programs.	Vice President for Graduate Studies & Scientific Research	Heads or supervisors of scientific-research units. Directors of scientific-research units at colleges (if any). Specialists and staff of the Scientific Research Department. Officers of databases, scientific publishing, and research funding.	Knowledge of academic-accreditation and quality requirements related to scientific research. Familiarity with global and research ranking indicators for universities. Experience dealing with global databases such as Scopus and Web of Science. Proficiency in English reading and writing, especially in research and academic aspects. Ability to prepare performance indicators (KPIs) and measure research impact. High skills in building institutional relationships and managing research partnerships.



	achieving integration among colleges and research units, raising institutional-performance indicators and academic rankings, and ensuring compliance with the requirements of the accreditation and quality commission and the national standards for scientific research.	and certificates of appreciation. Strengthen the role of scientific research in serving the community and addressing development issues. Implement training and development programs to build research skills. Manage research performance and follow up on achieving strategic objectives. Prepare operational plans and periodic reports on scientific research.			Presentation, negotiation, time-management, and problem-solving skills.			
Officer of the Researcher Support, Grants & Research Rewards Unit	Supervise, manage, and develop the university's researcher-support system by providing advisory, technical, and administrative services related to scientific research, and managing research grants and scientific rewards.	Prepare and implement the operational plan for the Researcher Support, Grants & Research Rewards Unit. Provide technical and advisory support to researchers in preparing research proposals and applying for local and international research grants. Follow up on funding and research-grant opportunities, announce them, and facilitate benefiting from them. Manage internal and external research-grant programs and follow up on their implementation and their administrative and financial procedures. Supervise the mechanisms for disbursing research rewards and incentives according to approved regulations and policies. Develop guides and work procedures for researcher support, grants, and research rewards.	Bachelor's degree in a related field, preferably in the field of specialization. A Master's degree in the field of specialization or its equivalent is preferred (equivalent to one year of experience). Professional or specialized certifications in the field of specialization are preferred.	5 years of experience, including two years in the field of specialization .	Experience in project management (PMP) or scientific-research management. Knowledge of global university-ranking indicators (QS, Times Higher Education). Experience dealing with local and international research-funding and grant platforms.	Director of the Scientific Research Department	Researcher Support, Grants & Research Projects Specialist. Research Rewards & Incentives Specialist.	Experience in research project management (PMP). Knowledge of global university-ranking indicators (QS, Times Higher Education). Experience dealing with local and international research-funding and grant platforms.

Provide consultations related to scientific publishing, indexed journals, and research-funding requirements. Coordinate with colleges and relevant entities to enhance participation in joint research projects. Prepare databases for researchers, scientific output, grants, and research projects. Follow up on key performance indicators (KPIs) related to scientific research, grants, and rewards and submit periodic reports. Organize workshops and training programs on writing research proposals, research funding, and scientific publishing. Ensure compliance with academic-integrity and research-ethics policies and institutional-accreditation requirements. Prepare annual reports and submit developmental recommendations to senior management.								
Officer of the Research Ethics & Scientific Publishing Unit	Supervise the development and activation of the research-ethics and academic-publishing system within the university, in a way that ensures compliance with ethical and professional standards, strengthens academic integrity, ensures	Prepare the operational plan for the research partnerships and collaboration unit. Build a database of potential research partners. Coordinate with academic and research entities to conclude research partnerships, agreements, and memoranda of understanding. Follow up on the implementation of research agreements and ensure the	Bachelor's degree in a related field, preferably in the field of specialization. Professional or specialized certifications in the field of specialization are preferred.	3 years of experience, including two years in the field of specialization	Familiarity with research-ethics and academic-integrity standards. Knowledge of scientific-research, intellectual-property, and academic-publishing systems and regulations. Ability to review and evaluate scientific research ethically. Skills in preparing organizational	Director of the Scientific Research Department	Research Ethics Specialist. Scientific Publishing & Academic Integrity Specialist.	Professional experience in research ethics and academic integrity. Experience in global scientific-publishing databases (Scopus, Web of Science). Familiarity with intellectual-property, copyright, and scientific-citation systems.



	compliance with relevant national and international systems and regulations, supports the quality of scientific publishing, and achieves the requirements of institutional accreditation and research excellence.	achievement of their objectives. Enhance multidisciplinary research cooperation among colleges and research centers. Coordinate joint research projects and visiting-researcher and scientific-exchange programs. Attract research-funding and partnership opportunities from donors and the industrial and development sectors. Prepare periodic reports on the performance of research partnerships and submit them to the relevant management. Follow up on performance indicators related to international and research cooperation. Evaluate the impact of research partnerships on the quality of scientific outputs and innovation. Organize forums and workshops to enhance the culture of research cooperation and strategic partnerships.			polices and procedures. Skills in preparing reports and performance indicators. Proficiency in using plagiarism-detection software (Turnitin / iThenticate or equivalent). Proficiency in English in the field of scientific publishing and academic research.			
Officer of the Research Partnerships & Collaboration Unit	The position aims to develop and manage research partnerships and scientific cooperation with universities, research institutions, and the government and private sectors locally and internationally, in a way that contributes to enhancing the quality and efficiency of	Prepare the operational plan for the research partnerships and collaboration unit. Build a database of potential research partners. Coordinate with academic and research entities to conclude research partnerships, agreements, and memoranda of understanding. Follow up on the implementation of research agreements and ensure the achievement of their objectives.	Master's degree at minimum in one of the related specializations (Business Administration , Public Policy, International Relations, or any related field); a PhD is preferred.	2–3 years of experience in scientific research, managing academic partnerships, or institutional relations, including at least two years in a supervisory position.	Skills in preparing and managing institutional agreements and partnerships, building professional relationships, strategic planning, and managing research projects; analysis, report-preparation, and performance-indicator (KPIs) skills; proficiency in using electronic systems and research databases;	Director of the Scientific Research Department	Research Partnerships & Collaboration Specialist. Research Agreements Coordinator. Administrator for following up partnerships and joint research programs.	Familiarity with global ranking methodologies and research-performance indicators. Ability to build international partnerships and manage academic relations. Proficiency in English at a professional level. Courses or certifications in project management, partnership management, and negotiation.

	scientific research, developing research funding, supporting innovation and knowledge transfer, and achieving the university's strategic targets and the requirements of institutional accreditation and academic rankings. The position is of pivotal importance in building a sustainable research-cooperation system that supports scientific output, exchange of expertise, and maximizing the university's research impact.	Enhance multidisciplinary research cooperation among colleges and research centers. Coordinate joint research projects and visiting-researcher and scientific-exchange programs. Attract research-funding and partnership opportunities from donors and the industrial and development sectors. Prepare periodic reports on the performance of research partnerships and submit them to the relevant management. Follow up on performance indicators related to international and research cooperation. Evaluate the impact of research partnerships on the quality of scientific outputs and innovation. Organize forums and workshops to enhance the culture of research cooperation and strategic partnerships.			ability to coordinate among different entities and manage work teams; skills in writing professional correspondence and reports in both Arabic and English.			
Officer of the Development, Training & Quality Assurance Unit	Develop the research and academic capabilities of university staff and enhance the quality of the scientific-research system through designing and implementing training and development programs, applying quality and institutional-accreditation standards, and following up on the	Prepare the annual plan for training and development in the field of scientific research. Identify the training needs of researchers, faculty members, and students. Design and implement training programs and workshops on scientific publishing. Coordinate with experts and specialized entities to implement training programs. Measure the impact of training	Minimum: Master's in Quality Management, Educational Administration , Business Administration , or a field related to measurement and evaluation or scientific research. Preferred: PhD.	5–7 years of experience in academic training, institutional development, quality and accreditation, or scientific-research management, including at least two years in a supervisory position.	Skills in preparing training plans and analyzing training needs. Designing and implementing training programs; familiarity with quality and institutional-accreditation standards. Preparing and analyzing performance indicators (KPIs). Report-preparation and statistical-analysis skills. Proficiency in using electronic systems and databases.	Director of the Scientific Research Department	Research Development & Training Specialist. Scientific Research Quality Assurance Specialist.	—



	continuous improvement of research performance.	programs and evaluate outputs. Develop and follow up on performance indicators related to scientific research. Follow up on the application of quality and institutional-accreditation standards related to scientific research. Prepare periodic quality and performance reports and follow up on continuous-improvement plans. Prepare guides, policies, and procedures related to the quality of scientific research. Evaluate the effectiveness of training and development programs. Prepare databases for training, quality, and performance indicators. Follow up on compliance with quality standards in research activities.			Proficiency in professional English.			
Officer of the Statistics & Research Reports Unit	The position aims to manage and develop the university's statistics, indicators, and research-reports system through collecting and analyzing research data, preparing periodic and strategic reports, and measuring research-performance indicators, in a way that supports decision-making, raises the efficiency of the scientific-research	Analyze data related to scientific publishing, scientific citations, and research cooperation. Create and develop databases for scientific output, research projects, research funding, and patents. Prepare research-performance indicators (KPIs), follow up on them, and analyze their results. Prepare periodic reports (monthly, quarterly, annual) on scientific-research performance. Design performance-indicator dashboards for scientific research.	Minimum: Master's in Statistics, Data Analysis, Information Systems, or a related field (preferred: PhD or a supporting specialization in data analysis and applied statistics).	1–3 years of experience in statistics, data analysis, institutional reports, or scientific-research management, including at least one year in a supervisory position.	Statistical-analysis skills and analysis of quantitative and qualitative data. Skills in preparing analytical and statistical reports and formulating academic-performance indicators. Proficiency in using statistical and data-analysis software (SPSS, advanced Excel, Power BI, or equivalent). Skills in designing databases and performance-indicator dashboards.	Director of the Scientific Research Department	Statistics & Research Data Analysis Specialist. Research Reports & Performance Indicators Specialist.	Familiarity with institutional and programmatic accreditation requirements and the indicators of the Education & Training Evaluation Commission. Ability to analyze data, prepare interactive dashboards, and analyze research trends. Familiarity with scientific publishing and citation platforms (Scopus, Web of Science, Google Scholar). Ability to prepare reports that support decision-

system, and enhances compliance with the requirements of institutional accreditation and local and global academic rankings.

Prepare statistical and predictive studies to support research planning and development. Follow up on research-performance indicators, analyze deviations, and propose developmental solutions.

making and strategic planning.

Information Technology Department

Job Title	Job Purpose & Importance	Responsibilities & Tasks	Educational Qualification	Experience (Years)	Skills	Direct Manager / Reporting Line	Subordinates	Additional Qualifications / Skills
Director of the Information Technology Department	Lead and develop the work of the Information Technology Department in a way that ensures the provision of an effective, secure, and stable technical infrastructure supporting the university's objectives, develops technical systems and services, raises operational efficiency, achieves digital transformation, and ensures business continuity and information protection.	1. Developing and maintaining the technical infrastructure — Network management: establishing and maintaining the university's internet networks and internal systems to ensure continuous and effective connectivity among all academic and administrative departments. Cloud infrastructure: organizing and managing the use of cloud systems for data storage and software applications (Cloud Computing). Maintenance and updates: following up on the maintenance of the university's hardware and software and updating them periodically to keep pace with the latest technologies. 2. Managing software systems and applications — Software systems development: developing and designing the university's software systems	a) Bachelor's degree in one of the following fields: Information Technology, Computer Science, Information Systems, Computer Engineering, or equivalent. Preferred: b) Master's degree in Information Technology, Business Administration, Digital Transformation, or equivalent.	At least [5] years of practical experience in the field of information technology. At least [2] years in a supervisory or leadership position. Experience in managing systems, infrastructure, technical support, and technical projects. Experience in dealing with vendors, technical contracts, and performance indicators.	a) Technical skills: Strong knowledge of technical infrastructure, networks, and systems. Strong knowledge of information security and technical risk management. Knowledge of database management and enterprise systems. Familiarity with technical project management and digital transformation. Ability to prepare technical and administrative reports. b) Administrative skills: High leadership and supervisory skills. Planning, organization, and time-management skills. Problem-analysis and decision-making skills. Effective communication skills with all administrative levels. Ability to manage and	Vice President for Graduate Studies and Scientific Research	All department staff	Team leadership Project management Strong technical understanding Analysis and problem-solving Decision-making Communication with management



such as admission and registration systems, Learning Management Systems (LMS), administrative systems (ERP), and student assessment systems. Educational applications management: providing and maintaining e-learning applications such as distance-learning platforms, recorded lectures, and electronic exams. Systems integration: ensuring the integration of all technical systems used at the university to ensure work effectiveness and data exchange among the different departments.

3. Supporting electronic educational systems — Distance-learning systems management: managing e-learning platforms such as Moodle, Blackboard, or Canvas, and ensuring the provision of technical support and assistance to students and faculty members. Providing digital resources: facilitating access to educational tools such as multimedia libraries, educational videos, and digital references. Preparing interactive tools: providing interactive tools that support distance learning such as forums, electronic exams, and simulations.

4. Securing and protecting data

motivate work teams.

— Cybersecurity management: ensuring the protection of academic and administrative data from security threats such as breaches or cyberattacks. Personal data protection: ensuring compliance with local and international standards for protecting the privacy of the personal data of university staff. Secure cloud storage: providing secure cloud storage solutions that ensure data protection from loss, damage, or breach.

5. Supporting technical hardware maintenance — Technical hardware management: providing and maintaining computers, servers, printers, and other technical devices used at the university. Technical support: providing technical support and maintenance to university staff in the event of any technical problems related to hardware or software. Replacement and updating: organizing the replacement or updating of old devices to ensure the best technical performance.

6. Developing and maintaining administrative systems — Academic and administrative systems management: such as the academic records management system, the admission and registration system, the



student affairs system, as well as the financial accounts and warehouse systems.
Administrative process automation: supporting the automation of all administrative processes related to administrative or academic procedures.
Improving user experience: facilitating access to administrative systems through easy and flexible user interfaces.

7. Technical support —
Technical support for faculty members: raising the technical competence of faculty members in using modern technical systems and software.
Technical support for students: providing technical support to students in case they face difficulties in using electronic educational systems or distance-learning tools. 24/7 support: providing round-the-clock technical support to deal with any technical problems that students and university staff may face.

8. Monitoring and analyzing technical performance —
Systems monitoring: monitoring the performance of networks and technical systems periodically to ensure there are no problems or service interruptions.
Performance reporting: providing periodic reports to the relevant

authority on the performance of technological systems and the problems they may face, with recommendations for performance improvement. Analyzing the university's needs: analyzing the university's technical needs and ensuring the availability of appropriate technologies and resources to support educational and administrative operations.

9. Developing digital solutions for academic problems — Learning technology solutions: innovating technological solutions that support interactive education, such as mobile applications, educational games, and artificial intelligence in education. Supporting scientific research: providing digital tools and resources that make it easier for students and faculty members to conduct scientific research, such as statistics and data-analysis software. Supporting smart education: developing educational solutions based on artificial intelligence to improve the student experience and provide customized content.

10. Managing communication among departments and various parties — Coordinating technical projects:



coordinating technical projects among the different departments to ensure the smooth operation of educational and administrative systems. Cooperating with other universities: enhancing cooperation with other universities and educational institutions to exchange technological knowledge and innovations in the field of e-learning. Data sharing: facilitating data exchange among the different departments such as academic, financial, student affairs, and scientific research departments, after obtaining approval from the relevant authority.

11. Following up on technical developments that serve the university — Following up on the latest technical developments and innovations in the field of higher education and applying them to improve the university's academic and administrative experience. Working with the university's research and development centers to find innovative technical solutions to challenges the university may face in the future.

12. Development and training: Identifying the training needs of department staff in coordination with the Training and Skills Development Department.

		Evaluating the impact of training on the performance of department staff. 13. Performance management: Evaluating the performance of department staff. Following up on evaluation results and taking the necessary corrective actions. Proposing initiatives that enhance the work environment and quality of work life. Achieving the satisfaction of department staff and beneficiaries. 14. Planning and reporting: Preparing a strategic plan for the department aligned with the university's plan and implementing it. Preparing periodic reports on the department, the results of student activities, and post-graduation employment.						
Database Officer	Supervise the management and operation of the university's databases, and ensure their availability, security, and efficiency to support academic and administrative systems, achieving the continuity of educational and administrative operations and the integrity of institutional data.	1. Ensuring the continuity of database operation and achieving high availability for academic and administrative systems. 2. Improving database performance to support the efficiency of admission and registration systems and critical operations. 3. Managing student and grade data with high accuracy and reducing errors. 4. Supporting the preparation of accreditation reports and providing accurate data for decision-making. 5. Enhancing data security and applying best protection practices.	a) Bachelor's degree in one of the following fields: Information Technology, Computer Science, Information Systems, or equivalent. Preferred: b) Master's degree in Databases, Data Science, Information Technology, or equivalent.	At least 5 years of experience in database management. Experience in educational environments (university/college) . At least 2 years of supervisory experience. Experience in systems such as: Oracle (especially in universities), SQL Server.	Technical skills: Managing large databases (Enterprise DB); performance tuning; backup and recovery; data security; managing academic systems. Administrative skills: Leadership and supervision; problem analysis; decision-making; time management; communication with academic departments.	Director of the Information Technology Department	All staff of the Systems and Databases Unit	Team leadership Project management Strong technical understanding Analysis and problem-solving Decision-making Communication with management



Infrastructure Officer	Develop, operate, and maintain the university's technical systems and infrastructure in a way that ensures performance stability, the continuity of technical services, and efficient support for academic and administrative systems.	6. Implementing backup and recovery plans to ensure rapid data restoration. 7. Handling high-pressure periods (registration / results) efficiently and stably. 8. Reducing failures and downtime through proactive monitoring. 1. Systems and server management — Managing physical and virtual servers and monitoring their readiness and stability. 2. Managing the technical infrastructure by supervising the infrastructure components associated with the systems: servers, storage systems, virtualization environments, Active Directory services, and the readiness of the technical work environment to ensure service continuity — developing the infrastructure and raising its efficiency in line with the university's needs. 3. Supporting academic and administrative systems, including: supporting university systems (admission and registration systems, e-learning systems, financial, administrative, and human resources systems), and coordinating with development, database, and technical support teams to solve complex technical problems. 4. Managing virtual and cloud	a) Bachelor's degree in one of the following fields: Computer Engineering, Computer Science, or equivalent. Preferred: b) Master's degree in Computer Engineering, Data Science, Information Technology, or equivalent.	At least 5 years of experience in managing systems, servers, and infrastructure. Experience in educational environments (university/college)	Technical skills: Deep knowledge of network protocols (TCP/IP, VLAN, Routing). Networking fundamentals (TCP/IP, DNS, DHCP). Scripting (PowerShell / Bash). Basic database management (SQL Server / MySQL). Task automation. Analyzing complex failures and troubleshooting. Logical thinking and decision-making. Improving system performance and reducing downtime. Report writing. At least 2 years of supervisory experience.	Director of the Information Technology Department	All staff of the Infrastructure Unit	Team leadership Project management Strong technical understanding Analysis and problem-solving Decision-making Communication with management
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environments:
(managing
virtual
environments
such as VMware,
Hyper-V).
5. Monitoring
and improving
performance
through:
monitoring
server and
system
performance
using technical
monitoring tools;
analyzing
technical
problems and
errors and
identifying their
root causes;
improving
system
performance and
reducing
interruptions and
downtime;
providing
technical
recommendations
to improve
performance and
stability.
6. Backup and
disaster recovery:
implementing
and following up
on backup plans
for systems and
servers;
contributing to
the
implementation
of recovery plans
from failures and
disasters; testing
backups and
verifying the
integrity of
restoration;
ensuring
minimum
downtime in
critical systems.
7. Systems
security —
Applying
information
security policies
and procedures at
the level of
systems and
servers;
managing user
accounts and
technical
privileges;
following up on
security updates
and patching
vulnerabilities
periodically;
coordinating with
cybersecurity or
information
security teams in
addressing
security risks.



		8. Advanced technical support — Providing second- or third-level technical support for advanced technical cases; supporting beneficiary-service or technical-support teams in handling complex cases; dealing with emergency failures during important academic seasons. 9. Participating in technical projects — Contributing to the implementation of projects related to infrastructure and systems; installing and configuring new systems and the operating environments required for them; participating in technical testing before actual operation; preparing technical documentation for projects and systems. 10. Documentation and reporting — Preparing and updating technical documentation for servers, systems, and configurations; preparing periodic reports on failures, performance, and updates; raising technical observations and potential risks to the direct manager; keeping records of changes and modifications made to the systems.						
Systems Engineer / Computer Network	Design, implement, manage, and maintain the university's computer network infrastructure	1. Network management — Designing and planning the network architecture on campus (LAN / WAN / WLAN).	a) Bachelor's degree in one of the following fields: Computer Engineering, Computer	At least two years of experience in managing networks and infrastructure. Experience in educational environments	Technical skills: Managing wired and wireless networks. Working with operating systems	Director of the Information Technology Department	None	—

Engineer	in a way that ensures business continuity, information security, and performance efficiency to support the educational, research, and administrative processes.	Installing and configuring network devices: (Switches, Routers, Firewalls, Access Points). Monitoring network performance and ensuring its availability around the clock. 2. Maintenance and technical support — Diagnosing and repairing network failures quickly and effectively. Performing periodic maintenance of network systems. Providing technical support to network users (students, faculty members, and staff). 3. Information and network security — Applying network security policies and protecting data. Managing firewall systems and intrusion detection systems (IDS/IPS). Monitoring and preventing cyber threats and attacks. 4. Managing network services — Managing network services: DNS, DHCP, VPN. Setting up secure wireless networks within the university. 5. Documentation and reporting — Preparing network documentation. Providing periodic reports on network performance, problems, and solutions. Updating network diagrams and designs. 6. Developing and improving the infrastructure — Proposing technical solutions to improve network	Science, or equivalent. Preferred: b) Master's degree in Computer Engineering, Data Science, Information Technology, or equivalent.	(university/college)	(Windows Server). Knowledge of monitoring systems such as (PRTG, SolarWinds). General skills: Analysis and problem-solving skills. Ability to work under pressure. Effective communication skills. Teamwork.
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Technical Support – Applications	Provide technical support for the applications and systems used within the university, ensure their stability and efficient operation, and address technical failures to ensure the continuity of academic and administrative business.	efficiency. Working on information technology development projects at the university. Supporting digital transformation and e-learning. Providing technical support to users on the systems (such as: the student system, human resources, financial systems). Receiving and processing support requests (Tickets) and solving technical problems. Monitoring application performance and ensuring their readiness. Analyzing failures and coordinating with development teams or vendors to resolve them. Conducting system testing after updates (Testing & UAT). Training users on using the systems. Preparing user manuals and technical documentation. Following up on system updates and upgrades.	Diploma in: Information Technology, Computer Science, Technical Support, or a related field.	0 to 2 years of experience (suitable for beginners). Previous experience in supporting applications and software.	General skills: Ability to work under pressure. Effective communication skills. Teamwork.	Director of the Information Technology Department	None	—
Technical Support – Visual Communication	Provide technical support for smart screens and telephone switching within the university, ensure their stability and efficient operation, and address technical failures to ensure the continuity of academic and administrative business.	Maintaining and diagnosing failures of: Smart screens; Telephone switching.	Diploma in: Computer Networks, Information Technology, Computer Science, Technical Support, or a related field.	0 to 2 years of experience (suitable for beginners). Previous experience in maintaining failures of smart screens and communications.	General skills: Ability to work under pressure. Effective communication skills. Teamwork.	Director of the Information Technology Department	None	—
Technical Support – Maintenance	Provide technical support and maintenance for computer hardware and	Maintaining and diagnosing failures of: Computers (Desktop / Laptop); Printers	Diploma in: Computer Networks, Information Technology, Computer	0 to 2 years of experience (suitable for beginners). Previous experience in maintaining	General skills: Ability to work under pressure. Effective communication skills.	Director of the Information Technology Department	None	—

	technologies, and ensure their readiness and the continuity of efficient operation to support the institution's daily operations.	and scanners; Replacing damaged parts and installing new devices.	Science, Technical Support, or a related field.	computers (Desktop / Laptop), printers and scanners, replacing damaged parts, and installing new devices.	Teamwork.			
Website Developer & Programmer	Design, develop, and maintain the institution's websites and web applications, and ensure their performance, stability, and compatibility with users' needs, and support digital transformation.	Developing websites and applications — Designing and developing websites using technologies: Frontend (HTML, CSS, JavaScript), Backend (PHP, Python, .NET, or others). Building easy-to-use user interfaces (UI/UX). Developing systems and applications according to business requirements. Connecting systems using APIs and web services. Integration with other systems (ERP, student systems, human resources). Updating websites and applications periodically. Fixing programming errors (Bug Fixing). Improving performance and speed.	Bachelor's degree in: Computer Science, Information Technology, Software Engineering, or equivalent.	2 to 5 years in web development or programming. Experience in previous projects (a Portfolio is important).	General skills: Ability to work under pressure. Effective communication skills. Teamwork. Technical skills: Analyzing requirements and converting them into technical solutions. Solving programming problems (Debugging). Improving performance and user experience.	Director of the Information Technology Department	None	—
Cybersecurity Officer	Protect the university's digital assets and administrative systems from cyber threats, and ensure the confidentiality, integrity, and availability of information, in a way that supports the continuity of the educational process and compliance with security standards.	1. Applying and following up on the cybersecurity policies approved at the university. 2. Protecting academic and administrative systems (such as: admission and registration, e-learning, human resources, financial systems). 3. Monitoring security threats and cyberattacks and responding to incidents promptly and effectively. 4. Managing and operating protection systems:	Bachelor's degree in: Cybersecurity, Computer Science, Information Technology, or equivalent.	2 to 5 years of experience in protecting academic and administrative systems (admission and registration, e-learning). Experience in applying cybersecurity policies and managing security vulnerabilities.	General skills: Ability to work under pressure. Effective communication skills. Teamwork. Technical skills: 1. Monitoring security threats, responding to incidents, and analyzing them. 2. Applying cybersecurity policies and managing security vulnerabilities. 3. Implementing backup and disaster recovery plans. 4. Writing technical reports	Director of the Information Technology Department	None	Team leadership Project management Strong technical understanding Analysis and problem-solving Decision-making Communication with management



Firewalls; intrusion detection and prevention systems (IDS / IPS); anti-malware systems.
5. Following up on security vulnerabilities and conducting periodic security updates (Patch Management).
6. Managing user accounts and privileges in coordination with Active Directory according to the principle of least privilege.
7. Conducting periodic assessments of security risks and submitting recommendations to management.
8. Supervising the security of wired and wireless networks within the campus.
9. Participating in preparing and implementing incident response plans and disaster recovery (DR) plans.
10. Ensuring compliance with cybersecurity standards (policies of the National Cybersecurity Authority).
11. Preparing periodic reports on the security status, incidents, threats, and performance indicators.
12. Spreading security awareness among university staff and students and promoting safe practices.
13. Coordinating with systems, networks, and database teams to ensure the integration of security controls. Supporting new technical projects to ensure the inclusion of cybersecurity requirements from the outset.

related to information security.

Strategic Planning Department

Job Title	Job Purpose & Importance	Responsibilities & Tasks	Educational Qualification	Experience (Years)	Skills	Direct Manager / Reporting Line	Subordinates	Additional Qualifications / Skills
Director of the Strategic Planning Department	Lead the strategic planning system at the university through the preparation of strategic and executive plans, objectives, and initiatives, and follow up on their implementation in a way that achieves the university's vision and mission. The importance of the role lies in regulating the decision-making process, raising the efficiency of institutional performance, and ensuring the alignment of business and projects with the university's priorities.	1/ Following up on the university's strategic plan: Following up on the university's general strategic plan in coordination with senior leadership. Following up on the implementation of the strategic plan at the level of the university's various units. Periodically monitoring the changes and risks affecting the strategic plan based on local and international variables. Developing an annual operational plan for the university's strategic and executive plan. Measuring institutional performance and collecting and analyzing statistical data according to Key Performance Indicators (KPIs) in cooperation with the Quality and Accreditation Department. Issuing periodic general and detailed reports covering everything related to the strategic plan in terms of projects and initiatives, clarifying the progress achieved and the existing difficulties and risks, with the issuance of a final report at the end of the strategic plan. Conducting future and predictive studies to support decision-making regarding the strategic and executive plan, projects, and	Bachelor's degree or higher	Three years or more	Effective communication Teamwork Time management Problem-solving Effective leadership Knowledge of planning fundamentals	University President	One employee (Monitoring and Reports Unit)	Professional certification in project management (PMP)



initiatives.
Coordinating with the university's various units to ensure the consistency of their plans with the university's strategic plan.
Participating in the preparation of the strategic and executive plan, initiatives, and projects of strategic priority.
Contributing to linking new projects to the strategic plan and ensuring their alignment with the university's strategic directions.
Spreading the culture of strategic planning within the university and building human and technical capacities.
Raising awareness of the university's strategic plan, disseminating it, and enhancing interest in it and its implementation.
2/ Development and training:
Identifying the training needs of department staff in coordination with the Training and Skills Development Department.
Evaluating the impact of training on the performance of department staff.
3/ Performance management:
Evaluating the performance of department staff.
Following up on evaluation results and taking the necessary corrective actions.
Proposing initiatives that enhance the work environment and quality of work life.
Achieving the satisfaction of department staff and beneficiaries.
4/ Planning and reporting:
Preparing a

Officer of the Planning and Analysis Unit	Contribute to the preparation and development of the university's strategic and operational plans, and analyze data and indicators to support decision-making and improve institutional performance in line with the university's targets and Saudi Vision 2030.	strategic plan for the department aligned with the university's plan and implementing it. Preparing periodic reports on the department. 1/ Preparing and following up on the strategic and operational plans for the university and its various units. 2/ Collecting and analyzing data and conducting SWOT analysis. 3/ Feeding into the processes of preparing and updating the strategic plan. 4/ Contributing to the preparation of strategic initiatives and projects and following up on their implementation. 5/ Contributing to the development of institutional planning and analysis tools and methodologies.	Bachelor's degree in Management or Strategic Planning	—	1/ Skills in analysis, reading statistics, and creating and analyzing surveys. 2/ Proficiency in using analysis, statistics, and reporting software. 3/ Communication and teamwork skills. 4/ Ability to solve problems and make decisions. 5/ Planning and organization skills. 6/ Ability to work with artificial intelligence programs and harness them for the benefit of work.	Director of the Strategic Planning Department	None	Professional certification in project management (PMP)
Officer of the Support Unit for Departments and Colleges	Provide technical and advisory support to departments and colleges in preparing and implementing operational and strategic plans, in a way that ensures their alignment with the university's strategic plan.	1/ Providing technical support to colleges and departments in preparing their operational and strategic plans. 2/ Following up on the alignment of units' plans with the university's strategic plan. 3/ Contributing to building performance indicators for the various units. 4/ Holding meetings and introductory workshops related to planning and quality. 5/ Following up on the needs of departments and colleges regarding planning and development work. 6/ Coordinating with relevant parties to update organizational forms and procedures.	Bachelor's degree in Management, Strategic Planning, or Business Administration	3 years in administrative work or similar	1/ Communication and coordination skills. 2/ Ability to persuade and work with multiple teams. 3/ Skills in preparing presentations and reports. 4/ Ability to manage time and organize work. 5/ Knowledge of the forms required to collect information.	Director of the Strategic Planning Department	None	Professional certification in project management (PMP)



Officer of the Quality Unit	Supervise the application of institutional quality standards and ensure continuous performance improvement in a way that achieves operational efficiency and raises the level of commitment to accreditation and quality standards.	7/ Providing technical consultations related to developmental initiatives and projects. 8/ Following up on the implementation of operational plans and submitting improvement observations. 1/ Following up on the application of quality and institutional excellence standards in departments and colleges. 2/ Preparing and developing quality guides, procedures, and forms. 3/ Following up on continuous improvement plans and measuring their impact. 5/ Preparing reports related to quality indicators and submitting them to management. 7/ Spreading the culture of quality and continuous development within the university. 8/ Providing technical support to departments and colleges in quality work related to strategic planning. 9/ Analyzing the results of polls and surveys, analyzing them, and submitting recommendations.	Bachelor's degree in Management or Strategic Planning	3 years in administrative work or similar	1/ Knowledge of quality and accreditation systems. 2/ Auditing and follow-up skills. 3/ Analysis and report-preparation skills. 4/ Communication and teamwork skills. 5/ Ability to manage continuous improvement.	Director of the Strategic Planning Department	None	Professional certification in project management (PMP)
Officer of the Monitoring and Reports Unit	Follow up on the implementation of strategic plans, initiatives, and projects, and prepare periodic reports that support performance measurement and decision-making.	1/ Following up on plan implementation and communicating with colleges and departments. 2/ Preparing periodic reports. 3/ Preparing meeting agendas and minutes. 4/ Preparing the department's annual report.	Bachelor's degree in Management, Management Information Systems, Statistics, or equivalent.	3 years in administrative work or similar	1/ Skills in preparing reports and presentations. 2/ Ability to follow up, coordinate, and communicate effectively. 3/ Proficiency in using electronic systems and reporting software. 4/ Accuracy and ability to organize information.	Director of the Strategic Planning Department	None	Professional certification in project management (PMP)

Facilities & Inventory Department

Job Title	Job Purpose & Importance	Responsibilities & Tasks	Educational Qualification	Experience (Years)	Skills	Direct Manager / Reporting Line	Subordinates
Director of the Facilities Department	Supervise the management, operation, and maintenance of all the university's facilities (buildings, infrastructure, services), in a way that ensures a safe, sustainable, and effective educational environment that supports the academic process.	1. Strategic planning — Preparing and implementing strategic plans for facilities management in line with the university's vision. Setting policies for operating and maintaining facilities. Planning for the future expansion of buildings and services. 2. Operation and maintenance management — Supervising the maintenance of university buildings (electricity, air conditioning, networks, plumbing). Ensuring the readiness of classrooms, laboratories, and public facilities. Managing preventive and corrective maintenance schedules. 3. Project supervision — Supervising construction and development projects on campus. Following up on project implementation with contractors and consultants. Ensuring compliance with quality, schedule, and costs. 4. Cleaning and general services management — Supervising cleaning services. 5. Managing hospitality, transportation, and public facility services. Ensuring a high level of cleanliness and service quality. 6. Contract and vendor management — Preparing and reviewing maintenance and operation contracts. Evaluating the performance of vendors and contractors. Managing vendor relationships to ensure service quality. 7. Sustainability and energy efficiency — Implementing environmental sustainability initiatives. Rationalizing energy and water consumption. Supporting the use of renewable energy. 8. Budget management. 9. Preparing the operational budget for facilities management. 10. Monitoring expenditures and improving cost efficiency. 11. Preparing periodic financial reports.	Bachelor's degree in Engineering (Civil / Electrical / Mechanical / Industrial) or equivalent. A Master's degree in Facilities Management or Project Management is preferred.	At least 4 years of experience in facilities management. Experience in managing large projects or universities.	High leadership skills. Ability for strategic planning. Crisis and emergency management. Negotiation and contract-management skills. Ability to analyze data and make decisions. Communication and coordination skills.	Executive Director	All department staff
Buildings Maintenance Officer (Facilities & Inventory Department)	Supervise the management and organization of the inventory and operational materials of the Facilities Department at the university,	Supervising the maintenance work of university buildings (electricity, plumbing, air conditioning, light construction). Following up on technical reports received from colleges and departments and addressing them or referring them to the competent authorities.	Diploma or Bachelor's degree in one of the following fields: Mechanical Engineering, Electrical Engineering, Civil	At least 1–3 years of experience in building maintenance or facilities management.	Good knowledge of building systems (MEP). Ability to diagnose and solve technical failures. Organization and time-	Director of the Facilities Department	None



	ensure the availability of operational needs with high efficiency, and control receiving, issuing, and stocktaking processes, in a way that achieves operational continuity, reduces waste, and raises the efficiency of resource use.	Preparing periodic maintenance plans (preventive and emergency) to ensure the continuity of building operation. Following up on the implementation of contractors' work and verifying its conformity with technical specifications. Conducting periodic field tours to assess the condition of buildings and detect failures early. Preparing technical reports on the condition of buildings and the maintenance work carried out. Adhering to occupational health and safety standards at work sites. Coordinating with the Procurement Department to provide the necessary materials and spare parts.	Engineering, Facilities Management, or a similar field.		management skills. Ability to prepare technical reports. Effective communication skills with technical teams and contractors. Using computer programs (Excel – Word – Computerized Maintenance Management Systems (CMMS), if available).		
Support Services Officer (Facilities Department)	Follow up on the auxiliary service work within the university's facilities to ensure the continuity of operational processes and provide logistical and administrative support to the university's various teams and departments.	Periodically following up on the maintenance work of university buildings and facilities. Supervising the implementation of preventive maintenance plans and ensuring adherence to schedules. Receiving failure reports and following up on them until closure. Coordinating with technical teams and contractors to carry out maintenance work. Inspecting buildings and verifying the integrity of electrical, mechanical, and sanitary systems. Preparing periodic reports on the condition of buildings and the maintenance work carried out. Following up on the consumption of materials and spare parts and submitting the necessary needs. Ensuring the application of security and safety requirements within the facilities. Participating in the inspection of projects and developmental work related to facilities. Following up on maintenance contracts and verifying performance quality according to approved standards. Contributing to improving operational efficiency and reducing recurring failures.	Diploma or Bachelor's degree in Public Administration, Facilities Management, Logistics Services, or a related field.	One to three years of experience in support services, operations, or facilities management.	Skills in organizing and managing operational processes. Ability to follow up on field work teams. Effective communication skills with various departments. Ability to solve problems quickly. Report-preparation skills. Commitment to quality and safety standards. Using Microsoft Office programs. Ability to work under pressure.	Director of the Facilities Department	None
Movement Officer (Facilities & Inventory Department)	Ensure effective management of the inventory and supplies of the Facilities Department at the university, through organizing receiving,	Supporting the continuity of operation of the university's facilities without interruption. Reducing financial waste through inventory control. Raising the efficiency of operational resource use. Ensuring the availability of materials at the right time for the various departments.	Diploma or Bachelor's degree in one of the following fields: Business Administration, Supply Chain and Logistics, Public Administration,	1 to 3 years of experience in inventory management, logistics, or warehouses. Experience in ERP systems or inventory management systems is	High organization skills and accuracy in tracking movement and storage. Ability to manage and track logistical operations.	Director of the Facilities Department	None

	issuing, and stocktaking processes, and providing operational materials and services continuously, in a way that ensures business continuity, reduces waste, and improves operational efficiency.	Improving the quality of services provided within the university.	Accounting, or a related field.	considered an added advantage.	Analysis and report-preparation skills. Proficiency in using Excel and electronic systems. Communication and coordination skills among departments. Commitment to systems and procedures. Ability to work under pressure and manage priorities. Attention to detail and reducing operational errors.		
Inventory Officer (Facilities Department)	Supervise the management and organization of the inventory within the Facilities Department at the university, ensure the continuous availability of materials and operational needs, and control receiving, issuing, stocktaking, and storage processes with high efficiency, in a way that achieves operational sustainability, reduces waste, and raises resource efficiency.	Managing and organizing all materials and supplies within the warehouses. Implementing receiving, storage, and issuing procedures according to approved systems and policies. Monitoring inventory levels and determining the reorder point for materials. Conducting periodic and annual stocktaking and matching records with actual reality. Preparing periodic reports on inventory movement (incoming – outgoing – balance – damaged). Coordinating with the Procurement Department to provide operational needs. Following up on the requests of the various departments and meeting their needs in an organized manner. Ensuring the integrity of storage and applying security and safety standards. Addressing stocktaking discrepancies and submitting the necessary reports and recommendations. Using inventory management systems (ERP or approved electronic systems).	Diploma or Bachelor's degree in one of the following fields: Business Administration, Supply Chain and Logistics, Accounting, Public Administration, or a related field.	1 to 3 years of experience in inventory or warehouse management. Experience in ERP systems or inventory management is considered an added advantage.	High skills in organizing and managing inventory accurately. Ability to prepare reports and analyze data. Proficiency in using Microsoft Excel and electronic systems. Communication and coordination skills with various departments. Accuracy and attention to detail. Ability to work under pressure and manage priorities. Good knowledge of stocktaking and storage procedures. Commitment to operational systems and policies.	Director of the Facilities Department	None
Engineering Section Officer	Supervise the engineering activities related to the operation and maintenance of the university's facilities, and ensure the efficiency of the infrastructure and technical equipment, through	Supervising the engineering work related to university buildings and facilities. Following up on the implementation of preventive and corrective maintenance plans for facilities. Coordinating with contractors and technicians to ensure work is carried out according to specifications. Reviewing engineering drawings and verifying their application in projects and maintenance.	Bachelor's degree in one of the following fields: Civil Engineering, Electrical Engineering, Mechanical Engineering, Maintenance Engineering or Facilities Management, or a related	2 to 5 years of experience in the engineering field or facilities management.	Strong knowledge of building engineering systems (MEP). Ability to read and analyze engineering drawings. Field supervision and follow-up skills. Ability to prepare	Director of the Facilities Department	None



	following up on maintenance work, supporting operational processes, and coordinating with technical teams and contractors, in a way that ensures operational continuity and raises the quality of engineering services.	Following up on the performance of engineering systems (electricity, air conditioning, plumbing, mechanical systems). Preparing periodic technical reports on the condition of facilities and engineering projects. Participating in evaluating technical failures and proposing appropriate solutions. Ensuring adherence to occupational health and safety standards. Coordinating with the Inventory Department to provide engineering materials and equipment. Supervising field tours within the university's facilities.	engineering field.		technical reports. Effective communication skills with technical teams and contractors. Proficiency in using Microsoft Office programs, preferably engineering programs (AutoCAD). Problem-solving and decision-making skills. Commitment to quality and safety standards.		
Electrical Technician	Carry out maintenance and operation work for the electrical systems in the university's facilities, to ensure the continuity of electrical current, the integrity of systems, and operational efficiency in a way that supports the educational environment.	1. Maintenance and operation. 2. Following up on failures and reports. 3. Installation and connection work. 4. Commitment to safety. 5. Inspecting systems and equipment. 6. Coordination and teamwork.	Diploma in Electrical Technology / Electrical Power, or an accredited professional certificate in the field.	2 to 5 years in the field of electrical maintenance. Experience in large facilities (universities, hospitals, complexes) is preferred.	Ability to read electrical drawings. Skill in using measuring tools (Multimeter and others). Failure-diagnosis and problem-solving skills. Commitment to safety standards. Working under pressure. Accuracy and attention to detail.	Director of the Facilities Department	None
Plumbing Technician	Carry out plumbing and maintenance work related to water and drainage networks within the university's facilities, to ensure the continuity of efficient operation, prevent failures and leaks, and maintain the integrity of the infrastructure.	Maintenance and operation work. Following up on reports. Installation work. Commitment to safety. Preserving equipment. Coordination and cooperation.	Technical diploma in plumbing or sanitary installations, or an accredited professional certificate in the same field.	2 to 5 years in the field of plumbing and maintenance. Experience in large facilities (universities / hospitals) is preferred.	Skill in carrying out manual work accurately. Ability to read simple drawings. Problem-solving skills. Attention to detail. Commitment to safety procedures. Ability to work in the field under pressure.	Director of the Facilities Department	None
Loading and Unloading Worker	Carry out the work of transporting, loading, and unloading materials and equipment within the campus efficiently and safely, to support the operation of facilities,	1. Loading and unloading work. 2. Internal transport. 3. Supporting daily operations. 4. Commitment to safety. 5. Preserving property.	No specific qualification is required (a secondary school certificate or less is preferred).	Previous experience in transport or warehouse work is preferred. Not required if physical capability is available.	Physical fitness and the ability to carry weights. Tolerance of work pressure. Commitment to instructions. Working in a team spirit. Discipline and punctuality.	Director of the Facilities Department	None

Cleaning Worker	events, and various services. Maintain the cleanliness of the university's facilities (buildings, halls, corridors, and restrooms) in a way that ensures a healthy, safe environment suitable for the educational process.	1. Daily cleaning work. 2. Restroom cleaning. 3. General cleaning. 4. Supporting events. 5. Commitment to safety. 6. Reporting and follow-up.	No specific qualification is required (reading and writing is preferred).	Previous experience in cleaning work is preferred. Not mandatory if the ability to learn is available.	Commitment and discipline. Ability to perform physical work. Personal hygiene and attention to detail. Working within a team. Following instructions.	Director of the Facilities Department	None
Carpentry Technician	Carry out carpentry and maintenance work for furniture and wooden components within the university's facilities, in a way that maintains the quality and readiness of the facilities to support the educational process.	1. Carpentry maintenance work. 2. Installation work. 3. Simple manufacturing. 4. Supporting events. 6. Preserving tools and facilities.	Technical diploma in carpentry, a professional certificate, or practical experience in the same field.	2 to 5 years in carpentry work. Experience in large facilities (universities, hospitals) is preferred.	Skill in using manual and electrical carpentry tools. Accuracy and attention to detail. Ability to read simple drawings. Repair and installation skills. Commitment to quality and safety. Working in a team spirit.	Director of the Facilities Department	None
Driver	Provide transportation services inside and outside the campus efficiently and safely, and support the operational and logistical operations of the Facilities Department and the university's various entities.	1. Carrying out transport tasks. 2. Commitment to traffic safety. 3. Vehicle maintenance. 4. Supporting logistical operations. 5. Documentation and follow-up. 6. Professional conduct.	A general secondary school certificate or equivalent is preferred. License: a valid driving license (appropriate for the type of vehicle).	2 to 5 years in the field of driving. Experience in a governmental or educational environment is preferred.	Safe driving skills. Good knowledge of roads and directions. Punctuality. Good dealing with others. Ability to tolerate work pressure. Discipline and responsibility.	Director of the Facilities Department	None