

Job Card

- Job Title: Administration Manager.

Person In-Charge

- Dean.

Job Summary

- Implement the regulations, strategic plans and Faculty objectives and develop the administrative work in the faculty.

Job Description

- Implement the objectives, policies, regulations and the administrative and financial systems and ensure their implementation by the administrative units.
- Implement the decisions of the Faculty Board and other administrative decisions concerning the nature of administrative work.
- Supervise the various financial and administrative units and follow-up their performance.
- Suggest the development and simplification of the administrative and financial procedures.
- Supervise all the administrative staff in the faculty in the various scientific departments and administrative, financial and technical units in terms of performance and discipline at work.
- Adopt all the statutory procedures for employees of the faculty, which require good administration of the faculty and develop the spirit of cooperation between individuals.
- Develop plans for the needs of the faculty of manpower in management.
- Develop the required plans to improve the performance of administrative employees of the faculty.
- Insure the needs of the Faculty of objects, office equipment and stationery and the adoption of disbursement.
- Establish committees for inventory of the warehouses.
- Perform any other job, related to his job, assigned by the Dean of the Faculty.

Qualifications and Experiences

- Master or bachelor degree in management with experience in administrative work.
- Three years experience in administrative work.

Skills and Abilities

- Competent to perform the required tasks.
- Willing to take responsibility.
- Skilled in communication with others.
- Skilled in written and read English.
- Proficient in using computer.