

Job Card

- Job Title: Administration Vice-Manager.

Person In-Charge

- Administration Manager.

Job Summary

- Supervise the faculty administrative units and follow-up their performance, employees and supplies.

Job Description

- Follow-up policies and procedures relating to recruitment, personnel and administrative services and supervise the proper implementation in the faculty.
- Implement the administrative procedures for recruitment in addition to contacting the relevant authorities and follow-up the transactions outgoing from the faculty administration.
- Follow-up saving files related to the faculty staff (academics and administrators) and update them with all transactions of recruitment, promotion, allowances, compensations, vacations and termination services.
- Participate development of training programs for staff development in the faculty and supervise their implementation.
- Follow up the implementation of issued instructions and memos.
- Supervise the public services in the faculty such as guarding, cleaning, maintenance and copying.
- Preparing the response to all administrative transactions.
- Perform any other job, related to his job, assigned by the Director of Administration.

Qualifications and Experiences

- Bachelor degree in management or a university degree with relevant experience.
- Three years experience at least in the administrative work.

Skills and Abilities

- Competent to perform the required tasks.
- Be a responsible person.
- Be skilled in communication with others.
- Be skilled in written and read English.
- Be skilled in using computer.