

We're looking for:

Position Title	Head of Accreditation
Department	Accreditation
Job Code	HR/02-2021

Job Description

Lead and develop procedures and systems related to the functioning of the Accreditation as well as maintain accreditation policies as a primary role within SUAD. Head of accreditation is responsible for the successful coordination and function of the accreditation and its decision-making process.

Key Responsibilities:

- Develop the Accreditation department's strategy in line with the University's strategic plan to ensure vertical alignment and horizontal integration with other interfacing divisional/departmental strategies
- Provide leadership to the Accreditation department by setting and directing on the vision and mission of both the University and the department, to ensure that all direct reports are aware of what they are required to achieve and how they are performing against their objectives
- Manage the day-to-day operations of the department providing guidance to the team
- Identify and manage the accreditation process for academic programs as well as executive and continuous education programs in order to assist the Institution to qualify for and sustain taught degree awarding powers.
- Develop direct reports through setting individual development objectives, reviewing performance and providing ongoing formal and informal feedback and appraisal in order to maximize subordinate and departmental performance
- Manage the archiving and gathering of SUAD's information data related to accreditation
- Contribute to the preparation of SUAD's budget to ensure consideration of the Accreditation department operational expense in the overall budgeting
- Monitor the department's financial performance versus the set budget so that areas of unsatisfactory performance are identified and rectified promptly and potential performance improvement opportunities are capitalized upon
- Develop the Accreditation department policies covering all areas to ensure all relevant procedural/legislative requirements are fulfilled
- Communicate the requirement of operational policies and procedures to direct reports and monitor their adherence so that work is carried out in a controlled manner
- Ensure that all departmental reports are prepared timely and accurately to meet business requirements, policies and standards
- Perform other related duties or assignments as directed by the Deputy Vice Chancellor in charge of Academic Affairs.

We're looking for:

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Minimum Qualifications:

- Master's degree in Business Administration or Statistics, or a related subject
- Professional certification in Project Management, such as PMP, CAPM etc

Minimum Experience:

- 8 years Accreditation experience with at least 3 years in a management role, preferably in the Higher Education sector

Job-Specific Skills:

- Statistical and analytical skills
- Knowledge in project management methodologies and tools
- Business/feasibility and strategic planning development
- Demonstrated ability to think strategically and solve problems
- Knowledge of the Higher Education sector and related policies
- Knowledge of the Executive Education and Continuous Education sector and related policies
- Knowledge of the specificities of the European Higher Education system
- Communication, presentation and reporting skills
- Leadership skills
- Languages: English, Arabic, French would be an added value

Conditions

TBC

Grade

1 C

Package Details

TBC

How to apply

<http://www.sorbonne.ae/vacancies/>

Application to be sent by

3 February 2021