

JOB DESCRIPTION

1. JOB DETAILS:	
Position Title:	Project Lead-ZMU
Reports to:	Deputy Vice Chancellor for Academic Affairs
Department	ZMU Project
Location:	Abu Dhabi, UAE
Grade:	Grade 3
Prepared / Revised on:	March 2024

2. JOB PURPOSE / ROLE:
<p>The project leader is responsible for steering SUAD's participation in the development of the ZMU project, in conjunction with the academic and military partners. In collaboration with the academic and administrative department of SUAD and the UFRs of Sorbonne Université (SU) and Université Paris Cité (UPC). The project leader will configure and coordinate the creation of academic programmes, the development of research activities and a specific administrative framework. After the rollout, the incumbent will need to ensure smooth operation of the ZMU project and lead potential expansion as well.</p>

3. JOB DIMENSIONS		
Number of Staff Supervised:	Direct Reports:	TBC
	Total:	TBC

Key Priority	Key Activities
<ul style="list-style-type: none"> ▪ Strategy 	<ul style="list-style-type: none"> ▪ Develop the strategy of the department in collaboration with the Deputy Vice Chancellor for Academic Affairs, ensuring key initiatives are aligned to the University's and ZMU strategic plan. ▪ Act as a representative of SUAD for governance, infrastructure and building, administrative, academic, research and financial aspects for all that is related to ZMU project. ▪ Participate in the designing of the governance model.
<ul style="list-style-type: none"> ▪ Project Management 	<ul style="list-style-type: none"> ▪ Attend and participate to all the ZMU working groups, representing SUAD. ▪ Negotiate on behalf of SUAD during the working groups meetings and any other related meetings. ▪ Be the liaison between ZMU, SUAD, SU, UPC and the local academic partners. ▪ Collaborate with the various partners implicated in ZMU project in order to build a consistent University. ▪ Coordinate with Deputy Vice Chancellor for Academic Affairs and the Academic and Administrative Departments of SUAD to ensure smooth collection of data, provide the other stakeholders with their requirements and plan their participation in building the future ZMU (in provision of programmes opening in Jan 2027).

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<ul style="list-style-type: none"> ▪ Programmes building 	<ul style="list-style-type: none"> ▪ Pilot the creation of the academic programs, liaising with the Departments of SUAD and the UFR of SU and UPC. ▪ Follow up for the accreditation of the ZMU programs with the CAA (UAE) and in France.
<ul style="list-style-type: none"> ▪ Student Recruitment 	<ul style="list-style-type: none"> ▪ Work closely with all academic and military partners to identify the recruitment process and involve in the implementation of a student recruitment plan to attract the best cadets to ZMU. ▪ Contribute to the global recruitment strategy, communication and support ensuring successful admissions.
<ul style="list-style-type: none"> ▪ Research & Partnership 	<ul style="list-style-type: none"> ▪ Design a strategy for the development of research activities and staff for ZMU project. ▪ Ensure that all the requirements for building a high-level research team are met (recruitment of international-level researchers, facilities, infrastructures, etc.). ▪ Identify research projects with ZMU leaders and other academic partners and with SUAD/SU/UPC. ▪ Identify potential partnerships with organisations/institutions that will support collective research projects and research transfer. ▪ Work with SUAS/SU/UPC's research teams and find opportunities to expand research activities further.
<ul style="list-style-type: none"> ▪ Leadership and People Management 	<ul style="list-style-type: none"> ▪ Provide leadership to the department by setting and directing on the vision and objectives of the project. ▪ 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, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards. ▪ In collaboration with HR, lead the recruitment process of faculty/administrative employees. ▪ Develop people capabilities/direct reports through direct coaching, setting key priorities, monitor and review performance, and provide ongoing formal and informal feedback to maximize people productivity and the overall performance.
<ul style="list-style-type: none"> ▪ Budget 	<ul style="list-style-type: none"> ▪ Participation on all budget discussion and decision either at ZMU, SUAD and with SU/UPC. ▪ Contribute to the preparation of SUAD's budget to ensure consideration of the ZMU operational projects expenses in the overall annual budgeting exercise. ▪ 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. ▪ Define the budget related to royalties of SUAD/SU and UPC (negotiation annual royalties).
<ul style="list-style-type: none"> ▪ Reports 	<ul style="list-style-type: none"> ▪ Ensure that all departmental reports are prepared timely and accurately to meet University requirements, policies and standards. ▪ Report an urgent action to the Deputy Vice Chancellor for Academic Affairs. ▪ Provide summary after each meeting.
<ul style="list-style-type: none"> ▪ Related Assignments 	<ul style="list-style-type: none"> ▪ Perform other related duties or assignments as directed by the Line Manager

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

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Minimum Qualifications:

- Professors (Assistant, Associate or Full Professor). PhD is mandatory.

Minimum Experience:

- 8 years of experience in administrative, teaching and research in higher education, and 5 years of project management experience

Job-Specific Skills:

- Knowledge in the UAE and the French higher education systems and policies.
- Negotiation, communication, presentation, and reporting skills.
- Strong leadership skills.
- Demonstrated ability to think strategically and solve problems.
- Solid Knowledge in project management methodologies and tools.
- Ability to plan and organize resources effectively.
- Team management and interpersonal skills.
- Strong risk management skills.
- Languages: English is mandatory, full mastery of French and Arabic would be highly preferred.
- Knowledge in the defense and security sectors would be an added value.