

JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Strategic Projects Lead
Reports to:	The Vice Chancellor
Department	Management
Location:	Abu Dhabi, UAE
Grade:	4
Prepared / Revised on:	April 2025

2. JOB PURPOSE / ROLE:

The high impact role will support effective decision-making by blending strategic thinking and project management to achieve institutional growth and operational efficiency.

The Strategic Projects Lead will:

- play a strategic role in the planning, implementation and optimization of strategic growth initiatives. The role will include the coordination of cross-departmental and cross-functional initiatives and projects to support the achievement of the University's strategic plan.
- play a pivotal role in ensuring the successful execution of the university's strategic plan by coordinating cross-departmental efforts. This role requires a strong managerial function to facilitate collective achievement of strategic objectives, reporting directly to the Vice Chancellor.

3. JOB DIMENSIONS

Number of Staff Supervised:	Direct Reports:	No
	Total:	NA

Key Priority	Key Activities
▪ Strategic Project Leadership	<ul style="list-style-type: none"> ▪ Lead the development, planning and execution of strategic and business development projects across various university departments. ▪ Oversee projects that involve key partners or governing authorities. ▪ Ensure projects are aligned with the university's strategic plans and long terms objectives. ▪ While this role does not involve direct hierarchical supervision, it requires strong managerial skills to coordinate and lead project teams across various departments. Effective collaboration and influence without authority are essential to drive projects to successful completion.
▪ Business Innovation	<ul style="list-style-type: none"> ▪ Collaborate with stakeholders to identify new ideas, methods or services innovation opportunities within academic and administrative frameworks to improve performance, create value and create a competitive edge. ▪ Develop initiatives that enhance the university's market positioning, services and operational efficiency.

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<ul style="list-style-type: none"> ▪ Cross-Functional, Cross-Departmental and External Collaboration 	<ul style="list-style-type: none"> ▪ Foster strong collaboration between and across departments to ensure seamless execution of initiatives. ▪ Serve as a key liaison between internal teams, external stakeholders and the office of the Vice Chancellor to support transparency, accountability and strategic alignment. ▪ Facilitate collaboration among diverse stakeholders, including academic and administrative departments, to drive strategic initiatives forward.
<ul style="list-style-type: none"> ▪ Project Management, Monitoring and Reporting 	<ul style="list-style-type: none"> ▪ Develop and maintain detailed project plans, timelines and progress reports for senior management. ▪ Monitor performance metrics, assess project impact and provide actionable recommendations for improvement.
<ul style="list-style-type: none"> ▪ Strategic Communication and Presentation 	<ul style="list-style-type: none"> ▪ Prepare high-level presentations, proposals and reports to communicate project values and outcomes. ▪ Present strategic and business development initiatives for reviews by the vice chancellor and the leadership.
<ul style="list-style-type: none"> ▪ Process Improvement 	<ul style="list-style-type: none"> ▪ Optimize university-wide processes to ensure increased efficiency and operational excellence.
<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:

Minimum Qualifications:

- Bachelor's degree in Business Administration, Strategic Management, Marketing, Project Management, Engineering or a related field. Master's degree in a related field is highly desirable.
- PMP or equivalent (PRINCE2, CSM, CBDE) certification is required.
- Proven experience with project management tools such as MS Project, Asana, or Trello.

Minimum Experience:

- 5+ years' experience and expertise in project management, strategy, or business development.
- Experience in the education sector or academic environment is a strong asset

Job-Specific Skills:

- Demonstrated ability to lead and coordinate teams without direct supervisory authority, fostering a collaborative environment to achieve strategic goals.
- Expertise in the use of range of project management tools and software.
- Strong analytical, interpersonal, and organizational skills.
- Collaborative mindset and interpersonal skills for cross-functional negotiations and engagement.
- Strong planning, budgeting, and resource management skills.
- Excellent written and verbal communication skills.

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- Experience working directly with executive leadership or senior management.
- Languages: Full Proficiency in English. French is a plus.

Line Manager Name & Signature:

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Employee Name & Signature:

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Date:

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Date:

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