



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Head of Department	DEPARTMENT: Academics
POSITION REPORTS TO: Dean/Vice President Academics	
POSITION IS REPORTED BY: Permanent Faculty, Program Managers, and other relevant staff	
MAJOR JOB RESPONSIBILITIES	% of Total Work-load
<ol style="list-style-type: none">1. Responsible for providing vision, leadership, and strategic direction for the department.2. Manages and supervises all other aspects of the department including:<ol style="list-style-type: none">a. Course curriculum plan.b. Ensuring that the faculty members prepare course portfolio for each semester.c. The hiring process of Adjunct faculty members.d. Performance of faculty members in each semestere. Students' academic issues, such as, freezing of semesters, change of courses, semester withdrawals, course withdrawals, emergent leaves, etc.f. Marketing events such as school visits, expos along with the Admissions department.3. Ensures the economic feasibility of the courses for every program.4. Identifies vacant positions of permanent faculty and coordinating with the HR department.5. Maintains liaison with students, faculty, parents and staff, in facilitating the implementation of the program objectives.6. Responsible for teaching two courses (Lecturing, marking papers, and quiz) in each semester.7. Responsible for writing at least two research papers/publication in a year.8. Attends conference, workshops, and trainings.9. Supervises IS and thesis work of the students.	



<p>10. Participates as a member of Academic Committees and other Internal Committees for Department / University.</p> <p>11. Participates in University Advancement Activities.</p> <p>12. Any other work as assigned by the SZABIST Management from time to time.</p>	
<p><u>PERSON SPECIFICATION</u></p> <p>(1) Academic Qualification Required PhD, Masters degree, or equivalent qualifications in the relevant subject.</p> <p>(2) Specific Job-related Skills Required</p> <ol style="list-style-type: none">1. Analytical Skills2. Communication & Interpersonal Skills3. Presentation Skills4. Counseling Skills5. Leadership Skills6. Problem-solving & Decision- making Skills7. Negotiation skills8. Computer Skills <p>(3) Specific Job-related Traits & Behaviors Required</p> <ol style="list-style-type: none">1. Attendance & Punctuality2. Integrity3. Initiative taking4. Intelligence and Mental alertness5. Cooperativeness & Coordination6. Policy and Procedure Compliance7. Ability to Plan, Organize, and8. Supervise the Work9. Appearance10. Discipline	