

Dean, General Education
College of The North Atlantic - Qatar

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Posted Sep. 25, 2019, set to expire Jan. 25, 2020

Job Title	Dean, General Education
Department	School of General Education
Institution	College of The North Atlantic - Qatar Doha, , Qatar
Date Posted	Sep. 25, 2019
Application Deadline	Nov. 24, 2019
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Academic Unit
Job Website	https://careers.cna-qatar.com/en/qatar/jobs/dean-school-of-general-education-3902422/
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Job Description

College/Department Profile:

The College of the North Atlantic - Qatar is inviting nominations and applications for the position of Dean, School of General Education. Reporting to the Vice President, Academics, the Dean, School of General Education must be a proven leader with the skills and expertise necessary to support the School of General Education in all the academic affairs of the college and fully implementing the College's mission and vision.

College of the North Atlantic - Qatar Profile:

The beautiful and culturally progressive State of Qatar is home to the world-class post-secondary institution, College of the North Atlantic-Qatar (CNA-Q). Internationally recognized as a comprehensive

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technical college, CNA-Q is committed to high quality, student-centered education. This commitment is reflected through state-of-the-art facilities, accessible and responsive technology programs and strong partnerships with industry.

With more than 600 staff and 3,000 students, CNA-Q is one of Qatar's largest post-secondary institutions offering over 30 diploma programs through student-centred learning. By providing training in a range of technical areas including Engineering Technology, Health Sciences, Industrial Trades, Business Studies and Information Technology, CNA-Q brings the State closer to the goals of Qatar National Vision 2030.

Duties & Responsibilities:

This position requires an energetic and enthusiastic individual who will lead the development of a strategy and plan that ensures the success of the School of General Education and manage the school's performance in line with the plan and set objectives. The incumbent is also required to take full responsibility for overseeing the academic, administrative, and financial matter within the school. This includes providing leadership and direction to staff and faculty to meet the expectations of program delivery; fostering educational promotional activities and partnerships in the State of Qatar and emphasize the importance of TVET education; maintaining relevant external industry relationships important to program design and content, as well as faculty and students.

Candidates should have an outstanding record of industry experience in General Education and possess the qualifications necessary to be successful in the role of Dean, School of General Education. The successful candidate is responsible to provide academic leadership in the General Education programs in fulfilling the College's mission, vision and strategic plan. Candidates will develop and implement an annual Academic School Strategic Plan and lead the policy development initiatives for the School in conjunction with the colleges Executives. Responsibilities also include to develop, deliver and evaluate programs in the School while providing strategic leadership to all quality assurance and accreditation activities, establishing positive partnerships with businesses and government bodies.

Candidates will and act as a mentor for students by participating in student events and promote non-traditional learning activities, attend leadership and management meetings and participate in initiatives to support CNA-Q's strategic goals. Responsibilities also include to establish Program Advisory Committees to maximize opportunities for industry collaboration.

The Dean, School of General Education will resolve sensitive inquiries by students and faculty in accordance with the professional code of ethics and prepare an annual academic report on the performance of the School's academic programs, plan financial resources and lead the establishment of Key Performance Indicators (KPIs) for the School.

Candidates will provide professional development support and perform periodic performance reviews

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for direct subordinates to contribute to the development of employees, develop workforce plans for Academic units in collaboration with the Human Resources Department and have excellent organizational, leadership, decision-making, delegation and communications skills as well as the ability to act as a mentor to team members.

Qualifications

Education and Certifications:

An earned doctorate, awarded from accredited institution in an appropriate field such as; Education, Natural Science, or English, and a distinguished record of teaching and research.

Experience:

- A minimum of five (5) years of employment experience as a practitioner/professional within the relevant discipline.
- Eligible Professors, Associate, and Assistant Professors that have exhibited consistent exceptional performance.
- Solid background in academic administration with at least five years of experience in a similar leadership position at a university or college campus undergoing rapid growth and development.

Language:

Fluency in written and spoken English language

Other Required Skills:

Demonstrably outstanding track record of leadership and management in a post-secondary institution. Experience in accreditation and planning of college courses and programs. Good understanding of teaching, learning and student experience is required. Strong leadership skills with a desire to achieve organizational success and to lead by example is required. Collaborative decision-making, and a high standard of professional integrity. A proactive can-do attitude to work and good time management is essential. The candidate should have the ability to anticipate change and effectively manage quality and risk at all times. Effective resource management is essential. Commitment to positive relationship building and effective working relationships across all levels of the organisations is required. Knowledge of Faculty Workforce Planning is required and knowledge of Sourcing and Recruitment is desirable. A Commitment to ongoing training and continuous professional development is desirable. Candidates should demonstrate explanatory communication and interpersonal skills. Fluency in English language is required.

Benefits:

College of the North Atlantic - Qatar offers a unique, multicultural environment, and world class facilities in a beautiful campus located in the Duhail area of Doha. Our employees come from a diverse

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background from all over the globe, and enjoy competitive compensation and benefits. These benefits include, but are not limited to:

- Competitive compensation
- Generous Annual Leave
- Professional Development opportunities
- Convenient work hours
- Extensive Health & Life Insurance
- Immigration Services
- Full access to our recreational facilities

How to Apply:

<https://careers.cna-qatar.com/en/qatar/jobs/dean-school-of-general-education-3902422/>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Qatar