

Academic Manager, Faculty Affairs (Qatari National Preferred)  
College of the North Atlantic - Qatar

Direct Link: <https://www.AcademicKeys.com/r?job=156981>

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Posted Apr. 6, 2021, set to expire Aug. 6, 2021

<b>Job Title</b>	Academic Manager, Faculty Affairs (Qatari National Preferred)
<b>Department</b>	Faculty Affairs
<b>Institution</b>	College of the North Atlantic - Qatar Doha, Doha, Qatar
<b>Date Posted</b>	Apr. 6, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Academic Affairs
<b>Apply Online Here</b>	<a href="http://careers.cna-qatar.com/en/qatar/jobs/academic-manager-faculty-affairs-qatari-national-preferred-4323344/">http://careers.cna-qatar.com/en/qatar/jobs/academic-manager-faculty-affairs-qatari-national-preferred-4323344/</a>

**Apply By Email**

**Job Description**

**College/Department Profile:**

The College of the North Atlantic - Qatar is inviting nominations and applications for the position of Faculty Affairs Academic Manager. Reporting to the Vice President, Academic Affairs, the Faculty Affairs Academic Manager must be a proven leader with the skills and expertise necessary to provide leadership 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 technical college, CNA-Q is committed to high quality, student-centered education. This commitment is

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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 26 diploma programs through student-centered 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, manage, direct and monitor the activities of the Faculty Affairs with the aim to improve quality and efficiency of the academic workforce at the College. To ensure that the Faculty Affairs programs are designed, developed and implemented in alignment with CNA-Q's strategic direction. Key strategic responsibilities will be to provide support in the formulation of CNA-Q's strategy and to lead the development and implementation of the Faculty Affairs business plan.

Candidates should have an outstanding record of industry experience in Academic and Faculty Affairs and possess the qualifications necessary to be successful in the role of Faculty Affairs Academic Manager.

The successful candidate will manage all Faculty Affairs activities which will cover profiling of faculty candidates, performance management, faculty policy, developing and implementing Faculty policies related to promotions process, performance appraisal criteria, and other matters of an academic nature, in alignment with applicable laws and regulations.

The successful candidate will ensure effective communication on matters related to the Academic Staff, provide advice and guidance on disciplinary issues, and support line management during formal disciplinary action processes. This includes overseeing the adherence and compliance to the faculty policy and resolution of academic employee grievances and disciplinary actions, while ensuring adequate support is provided to CNA-Q academic employees.

Another key role is supporting the recruitment efforts of faculty by conducting interviews, handling and coordinating recruitment activities related to faculty employees, in coordination with School Deans and AVP Academic. Providing support to the Deans and Vice President Academics in performance evaluation process of faculty as well as supporting the promotion committee with assessing academic staff promotion cases based on the performance appraisals, and oversee the promotion process of the faculties and collaborate with Human Resources to solve issues relating to people, performance management, and faculty relations.

The successful candidate will contribute in the policy development initiatives for Faculty Affairs and lead its implementation, develop and monitor the implementation of Faculty Affairs' procedures, processes, guidelines, monitor performance of the Faculty Affairs KPIs on a regular basis and develop and monitor the annual budget of Faculty Affairs' in conjunction with the Vice President.

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The successful candidate will provide professional development support and perform periodic performance reviews for direct subordinates based on CNA-Q's Employee Performance Management framework to ensure continual high performance of employees in alignment with the College's mission and mandate.

The successful candidate will contribute to the recruitment of talent within the Faculty Affairs in conjunction with Human Resources.

**Education and Certifications:**

PhD in a relevant discipline from a recognized, accredited institution preferred.

**Experience:**

Minimum 10 years' relevant experience.

5 Years Managerial experience

**Language:**

Fluency in written and spoken English language is required

Bilingual in English and Arabic language is preferred

**Other Required Skills:**

Highly motivated and innovative individual with an outstanding track record of leadership and management in a post-secondary institution. Demonstrated experience in Academic and Faculty Affairs best practices. Strong leadership skills with a desire to achieve organizational success and to lead by example is required. Effective Strategic Planning is required. 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. A Commitment to ongoing training and continuous professional development is desirable. Candidates should demonstrate explanatory communication and interpersonal skills and fluency in English language is required, Arabic language is an asset.

**How to Apply:**

Applications should be submitted via our online application portal.

**Contact Information**

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Please reference Academickeys in your cover letter when  
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**Contact**

Qatar