Director of Excellence and Governance (Priority to UAE Natonsla)
Hamdan Bin Mohammed Smart University

Job Title	Director of Excellence and Governance (Priority to UAE Natonsla)
Department	Director of Excellence and Governance (Priority to UAE Natonsla)
Institution	Hamdan Bin Mohammed Smart University
	Dubai Academic City, , United Arab Emirates
Date Posted	Jul. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - General
Job Website	https://www.hbmsu.ac.ae/about/employment/director-excellence-and-governance-priority-uae-natonsla
Apply By Email	
Job Description	

Director of Excellence and Governance (Priority to UAE Natonsla)

Description
The Director of Excellence and Governance is responsible for the development of an effective governance system that promote transparency, fairness, trust, excellence, and integrity in the use of resources which is contextualized to the nature of the university as a smart learning higher academic enterprise. The Director of Excellence and Governance is responsible to evaluate and report on the

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effectiveness and efficiency of the system. Furthermore, he/she is expected to advice on key quality and excellence issues and on the interpretation of the university's instruments of governance.

Main roles & responsibilities

Financial Perspective:

1. Develop procedures for project management across the university to ensure that all projects are planned and implemented according to their goals with clear responsibilities, deliverables and plans.

2. Monitor, evaluate, and report on the progress of projects across the university while promoting accountability and the avoidance of excessive government spending.

Customer Perspective:

1. Advise on key quality and excellence issues and platforms to ensure the development and deployment of learners' centric ecosystem that is proactive and responsive to the learners' needs and expectations.

Process Perspective:

1. Develop a comprehensive Governance system that promote transparency, fairness, trust, excellence, and integrity in the use of resources, while ensuring the adherence to applicable laws, legislation, and regulations, and the contextualization to the university as a smart learning higher academic enterprise.
2. Evaluate and report on the effectiveness and efficiency of the Governance system.
3. Advice on the interpretation of the university's instruments of governance.

Learning and Growth Perspective:

1. Advice and promote the development of "best-practice" governance and excellence culture grounded on self-awareness and commitment to take responsibility in managing major activities and decisions to achieve targeted results within a structure that promotes transparency, integrity, trust, continuous improvement, excellence, and innovation.
2. Serve as a chair or a member of committees and task forces as per the university's governing

structure.

3. Adhere to internal and local information security and relevant health and safety laws, regulations, policies, and procedures.
4. Oversee the design, development, and execution of the Information Security Management System and its controls across the university.
5. Audit compliance to Information Security Management System and information security policies.

Required qualification & skills

Professional Experience:

At least 7 years of experience in leading Quality Assurance and governance unit in a higher education institution.

Education and/or Academic Qualifications:

Master Degree from a recognized university in Quality Management, Industrial Engineering, or related fields is an advantage. A PhD degree is an advantage.

Knowledge, Skills & Abilities:

- Strong planning and organizational skills.

- Acute attention to detail.

- Strong human resources administrative skills.

- Proficient in the use of MS Office suite of programs - (Outlook, Word, Excel, PowerPoint).

- Ability to cope with multiple demands, resolve priority conflicts, manage competing priorities,

meet deadlines and deal with confidential material on a regular basis.

- Demonstrate sound judgment, maturity, and a sense for ethics and integrity.

- Analytical and interpretive skills.

- Ability to synthesize information from a wide variety of sources.

- Ability and willingness to consolidate effective briefings for a variety of priority initiatives.

- Initiative and resourcefulness to work independently and assume responsibility for design, implementation and completion of projects and develop recommendations.

- Strong leadership, organizational and project management skills.

- Excellent communication skills in both Arabic and English languages.

- Proficiency in PC skills.

Apply

Contact Information

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Contact

United Arab Emirates