Director of Institutional Intelligence (Priority to UAE Nationals)
Hamdan Bin Mohammed Smart University

Job Title	Director of Institutional Intelligence (Priority to UAE Nationals)
Department	Institutional Intelligence
Institution	Hamdan Bin Mohammed Smart University
	Dubai Academic City, , United Arab Emirates
Date Posted	Aug. 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Development/Institutional Advancement
Job Website	https://www.hbmsu.ac.ae/about/employment/director-institutional-intelligence-priority-uae-nationals
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Job Description	

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Summary

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Category
Administrative Positions

Type
Full time

Description

The Director of Institutional Intelligence leads the design, development, and oversight of a future-ready, AI-enabled institutional research and intelligence ecosystem. This role ensures that institutional decisions are evidence-based, predictive, and strategically aligned with local and international accreditation requirements, regulatory standards, and HBMSU's vision for innovation. The Director leverages artificial intelligence, machine learning, and data science tools to transform data into strategic insights, enabling agile governance, planning, budgeting, performance monitoring, and institutional effectiveness.

Main roles & responsibilities

1. Develop and continuously improve an integrated institutional intelligence framework powered by advanced analytics, AI, and machine learning to enable data-driven decision-making across all levels of the university.
2. Implement predictive, prescriptive, and generative analytics models to forecast institutional needs, identify risks and opportunities, and optimize resource allocation and strategic outcomes.
3. Oversee the design and maintenance of interactive, AI-enabled dashboards and visualizations to support performance tracking, institutional planning, accreditation, and compliance.
4. Ensure the quality, integrity, consistency, and interoperability of institutional data through the adoption of automated data pipelines, data governance protocols, and metadata standards.
5. Collaborate with the AIT Division to build and maintain a robust data warehouse architecture and AI-integrated business intelligence tools.
6. Conduct and publish high-quality research and benchmarking studies to support institutional agility, competitiveness, and global visibility.
7. Design smart survey instruments with AI-driven analysis capabilities to monitor stakeholder satisfaction and engagement, and to support strategic and operational reviews.
8. Lead institutional reporting to internal and external stakeholders, accreditation bodies, regulators, and award platforms using AI-enhanced reporting engines.
9. Develop and deliver awareness and capacity-building initiatives to promote a university-wide culture of data fluency and intelligence-led thinking.

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10. Serve as the strategic advisor on institutional intelligence and digital transformation to the Chancellor and senior leadership.

Required qualification & skills

Education:

- Master's or PhD in Data Science, Artificial Intelligence, Higher Education, Statistics, Computer Science, Engineering, or a related field.

Professional Experience:

- At least 7 years of progressively responsible experience in institutional research, data analytics, strategic planning, or intelligence in a higher education or digital-first environment.

Knowledge, Skills & Abilities:

- Proven expertise in AI/ML tools, data mining, predictive modelling, and data visualization platforms.
- Familiarity with international higher education data standards, accreditation criteria, and performance frameworks.
- Advanced knowledge of data science programming languages and tools (e.g., Python, R, SQL, Tableau, Power BI, SPSS, TensorFlow).
- Experience in building and managing data warehouses and enterprise intelligence systems.
- Strong analytical, leadership, project management, and communication skills in both English and Arabic.
- Demonstrated ability to lead innovation, manage cross-functional initiatives, and drive organizational change through data.

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Contact Information

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

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Contact

United Arab Emirates