

University Registrar (Priority to UAE Nationals)
Hamdan Bin Mohammed Smart University

Direct Link: <https://www.AcademicKeys.com/r?job=261849>

Downloaded On: Aug. 30, 2025 2:11am

Posted Aug. 29, 2025, set to expire Jan. 11, 2026

Job Title	University Registrar (Priority to UAE Nationals)
Department	Registrar Office
Institution	Hamdan Bin Mohammed Smart University Dubai Academic City, , United Arab Emirates
Date Posted	Aug. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Enrollment Management/Registrar
Job Website	https://www.hbmsu.ac.ae/about/employment/university-registrar-priority-uae-nationals
Apply By Email	
Job Description	

The Registrar is responsible for collaboration with the HBMSU community and the LD division on matters related to learner's enrolment and progression through HBMSU offerings. One of the main responsibilities of the Registrar is to ensure the provision of a unique learner experience to its learners through providing the services and support needed in their HBMSU learning journey across the all types of learners.

Main roles & responsibilities

1. Develop, monitor and continuously review the annual effectiveness plans, financial budget and manpower planning; achieve the scope of work and the prescribed KPI's pertaining to Registrar

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Office as per the approved BSC and action plan.

2. Reviews current practices and methods and initiates development of new ones as necessary to reduce costs, encourage growth and improve efficiency.
3. Performs managerial duties for administrative staff including interviewing /hiring applicants for employment, assigning and reviewing progress of assignments, managing performance and recommending salary increase and develop higher level of expertise in staff members.
4. Establish daily business practices which reflect the most advanced technological methods available to improve customer service.
5. Make learners' data available in easily accessible formats to departments for administrative purposes and research.
6. Direct preparation of statistical reports on educational activities for government and educational agencies and interprets registration policies to faculty and learners.
7. Manage staff in charge of Registration Office and ensure accuracy of learner's academic records and preparation of Academic Calendar.
8. Direct the applications of Financial Aid and Scholarship to the university and ensures effective and fair evaluation in accordance with HBMSU rules and regulations
9. Collaborate with all respective stakeholders to ensure proper and timely admission of all new

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applicants to the University along the 4Cs model.

10. Monitor implementation of the academic rules and regulations of HBMSU that are pertinent to learner's enrollment and graduation requirements along the 4C's model.
11. Oversee, monitor, and ensure the effective implementation of Information Security Management System across the unit and periodically assess information assets and their classification, access privileges, controls, and associated risks and implement effective corrective actions and mitigation strategies in collaboration with Information Security Standing Committee and AIT division to ensure the integrity and confidentiality of university information assets.
12. Adhere to internal and local information security and relevant health and safety laws, regulations, policies, and procedures.

Required qualification & skills

- Minimum of 7 years professional experience in a similar or related field/position.
- Bachelor's degree, preferably a Master degree in Education/ Business/ TQM/ MIS from an accredited university.
- Strong interpersonal and communication skills; and the ability to work effectively with a wide range of constituencies in a diverse community.
- Thorough knowledge of UAE MOE policies and procedures.
- Ability to develop, plan, and implement short- and long-range goals.
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Knowledge of planning and scheduling techniques.

- Knowledge of customer service standards and procedures.
- Knowledge of the rules, regulations, and laws regarding student records.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of organizational structure, workflow, and operating procedures.
- Ability to maintain confidentiality of records and information.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Ability to investigate and analyze information and draw conclusions
- Ability to foster a cooperative work environment among subordinates.
- Knowledge of records retention and/or destruction policies and procedures.
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Proficiency in PC skills.

- Excellent communication skills in both Arabic and English languages.

Contact Information

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

Contact

United Arab Emirates