Recruitment of Head of Department of Business Administration

IOU gives high importance to provide quality education to its students around the world. Presently, we are in the process of recruiting a Head of Department of Business Administration who will be responsible for providing strong leadership in administering the department. It is a highly demanding role requiring strategic and operational leadership, vision and engagement along with dedication and commitment.

PERSON SPECIFICATION

(1) Qualification
- *Essential*: PhD in any specialised area of Management or Business Administration.
- *Desirable*: Post-Doc qualification in any of the above areas.

(2) Experience
- At least 10 years teaching experience including five-years post-PhD experience.
- Managing academic research projects
- Curriculum development.

(3) Publications
- *Essential*: At least ten research papers published in reputed refereed academic journals.
- *Desirable*: Additional publications (i.e., other than research papers) including books, monographs, research or project reports or conference proceedings.

(4) Language
- *Essential*: Excellent written (academic) and verbal English skills.
- *Desirable*: Knowledge of basic Arabic.

JOB PROFILE AND DUTIES

The skills and experience outlined below is only a summary of what is required to carry out this job in a most productive way. These points only reflect the mode of selection process on which the decision of appointment will be made. Candidates may be asked to prove their suitability beyond this framework.

(1) Core Responsibilities and Requirements

- Candidate must possess strong leadership skills along with futuristic vision.

- They must have the ability to develop departmental vision regarding current and future teaching and research priorities.
- Must be able to develop and implement coherent strategies to support and strengthen academic standards.
- Responsible for leading contributing the day-to-day academic research in the department.
- Responsible for providing general supervision and direction with regard to research and publications.
- Leading department's planning and development in implementing respective decisions or policies of the IOU.
- Responsible for administering research funds.
- Excellent ability in supporting, facilitating and implementation of IOU's strategic plan.
- Chair and attend relevant meetings and significantly contributing in those with their expert input.
- Must be able to optimally plan work under competing priorities and tight deadlines.
- Must be an excellent team player and a strategic thinker with excellent inter-personal skills.

(2)   Day to Day Main Responsibilities

- Monitoring the quality of teachers' live sessions, assignments grading and forum post responses, by checking on forums, assignment comments, and live sessions at least once a month.
- Evaluating and reporting to the Dean and Faculty Manager on teacher's academic performance at the end of each semester (February and August).
- Suggesting changes to faculty and curriculum for the department, and assisting in the implementation of such changes when required.
- Ensuring quality assurances processes are implemented in the department.
- Moderate assessments and examinations within the department.
- Dealing with academic complaints and queries related to the department.
- Supervision of the peer review content checking of MCQs for exams and module tests.
- Reporting to the Dean on the academic management of the department.
- Help University to promote research culture.
- Regularly contribute in the research journal of IOU and also guiding students to get their good quality work published at appropriate forum.
- Develop new curriculum, amend the existing curriculum and supervise re-curriculation.
- Perform any other tasks as assigned by the Dean FAS and/or DVC Academics.