



Job Description

Position Title	Director Academic Operations
Department	Office of Academic Operations
Reporting To	Vice President Institutional Effectiveness
Type of Position	Full Time

POSITION DESCRIPTION

The Office of Academic Operations is responsible for facilitating recruitment of faculty, faculty annual review and promotion, professional development, faculty policies and assisting the Vice President and Deans on all faculty matters as needed. The Director will supervise a small team, and will work with Office of Human Resources, Office of Travel Services, Office of Marketing and Communications, Office of Global Engagement, Office of Institutional Research, Centre for Pedagogical Excellence and Office of Facilities Management.

DUTIES AND RESPONSIBILITIES

The scope of work for this position is as follows:-

1. Faculty Recruitment

- Responsible for hiring faculty from recruitment to selection, on boarding, organizational orientation, and familiarity with institutional policies and procedures.
- Creating faculty recruitment plans, including development of a recruitment strategy (online, print, in person, national, international), setting up interviews, following up with candidates, and ensuring a smooth recruitment process...
- Familiarity with data warehousing and data mining systems that may impact recruitment strategy, faculty capacity, and effectiveness.
- Understanding of global higher education systems and trends, accreditation agencies, and faculty services.

2. Faculty Evaluation and Promotion

- Create a technological support platform for implementation of faculty policy and procedure on annual evaluations and promotions
- Support the Deans' office in implementing annual evaluation and promotion policy, compiling and analyzing data for the Deans and the Vice President, identifying key trends for purposes of decision-making.
- Assist the Vice President with all matters pertaining to university promotions.

3. Faculty Policies and Procedures

- Responsible for development of faculty policies and procedures, in collaboration with and advice from the Vice President and University Policy Committee.
- Responsible for ensuring approved policies are uploaded on internal portals, and all faculty community members are informed.
- Assist the Vice President in creating technology based platforms for all procedures that may emerge through policies.
- Responsible for creating and maintaining the faculty handbook.
- Represent the Vice President on committees and tasks forces as needed.

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4. Other areas of responsibility

- Responsible for developing a collegial working relationship with faculty. Assisting the travel office with any visa information requirements for foreign hires, and being the point of contact and support for the faculty member through-out the process.
- Facilitating international and out-of-station faculty with relocation and smooth transition to life in Karachi.
- Assisting Human Resources with clearances as and when needed.
- Responsible for maintaining and updating faculty information on the Habib University website and portals on a regular basis.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Master's degree is required from an accredited institution
Required Experience	<ul style="list-style-type: none"> ✓ Progressive and successful experience of a minimum of 8 to 10 years of experience in a similar position or experience working in Human Resources. ✓ Extensive experience in program planning and implementation, budgeting, marketing and communication. ✓ Experience in international recruitment and relocating international hires. ✓ Experience of policy development and understanding of legal parameters required in policy development and implementation. ✓ Experience in creating technological platforms for implementation of procedures.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Communication skills: written, oral, presentation and interpersonal	High
2.	Microsoft Office Suite (Excel, Word)	High
3.	Attention to Detail	High
4.	Teamwork	High
5.	A demonstrated commitment to diversity and equity. Must be comfortable in connecting and working with individuals of diverse ethnicities, background, languages, and religion.	High
6.	Effective interpersonal skills and sensitivity to issues affecting a wide range of constituencies.. A record of inclusive conduct and evidence of multicultural skills in the workplace is required.	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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