

Job Descriptions Handbook at Onaizah Colleges

2023/2024



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allah, the Most Gracious, the Most Merciful



Dr. Abdullah Saleh Alshetaiwi
Chairman of Boards of Trustees

Based on Onaizah Colleges' keenness to keep pace with administrative development and to achieve a high level of performance, and in believing that OC job description handbook is an important mechanism that helps define OC organizational structure of and a positive self-help to run its business.

OC is pleased to issue its job description handbook for administrative, technical, and academic positions with the aim of specifying the titles of these jobs, their levels, the conditions that must be met by their occupants, and the powers associated with each job to ensure that there is no duplication of work and performance.

The aim of issuing this guide is to enable officials at OC to adopt unified names, standards and specifications for administrative, technical and service jobs and for those who occupy these positions. It also aims to achieve OC mission and implement work-related procedures such as appointment, transfer, promotion, performance evaluation, training, and others.

May Allah grant us success.



Job Description Card (Chairman of Boards of Trustees)

Job Title	Chairman of Boards of Trustees	Job Code	OC-JD001
Administration	General Administration	Dept.	N/A
Type of Position	Leadership	Reports to	Boards of Trustees
Depts./Units Affiliated to	All departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Supervising all OC work in a manner that does not conflict with the regulations of private institution education.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Facilitate OC mission, actively contribute to its realization, and monitor OC performance with respect to strategic goals outlined in OC Strategic Plan. 2. Supervise the performance of colleges and ensuring the proper functioning of them. 3. Supervise the preparation of the strategic plan and the quality system in the colleges. 4. Supervise the implementation of OC strategic plan and QMS. 5. Supervise the work of departments, councils and committees in charge of institutional and program accreditation in colleges. 6. Submit an annual report to the Board of Trustees and the Board of Directors on the work performance of the colleges. 7. Represent OC in external official events. 		
Other Responsibilities	Any tasks and responsibilities assigned to him by the Boards of Trustees.		
Job Requirements	Qualifications	Minimum Qualification	Ph.D.
		Required Major	Any scientific discipline.
	Background	Three years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Familiarity with planning and quality. - Has leadership skills. - The ability to communicate effectively. - Proficiency in English language. 	
Chairman of Boards of Trustees		Signature	Date
Based on the approved delegation by the Boards of Trustees			

Job Description Card (Chairman Assistant of Boards of Trustees)					
Job Title	Chairman Assistant of Boards of Trustees	Job Code	OC-JD002		
Administration	General Administration	Dept.	N/A		
Type of Position	Leadership	Reports to	Chairman of Boards of Trustees		
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Supervising all departments, units and support centers of the Chairman Assistant of Boards of Trustees.				
Job Responsibilities	<ol style="list-style-type: none"> Facilitate the relevant aspects of OC mission, actively contribute to its realization, and monitor OC performance with respect to the relevant strategic goals outlined in OC Strategic Plan. Act for the Chairman of Boards of Trustees in the event of his absence. Participate in preparing the colleges' strategic plan. Supervise the implementation of the operational plans of the departments, units and support centers affiliated to it. Supervise the work of the affiliated departments, units and support centers and ensuring the proper functioning of them. Supervise the implementation of the quality system and the administrative, financial, and operational regulations and policies in its departments, units and centers. Prepare the annual report of the operational plans relevant to him/her. 				
Other Responsibilities	Any tasks and responsibilities assigned by Chairman of Boards of Trustees.				
Job Requirements	Qualifications	Minimum Qualification	Master.		
		Required Major	Any academic discipline.		
	Background	Three years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Familiarity with planning and quality. - Has leadership skills. - The ability to communicate effectively. - Proficiency in English language. 			
Chairman Assistant of Boards of Trustees		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	



Job Description Card (Chairman Assistant of Boards of Trustees for Planning & Quality)			
Job Title	Chairman Assistant of Boards of Trustees for Planning & Quality	Job Code	OC-JD003
Administration	General Administration	Dept.	N/A
Type of Position	Leadership	Reports to	Chairman of Boards of Trustees
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/Mandate	Supervising the strategic planning and quality assurance processes, and all relevant units listed on the organizational structure in the colleges.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Facilitate the relevant aspects of OC mission, actively contribute to its realization, and monitor OC performance with respect to the relevant strategic goals outlined in OC Strategic Plan. 2. Supervise strategic planning and quality work in the colleges. 3. Supervise the reports submitted to the NCAAA and MOE. 4. Ensure that all operational plans are implemented. 5. Monitor the application of OC QMS. 6. Review annual reports of OC operational plans. 7. Supervise institutional and programmatic accreditation projects. 8. Supervise OC performance. 9. Supervise and follow up of all relevant departments and units listed on the organizational structure. 		
Other Responsibilities	Any tasks and responsibilities assigned by Chairman of Boards of Trustees.		
Job Requirements	Qualifications	Minimum Qualification	Ph.D.
		Required Major	Any academic discipline.
	Background	2-3 years in the field of planning and academic quality.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Familiarity with strategic planning. - Familiarity with quality assurance. 	
Chairman Assistant of Boards of Trustees for Planning & Quality		Signature	Date
Chairman of Boards of Trustees		Signature	Date

Job Description Card (Chairman Assistant of Boards of Trustees for Postgraduate Studies and Scientific Researches)

Job Title	Chairman Assistant of Boards of Trustees for Postgraduate Studies and Scientific Researches	Job Code	OC-JD004
Administration	General Administration	Dept.	N/A
Type of Position	Leadership	Reports to	Chairman of Board of Trustees
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Supervising postgraduate studies administration, research center and all relevant departments and unites listed on the organizational structure in the colleges.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Facilitate the research aspect of OC's mission, actively contribute to its realization, and monitor OC performance with respect to its research goals and plans. 2. Supervising external cooperation, including memorandums of understanding and membership with local and international universities and colleges, and following up on their implementation. 3. Supervising graduate studies programs, proposing relevant policies, and following up on their implementation. 4. Supervising creativity and innovation centers. 5. Organizing scientific and creative forums in colleges and establishing mechanisms to encourage male and female students to participate in them. 6. Supervising scientific research and directing it to meet the needs of society. 7. Supervising of the research, revision and documentation centers for all scientific research activities in the colleges. 8. Opening channels of knowledge exchange and knowledge transfer locally and globally. 9. Establish mechanisms to support researchers. 10. Preparing the annual report of the operational plans of the departments that he supervises, including weaknesses, strengths, improvements and necessary recommendations, and submitting it to the Chairman of Boards of Trustees. 		
Other Responsibilities	Any tasks and responsibilities assigned by Chairman of Boards of Trustees.		
Job Requirements	Qualifications	Minimum Qualification	Master.
		Required Major	Any academic discipline.
	Background	Two years in the academic field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Familiarity with planning and quality. - Has leadership skills. - The ability to communicate effectively. - Proficiency in English language. 	
Chairman Assistant of Boards of Trustees for Postgraduate Studies and Scientific Researches		Signature	Date
Chairman of Boards of Trustees		Signature	Date



Job Description Card (Chairman Assistant of Boards of Trustees - Female Section)

Job Title	Chairman Assistant of Boards of Trustees - Female Section		Job Code	OC-JD005	
Administration	General Administration		Dept.	Female Section	
Type of Position	Leadership		Reports to	Chairman of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Supervise the female section academically and administratively and ensures equal opportunities in both male and female sections.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Facilitate the relevant aspects of OC mission, actively contribute to its realization, and monitor OC performance with respect to the relevant strategic goals outlined in OC Strategic Plan. 2. Supervising admission, registration, and activities in the female section. 3. Supervising community responsibility, public relations, media, and marketing in the female section. 4. Supervising strategic planning and quality assurance in the female section. 5. Supervising the financial and administrative affairs and support services in the female section. 6. Supervising all departments/units listed on the organizational structure. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification		Master.	
		Required Major		Any academic discipline.	
	Background	Two years in the academic field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Familiarity with planning and quality. - Has leadership skills. - The ability to communicate effectively. - Proficiency in English language. 			
Chairman Assistant of Boards of Trustees - Female Section		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	

Job Description Card (Councils and Committees Administration)					
Job Title	Director of Councils and Committees Administration		Job Code	OC-JD007	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Follow up the convening of all OC councils and committees and evaluate their performances.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the administration operational plan in line with OC strategic plan. 2. Receive the agendas and attachments of OC board of trustees. 3. Follow up the convening of OC council and committee meetings as per the calendar. 4. Collect and review all council and committee minutes of meeting. 5. Evaluate the effectiveness of the performance of all councils and committees. 6. Prepare and submit the annual report of its operational plan to the Chairman of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Law / Business Administration or related disciplines.		
	Background	Two years in the same field.			
	Personal Capabilities and Skills	Full knowledge of the academic and administrative systems and regulations related to the job.			
Director of Councils and Committees Administration		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	



Job Description Card (Legal Consultant)

Job Title	Legal Consultant	Job Code	OC-JD0013		
Administration	General Administration	Dept.	N/A		
Type of Position	Executive	Reports to	Chairman of Boards of Trustees		
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/Mandate	Providing legal advice to OC and representing it before judicial and legal authorities.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Study OC various documents and contracts and express the legal opinion regarding the decisions and recommendations that have been taken in their regard. 2. Review the bylaws, regulations, agreements and contracts signed by OC with others and ensure their compliance with the regulations. 3. Participate in OC disciplinary investigation committees upon request. 4. Organize and archive OC documents in a way that facilitates quick and easy retrieval. 5. Prepare and submit the periodic reports to the Chairman of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Laws, Sharia, or any relevant academic discipline.		
	Background	Three years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Skills in solving legal problems. - Familiarity with the Saudi labor regulations and systems, the judiciary, the public prosecution, and private university education. - Administrative and leadership skills. - Communication skills. 			
Legal Consultant		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	

Job Description Card (Systems Implementation Follow-up Office)			
Job Title	Manager of Systems Implementation Follow-up Office	Job Code	OC-JD0017
Administration	General Administration	Dept.	N/A
Type of Position	Executive	Reports to	Chairman of Boards of Trustees
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Ensuring implementing OC systems, regulations and procedures.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Office's operational plan in line with OC strategic plan. 2. Follow-up of the commitment and adherence of OC systems, regulations and procedures. 3. Monitor the compliance of postholders with their role descriptions stipulated in this handbook. 4. Prepare periodic reports to the Chairman of Boards of Trustees about the extent to which OC policies and procedures are implemented, and the extent to which all postholders comply with their job descriptions. 5. Prepare and submit the annual report of its operational plan to the Chairman of Boards of Trustees. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Bachelor.
		Required Major	Any academic discipline.
	Background	Two years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Computer skills. - Leadership skills. - Communication skills. 	
Manager of Systems Implementation Follow-up Office		Signature	Date
Chairman of Boards of Trustees		Signature	Date



Job Description Card (Internal Auditor)					
Job Title	Internal Auditor		Job Code	OC-JD0014	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman of Boards of Trustees	
Depts./Units Affiliated to	Any jobs related to the job.				
Job Purposes/ Mandate	Examine, review, and determine the adherence to accounting standards in the disbursement and collection processes and contribute with other departments to achieving OC goals .				
Job Responsibilities	<ol style="list-style-type: none"> 1. Review all procedures related to financial and accounting matters. 2. Contribute to protecting OC assets. 3. Review the transactions that come in and out of OC, and make sure that they are made in a correct manner. 4. Prevent, identify, and address fraud and errors. 5. Follow up the implementation of all the decisions of the financial colleges and ensure their implementation. 6. Submitting periodic completion reports and submitting them to the Chairman of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification		Bachelor.	
		Required Major		Accounting or any other related discipline.	
	Background	Three years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Abilities to use computer and accounting software. - Administrative and organizational skills. - Leadership Skills. 			
Internal Auditor		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	

Job Description Card (Intellectual Awareness Unit)					
Job Title	Director of Intellectual Awareness Unit		Job Code	OC-JD0024	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Supervise all activities and programs to increase OC stakeholders' intellectual awareness in line with the vision of the Intellectual Awareness Unit at the Ministry of Education.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the center's operational plan in line with OC strategic plan. 2. Spread the culture of preserving the national identity to cope with the current emerging changes. 3. Preserve moderate Islamic values and address non-Islamic extremist ideas. 4. Organize programs and lectures to promote OC stakeholders' intellectual awareness. 5. Contribute to supporting, consolidating and strengthening the principles of patriotism and belonging. 6. Prepare and submit operational plan annual reports to the Chairman Assistant of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification		Bachelor.	
		Required Major		Sharia or any other relevant disciplines.	
	Background	Two years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - The ability to deal with personality styles. - Persuasion skills. - Communication skills. 			
Director of Intellectual Awareness Unit		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	



Job Description Card (Institute for Studies and Consulting Services)

Job Title	Director of Institute for Studies and Consulting Services		Job Code	OC-JD0012	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Supervising all studies and consultancy services that OC provides to external bodies.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the institute's operational plan in line with OC strategic plan. 2. Provide services to external organizations through OC teaching and other staff in a form of research, studies, consultations, teaching and many fields of interest. 3. Market for the institute's services to the public, private and charitable sectors to increase and diversify OC financial revenues. 4. Prepare and submit the annual report of its operational plan to the Chairman of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Any major that fits the nature of the institute.		
	Background	One year in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Social skills. - Leadership skills. - Effective communication skills. 			
Director of Institute for Studies & Consulting Services		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	

Job Description Card (General Administration of Activities)					
Job Title	Director of General Administration of Activities		Job Code	OC-JD008	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Planning, implementing and evaluating OC extra-curricular activities.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the administration operational plan in line with OC strategic plan. 2. Follow up the implementation of the annual operational plan. 3. Determine and supervise the extra-curricular external activities. 4. Coordinate with the two colleges to implement extracurricular activities evenly. 5. Prepare and submit the annual report of its operational plan to The Chairman of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Any major compatible with student activities.		
	Background	One - Three years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Social skills. - Leadership skills. - Effective communication skills. 			
Director of General Administration of Activities		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	



Job Description Card (Self-Censorship Administration)

Job Title	Director of Self-Censorship Administration	Job Code	OC-JD009		
Administration	General Administration	Dept.	N/A		
Type of Position	Executive	Reports to	Chairman of Boards of Trustees		
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/Mandate	Spreading and consolidating the principle of self-censorship at OC.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the administration operational plan in line with OC strategic plan. 2. Spread and consolidate the concept of self-censorship among OC staff and students. 3. Organize awareness-raising lectures to spread the culture of self-censorship. 4. Propose ideas and initiatives to consolidate the principle of self-censorship. 5. Follow up on the extent to which OC staff and students comply with self-censorship. 6. Prepare and submit the annual report of its operational plan to the Chairman of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Any major that fits the nature of the administration.		
	Background	One year in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Effective communication skills. - Organizational skills with the ability to motivate others. - The ability to think creatively and innovatively. 			
Director of Self-Censorship Administration		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	

Job Description Card (Administration of Financial and Administrative Affairs)			
Job Title	Director of Financial and Administrative Affairs Administration	Job Code	OC-JD006
Administration	General Administration	Dept.	N/A
Type of Position	Leadership	Reports to	Chairman of Boards of Trustees
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Providing all administrative and financial services to various OC administrations and departments and following up the implementation of the regulations, bylaws, decision.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the administration operational plan in line with OC strategic plan. 2. Supervise the application of regulations, instructions and decisions approved in administrative and financial affairs in OC. 3. Lead the budgeting process at OC. 4. Work on utilizing OC resources in an efficient and effective manner. 5. Supervise the identification and provision of the financial needs of OC. 6. Identify any potential financial risks that might confront OC. 7. Review OC final financial reports before submitting them to the external auditor. 8. Preparing the annual report of the operational plans of the departments affiliated to it. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Bachelor.
		Required Major	Human Resource or Business Administration.
	Background	Two years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Knowledge of the administrative systems and regulations of the Ministries of Education, Human Resources and Social Development. - Mathematical and financial knowledge. 	
Director of Financial and Administrative Affairs Administration		Signature	Date
Chairman of Boards of Trustees		Signature	Date



Job Description Card (Financial Affairs Administration)

Job Title	Director of Financial Affairs Administration	Job Code	OC-JD0042		
Administration	General Administration	Dept.	N/A		
Type of Position	Executive	Reports to	Director of Financial and Administrative Affairs Administration		
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Provide financial information and data for decision-making and prepare financial statements according to generally accepted accounting standards.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Administration's operational plan in line with OC strategic plan. 2. Provide financial services and facilities to administrations, departments, units, and academic programs to meet educational, research and administrative needs. 3. Provide appropriate financial facilities to support the educational, research, administrative and extra-curricular activities in the colleges. 4. Issue checks and approving payments to suppliers. 5. Ensure that all tasks and duties of various jobs contribute to reaching the general goals of OC. 6. Follow up the preparation of OC estimated budget and compare it with the balance sheet at the end of the year. 7. Follow up on preparing and issuing the annual financial statements for OC and submitting them to the external auditor for review and approval. 8. Prepare and submit its operational plan annual reports to the line manager. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Accounting, financial management, administration or any other related major.		
	Background	Two years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Leadership and supervision skills. - Communication skills. - Financial statement preparation skills. - Knowledge of the bylaws and regulations of the Saudi labor system - Computer software skills. 			
Director of Financial Affairs Administration		Signature		Date	
Director of Financial and Administrative Affairs Administration		Signature		Date	

Job Description Card (Accounts Unit)					
Job Title	Accounts Unit Officer		Job Code	OC-JD0043	
Administration	Financial Affairs Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Director of Financial Affairs Administration	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Apply accounting systems to ensure the accuracy and precision of accounting entries and financial documents.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Unit's operational plan in line with OC strategic plan. 2. Keep records of the accounting cycle and ensure that recognized accounting standards are applied. 3. Close the funds' accounts and check their balances daily. 4. Monitor bank statements and all matters related to bank information. 5. Participate in preparing OC annual budget. 6. Supervise OC financial and asset inventories. 7. Keep and validate all OC financial documents and books. 8. Prepare and submit its operational plan annual reports to the line manager. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification		Bachelor.	
		Required Major		Accounting or any other related major.	
	Background	Two years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Accounting Skills. - Final accounts preparation skills. - Computer and accounting software skills. - Familiarity of accounting standards. 			
Accounts Unit Officer		Signature		Date	
Director of Financial Affairs Administration		Signature		Date	



Job Description Card (Procurement Unit)			
Job Title	Procurement Unit Officer	Job Code	OC-JD0044
Administration	Financial Affairs Administration	Dept.	N/A
Type of Position	Executive	Reports to	Director of Financial Affairs Administration
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Provide the needs of administrations, departments, and units for different items at the right time and at the right price with the appropriate quality.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Unit's operational plan in line with OC strategic plan. 2. Supervise OC procurement processes. 3. Develop a program for the annual needs of the required items in coordination with the various departments and administrative units. 4. Establish and maintain good relations with OC and sources of supply. 5. Follow up the payment of suppliers' dues. 6. Find the best sources of supply that take into account quality and appropriate price. 7. Discuss offers with sales managers to obtain the best price. 8. Review and sign purchase orders before they are approved by the authorized person. 9. Draft contracts in conjunction with the legal advisor. 10. Organize and save the unit's documents in an easy and retrievable way. 11. Prepare and submit its operational plan annual reports to the line manager. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Bachelor.
		Required Major	Business Administration / Accounting.
	Background	Two years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Negotiation skills. - Report preparation skills. - English language skills. - Contract drafting skills 	
Accounts Unit Officer		Signature	Date
Director of Financial Affairs Administration		Signature	Date

Job Description Card (Warehouse Unit)			
Job Title	Manager of Warehouse Unit	Job Code	OC-JD0046
Administration	Financial Affairs Administration	Dept.	N/A
Type of Position	Executive	Reports to	Director of Financial Affairs Administration
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Plan and organize all matters related to warehouses, identifying the required needs, and organize stock entry and exit.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Unit's operational plan in line with OC strategic plan. 2. Participate in identifying OC's needs for materials, equipment and devices in coordination with the relevant departments. 3. Receive the materials, equipment, devices, and all supplies from vendors. 4. Ensure that materials and equipment conform to the required specifications. 5. Receive and maintain damaged equipment and devices until they are disposed in accordance with the rules followed in this regard. 6. Protect OC stock from damage or loss, and get rid of stagnant and discarded items. 7. Conduct annual inventory to all materials, equipment and devices. 8. Prepare and submit its operational plan annual reports to the line manager. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	High School.
		Required Major	Warehouse management or any other related major.
	Background	<ul style="list-style-type: none"> - One year for those holding warehouse management qualification. - Three years for those with less than a university degree qualification. 	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Computer skills. - Warehouse software skills. - Knowledge of used storage and covenant systems. 	
Manager of Warehouse Unit		Signature	Date
Director of Financial Affairs Administration		Signature	Date



Job Description Card (Fund)

Job Title	Fund Officer	Job Code	OC-JD0045		
Administration	Financial Affairs Administration	Dept.	N/A		
Type of Position	Executive	Reports to	Director of Financial Affairs Administration		
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Supervise and perform OC daily receipts and payments, deposit cash and checks in OC bank, and review accounting records and books before they are archived.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Fund's operational plan in line with OC strategic plan. 2. Receive and disburse permanent petty cash according to the instructions. 3. Following up on daily financial collection and deposit them in OC bank accounts. 4. Keep record of collection and expenditure documents in special files. 5. Supervise OC daily cash management. 6. Hand over salaries to OC employees who have not completed their bank accounts. 7. Prepare and submit its operational plan annual reports to the line manager. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	High diploma.		
		Required Major	Accounting, administration, management, human resources or any other related major.		
	Background	One year in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Accounting program and software skills. - Computer skills. - Time management skills. 			
Fund Officer		Signature		Date	
Director of Financial Affairs Administration		Signature		Date	

Job Description Card (Administrative Affairs Administration)					
Job Title	Director of Administrative Affairs Administration		Job Code	OC-JD0047	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Director of Financial and Administrative Affairs Administration	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Develop and organize for OC workforce, participate in staff professional development, raise staff job capabilities, maintain staff rights, and ensure OC proper function at the HR level.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Administration's operational plan in line with OC strategic plan. 2. Supervise the implementation of administrative plans, programs, and policies. 3. Submit proposals for developing administrative work at OC. 4. Identify and address OC work problems. 5. Create a team-spirit atmosphere among OC staff. 6. Encourage OC staff to present new constructive suggestions to elevate OC performance. 7. Ensure that all tasks and duties of the various units within OC contribute to achieving OC strategic goals. 8. Prepare and submit its operational plan annual reports to the line manager. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Human resources, management, or any other related major.		
	Background	<ul style="list-style-type: none"> - One year for those holding warehouse management qualification. - Three years for those with less than a university degree qualification. 			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Communication and reporting skills. - Decision-making skills. - Knowledge of bylaws and regulations of the Saudi labor system. - Computer software skills. 			
Director of Administrative Affairs Administration		Signature		Date	
Director of Financial and Administrative Affairs Administration		Signature		Date	



Job Description Card (Human Resources Unit)

Job Title	Manager of Human Resources Unit		Job Code	OC-JD0048	
Administration	Administrative Affairs Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Director of Administrative Affairs Administration	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Supervise OC HR recruitment, development, and evaluation processes.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Unit's operational plan in line with OC strategic plan. 2. Supervise the preparation of OC job vacancy table on an annually basis. 3. Study and submit OC staff's training needs to the Development Administration. 4. Work to develop and build team spirit among OC staff. 5. Supervise OC annual staff performance evaluation. 6. Establish a mechanism for penalties, punishment, and warnings for OC staff in accordance with OC policies and the Saudi labor system. 7. Take measures for staff registration, or contract termination, or appointment. 8. Follow up on adding and removing staff from the official HR list of other bodies. 9. Prepare and submit its operational plan annual reports to the line manager. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification		Bachelor.	
		Required Major		HR, management, or any other related major.	
	Background	One year in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Leadership and supervision skills. - Communication and report preparation skills. - Decision-making skills. Knowledge of bylaws and regulations of the Saudi labor system. - Administrative and organizational development. skills. 			
Manager of Human Resources Unit		Signature		Date	
Director of Administrative Affairs Administration		Signature		Date	

Job Description Card (HR Benefits Unit)			
Job Title	Manager of HR Benefits Unit	Job Code	OC-JD0049
Administration	Administrative Affairs Administration	Dept.	N/A
Type of Position	Executive	Reports to	Director of Administrative Affairs Administration
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Implement OC teaching and other staff's regular procedures for salaries, and financial processes to ensure the safety of efficient and effective financial transactions.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Unit's operational plan in line with OC strategic plan. 2. Implement OC HR policies and procedures to disburse benefits of staff. 3. Prepare OC salary file and enter administrative movements for staff on a monthly basis on the electronic system. 4. Prepare the dues and benefits of staff discontinued contracts. 5. Prepare the payments for part-time teaching and other staff. 6. Receive special contracts for all Saudis and contractors and prepare their payments. 7. Collect the debts disbursed to faculty members. 8. Prepare and submit its operational plan annual reports to the line manager. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	High diploma.
		Required Major	Human resources management or any related major.
	Background	One year in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Communication and report preparation skills. - Computer skills. - Decision-making skill. - Knowledge of bylaws and regulations of the Saudi labor system. 	
Manager of HR Benefits Unit		Signature	Date
Director of Administrative Affairs Administration		Signature	Date



Job Description Card (Communications and Archives Unit)

Job Title	Manager of Communications and Archives Unit		Job Code	OC-JD0050	
Administration	Administrative Affairs Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Director of Administrative Affairs Administration	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/Mandate	Receive and re-direct OC correspondences; including mail, transactions and circulars.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Unit's operational plan in line with OC strategic plan. 2. Supervise and preserve the organization and indexing of OC administrative files in a central archive. 3. Supervise OC incoming and outgoing businesses and any related procedures. 4. Supervise OC means of transmission of faxes, emails, electronic correspondents, and so on. 5. Ensure that confidential transactions are kept in their own places. 6. Organize distribution channels for transactions to ensure the flow of transactions. 7. Receive and respond to the inquiries of OC clients. 8. Prepare and submit its operational plan annual reports to the line manager. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification		High Diploma.	
		Required Major		Office management or any related major.	
	Background	One year in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Communication and report preparation skills. - Computer skills. - Traditional and electronic administrative communication systems. 			
Manager of Communications and Archives Unit		Signature		Date	
Director of Administrative Affairs Administration		Signature		Date	

Job Description Card (Public Service Unit)			
Job Title	Manager of Public Service Unit	Job Code	OC-JD0051
Administration	Administrative Affairs Administration	Dept.	N/A
Type of Position	Executive	Reports to	Director of Administrative Affairs Administration
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Connect all parties with each other inside and outside OC to ensure continuous contact with all public and private sectors.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Unit's operational plan in line with OC strategic plan. 2. Complete recruitment procedures; including issuing visas and housing. 3. Issue tickets for OC teaching and other staff. 4. Issue visas for all OC non-Saudi teaching and other staff. 5. Follow up OC account in the Ministry of Human Resources and Social Development and the General Organization for Social Insurance. 6. Prepare and submit its operational plan annual reports to the line manager. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	High Diploma.
		Required Major	Any related major.
	Background	One year in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Knowledge of passport management systems and the Ministry of Human Resources and Social Development. - Communication and report preparation skills. - Computer skills. - Traditional and electronic administrative communication systems. 	
Manager of Public Service Unit		Signature	Date
Director of Administrative Affairs Administration		Signature	Date



Job Description Card (Community Responsibility Administration)

Job Title	Director of Community Responsibility Administration		Job Code	OC-JD0010	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Implementing all OC social responsibility activities, enhancing its contribution to the community, and establishing effective partnerships with various organizations.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the administration operational plan in line with OC strategic plan. 2. Coordinate with the two colleges to participate in community activities. 3. Organize, monitor, and document OC social responsibility activities. 4. Establish and update OC community responsibility activities databases. 5. Evaluate the level of performance of OC community responsibility activities. 6. Supervise OC Excellence Award in community Responsibility. 7. Prepare and submit the annual report of its operational plan to the Chairman of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Master.		
		Required Major	Any major that fits the nature of the administration.		
	Background	1-2 Years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Organizational skills with the ability to be motivated. - The ability to think creatively and innovatively. - The skill of communicating with different community groups. - Knowledge of the organizations operating in the community. 			
Director of Community Responsibility Administration		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	

Job Description Card (Admission and Registration Administration)					
Job Title	Director of Admission and Registration Administration		Job Code	OC-JD0020	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Implement OC admission and registration processes.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the administration's operational plan in line with OC strategic plan. 2. Process prospective students' electronic applications. 3. Execute credit transfers according to the governing regulations. 4. Review and keep students' records according to the governing regulations. 5. Raise students' awareness of OC rules and regulations. 6. Supervise course registration processes at the beginning of each semester. 7. Participate in attracting more prospective students expected. 8. Issue university cards for new students. 9. Participate in organizing OC graduation festival with the concerned units. 10. Review academic records and ensure they meet all requirements. 11. Provide academic programs with data (e.g., completion rates, KPIs, & statistics). 12. Prepare and submit operational plan annual reports to the Chairman of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification		Bachelor.	
		Required Major		Any relevant major.	
	Background	Two - Three years in the field of employment.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Experience in university admission and registration processes. - Familiarity with electronic registration systems. - Communication skills. - Computer skills. 			
Director of Admission and Registration Administration		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	



Job Description Card (Information and Statistics Center)

Job Title	Director of the Information and Statistics Center		Job Code	OC-JD0015	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/Mandate	Supervising the provision of an appropriate technical environment at OC, providing all necessary information, conducting statistical analyses, and providing data for all departments and programs at OC.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Center's operational plan in line with OC strategic plan. 2. Supervise the preparation of statistical reports that are submitted to the relevant authorities inside or outside the colleges. 3. Organize training sessions for OC teaching faculty about statistical analysis. 4. Conducting statistical analyses whenever requested to do so. 5. Prepare and submit the annual report of its operational plan to the Chairman of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification		Master.	
		Required Major		Computer sciences, Mathematics, Statistics, and any other related major.	
	Background	Three years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Advanced statistical skills. - Knowledge of statistical software (SPSS, T-test, and others). - Advanced technical skills. - Leadership skills. - Communication skills. 			
Director of the Information and Statistics Center		Signature		Date	
Chairman of Boards of Trustees		Signature		Date	

Job Description Card (Financial Planning & Budget Administration)			
Job Title	Director of Financial Planning & Budget Administration	Job Code	OC-JD0011
Administration	General Administration	Dept.	N/A
Type of Position	Executive	Reports to	Chairman of Boards of Trustees
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Preparing OC annual financial plans, following up their implementation and preparing Financial Planning & Budget statements.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the administration operational plan in line with OC strategic plan. 2. Approve financial plans and estimated budgets for all OC departments and units. 3. Follow up and report on the financial KPI. 4. Ensure the accuracy of disbursement and collection according to the terms specified. 5. Conduct financial control over cashflows needed for OC activities. 6. Prepare financial statements for OC financial activities. 7. Ensure securing necessary funds for new projects, activities, and initiatives. 8. Prepare and submit the annual report of its operational plan to the Chairman of Boards of Trustees. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Master.
		Required Major	Any major that fits the nature of the administration.
	Background	Three years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Skills for preparing final statements. - Skills in preparing budgets. - Abilities to use financial and accounting software. - Administrative and organizational skills. 	
Director of Financial Planning & Budget Administration		Signature	Date
Chairman of Boards of Trustees		Signature	Date



Job Description Card (Public Relations, Media and Marketing Administration)

Job Title	Director of Public Relations, Media and Marketing Administration		Job Code	OC-JD0019	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman Assistant of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/Mandate	Supervising OC public relations, media and marketing activities.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the administration's operational plan in line with OC strategic plan. 2. Enhance OC image and reputation. 3. Documenting and publishing OC activities and news and marketing for OC programs throughout the entire year. 4. Prepare brochures and leaflets about OC programs in cooperation with the scientific departments and programs. 5. Provide media coverage for OC seminars, conferences, events and other activities. 6. Update OC website with latest news and developments. 7. Supervise OC official social media platforms. 8. Prepare and submit operational plan annual reports to the Chairman Assistant of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Public Relations – Marketing – Business Administration – or any other related discipline.		
	Background	Two years in the field of employment.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Knowledge of public relations and marketing. - Skills in using with computers. - Communication skills. - Media coverage skills. 			
Director of Public Relations, Media and Marketing Administration		Signature		Date	
Chairman Assistant of Boards of Trustees		Signature		Date	

Job Description Card (Support Services Administration)

Job Title	Director of Support Services Administration	Job Code	OC-JD0022		
Administration	General Administration	Dept.	N/A		
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees		
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Follow-up OC support services such as maintenance, cleaning, cultivation, and security.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the administration's operational plan in line with OC strategic plan. 2. Ensure that OC devices, equipment and machines are working efficiently and safely. 3. Conduct maintenance at OC in coordination with the Engineering Department. 4. Follow up on security and safety work at OC. 5. Follow up the work of cleaning, agriculture and movement at OC. 6. Prepare and submit operational plan annual reports to the Chairman Assistant of Boards of Trustees 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Post-secondary Diploma.		
		Required Major	Any technical discipline.		
	Background	One year in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Computer skills. - Knowledge of construction work. - Knowledge and familiarity with security and safety rules. 			
Director of Support Services Administration		Signature		Date	
Chairman Assistant of Boards of Trustees		Signature		Date	



Job Description Card (Engineering Administration)

Job Title	Director of Engineering Administration	Job Code	OC-JD0025
Administration	General Administration	Dept.	N/A
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Supervise the preparation of engineering plans for all OC projects, and follow up their implementation.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Management's operational plan in line with OC strategic plan. 2. Supervise the preparation of engineering plans for OC projects. 3. Supervise the implementation of OC infrastructure and construction projects. 4. Follow up the work of the contractors and ensure they do the job according to the conditions and specifications listed in the contract. 5. Ensure the security and safety conditions of OC buildings and workers. 6. Prepare and submit operational plan annual reports to the Chairman Assistant of Boards of Trustees. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Bachelor.
		Required Major	Engineering / Project Management.
	Background	Two years engineering background.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Engineering skills to supervise projects. - The ability to communicate effectively with the concerned parties. - Computer skills. 	
Director of Engineering Administration		Signature	Date
Chairman Assistant of Boards of Trustees		Signature	Date

Job Description Card (Solutions Center)			
Job Title	Manager of Solutions Center	Job Code	OC-JD0028
Administration	General Administration	Dept.	N/A
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Work as an independent mediator, lawyer, and representative for students before OC to address their financial, social, or extreme academic problems.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Center’s operational plan in line with OC strategic plan. 2. Solve students’ tuition fees and other financial problems. 3. Follow-up with students who decided to drop out college in cooperation with academic advising units. 4. Follow-up with outstanding students to maintain their excellence in cooperation with academic counselling units. 5. Acting as lawyer for students before colleges to find out any issues facing them. 6. Seek for scholarships for students with special needs and the individuals of martyrs of duty. 7. Prepare and submit operational plan annual reports to Chairman Assistant of Boards of Trustees. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Bachelor.
		Required Major	Any major related to the field of work.
	Background	Any major related to the field of work.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Persuasion skills. - Familiarity with the basics of mentorship. - Communication skills. 	
Manager of Solutions Center		Signature	Date
Chairman Assistant of Boards of Trustees		Signature	Date



Job Description Card (Investment and Resources Development Administration)

Job Title	Director of Investment & Resource Development Administration		Job Code	OC-JD0026	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman Assistant of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/Mandate	Working on developing investment and diversifying colleges' resources.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Administration's operational plan in line with OC strategic plan. 2. Studying investment proposals submitted by investors to invest in OC. 3. Propose ideas to invest OC buildings, lands and facilities, and conduct feasibility studies related to them. 4. Creating and creating new investment opportunities to put them up for investment with the aim of increasing colleges' revenues. 5. Market for OC promising investment projects to various investors. 6. Coordinate with other OC departments and administrations to provide all information investment plan and resource development purposes. 7. Prepare and submit operational plan annual reports to the Chairman Assistant of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Required specialization majoring in business administration, accounting, or economics.		
	Background	Two years in same filed of work.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Communications skills - Negotiation skills. - Computer skills. 			
Director of Investment and Resources Development Administration		Signature		Date	
Chairman Assistant of Boards of Trustees		Signature		Date	

Job Description Card (Business Support and Development Center)					
Job Title	Director of the Business Support and Development Center		Job Code	OC-JD0023	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman Assistant of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Disseminate the culture of self-employment among OC students and provide advisory entrepreneurial services to students.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the center's operational plan in line with OC strategic plan. 2. Establish relationships with relevant institutions in the public, private and charitable sectors and individuals. 3. Follow up the entrepreneurial projects of OC students and provide professional support, supervision and guidance services. 4. Establish fruitful relationships with students and related parties to facilitate their benefit from the center's activities and programs. 5. Organize entrepreneurial workshops and training sessions. 6. Seek to provide marketing opportunities for innovative emerging businesses. 7. Prepare and submit operational plan annual reports to the Chairman Assistant of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Administrative or relevant sciences.		
	Background	One year in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Familiarity with economic feasibility studies. - The ability to think creatively, pioneering and innovatively. - Familiarity with the English language. 			
Director of the Business Support and Development Center		Signature		Date	
Chairman Assistant of Boards of Trustees		Signature		Date	



Job Description Card (Housing and Food Administration)

Job Title	Director of the Housing and Food Administration		Job Code	OC-JD0021	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman Assistant of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/Mandate	Any tasks and responsibilities assigned by the line-manager.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the administration's operational plan in line with OC strategic plan. 2. Provide an appropriate housing environment for college students and staff. 3. Providing adequate facilities in student housing and members, if any. 4. Supervise the appropriate nutrition services at OC. 5. Identify housing and nutritional problems. 6. Prepare and submit operational plan annual reports to the Chairman Assistant of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Nutrition or any other related major.		
	Background	Two years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Managerial skills. - The ability to communicate effectively with the concerned parties. - Computer skills. 			
Director of the Housing and Food Administration		Signature		Date	
Chairman Assistant of Boards of Trustees		Signature		Date	

Job Description Card (Family and Social Counseling Center)

Job Title	Manager of the Family and Social Counseling Center	Job Code	OC-JD0029
Administration	General Administration	Dept.	N/A
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	To study and solve any psychological and social problems facing male and female students in a fast manner and to provide family and social counseling to them.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Center's operational plan in line with OC strategic plan. 2. Create an optimal psychological environment for students and members, and solve the social and psychological problems they face. 3. Follow up the cases submitted to the Center and work to diagnose them and find appropriate solutions. 4. Follow up on cases of students and members who suffer from behavioral disorders or psychological and social conditions. 5. Organize training courses, sessions, and meetings that would serve the stakeholders and society inside and outside the colleges. 6. Prepare and submit operational plan annual reports to Chairman Assistant of Boards of Trustees. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Bachelor.
		Required Major	Psychology, sociology, or any other related majors
	Background	Two years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Skills of dealing with difficult psychological cases. - Communication skills. - Time management skills - Good listening and listening skills. 	
Manager of Family and Social Counseling Center		Signature	Date
Chairman Assistant of Boards of Trustees		Signature	Date



Job Description Card (Risk Administration)

Job Title	Director of Risk Administration		Job Code	OC-JD0027	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman Assistant of Boards of Trustees	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Prepare, implement, and monitor an integrated risk management system at OC, spread the culture of risk management.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the management's operational plan in line with OC strategic plan. 2. Prepare, implement and evaluate OC potential risks at various levels. 3. Follow up the implementation of civil defense systems and regulations. 4. Organize awareness-raising training sessions and workshops about risk management. 5. Prepare and distribute posters, brochures, security, and safety instructions about mitigating and managing risks. 6. Follow up on the availability of equipment, tools and materials that deal with emergencies and disasters. 7. Prepare and submit operational plan annual reports to the Chairman Assistant of Boards of Trustees. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification		Bachelor.	
		Required Major		Engineering or any other majors.	
	Background	Two years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Managerial skills. - Communication skills. - Risk management skills. 			
Director of Risk Administration		Signature		Date	
Chairman Assistant of Boards of Trustees		Signature		Date	

Job Description Card (Quality Assurance Administration)					
Job Title	Director of Quality Assurance Administration		Job Code	OC-JD0030	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman Assistant of Boards of Trustees for Planning & Quality	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Oversee the implementation of OC QMS, follow up the application of NCAAA standards and practices, and train faculty members to adhere to OC QMS.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Administration's operational plan in line with OC strategic plan. 2. Spread the culture of quality at institutional level. 3. Follow up the implementation of OC QMS. 4. Lead the national and international institutional and program accreditation. 5. Motivate teaching faculty members to actively participate in quality assurance activities. 6. Follow up the work of the two quality units at the two colleges. 7. Organize quality training sessions and workshops in the areas. 8. Prepare and submit its operational plan annual reports to the line manager. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Ph.D.		
		Required Major	Any academic discipline.		
	Background	Three years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Knowledge of quality and accreditation requirements. - Knowledge of NCAAA standards and practices. - Computer skills. - Fluency in written and spoken English. 			
Director of Quality Assurance Administration		Signature		Date	
Chairman Assistant of Boards of Trustees for Planning & Quality		Signature		Date	



Job Description Card (Development Administration)

Job Title	Director of Development Administration	Job Code	OC-JD0031		
Administration	General Administration	Dept.	N/A		
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees for Planning & Quality		
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Develop OC teaching and other staff professionally and academically.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Administration's operational plan in line with OC strategic plan. 2. Develop a professional development plan and calendar on a semesterly basis. 3. Oversee the implementation of OC professional development program. 4. Evaluate the effectiveness of OC professional development program. 5. Invite external guest speakers. 6. Establish partnerships with other educational institutions at the training level. 7. Coordinate with the two colleges, which wish to organize training sessions. 8. Prepare and submit its operational plan annual reports to the line manager. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Master.		
		Required Major	Any academic discipline.		
	Background	Two years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Leadership and flexibility in dealing with others. - The ability to make decisions and solve problems appropriately. - The ability to develop and innovate ideas. - Computer skills 			
Director of Development Administration		Signature		Date	
Chairman Assistant of Boards of Trustees for Planning & Quality		Signature		Date	

Job Description Card (Performance Evaluation Administration)			
Job Title	Director of Performance Evaluation Administration	Job Code	OC-JD0032
Administration	General Administration	Dept.	N/A
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees for Planning & Quality
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	To measure and evaluate OC performance based on the KPIs calculated by the Administration of Quality Assurance and other departments.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Administration's operational plan in line with OC strategic plan. 2. Ensure that faculty and other staff are fully aware with their job descriptions. 3. Continuously monitor the performance of all OC departments and units. 4. Follow up on the implementation of OC improvement plans. 5. Spread the culture of performance measurement and management. 6. Prepare and submit its operational plan annual reports to the line manager. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Master.
		Required Major	Any academic discipline.
	Background	Two years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Familiarity with evaluation approaches and tools. - Leadership skills. - Effective communication skills. - Statistical analysis skills. - Fluency in English. 	
Director of Performance Evaluation Administration		Signature	Date
Chairman Assistant of Boards of Trustees for Planning & Quality		Signature	Date



Job Description Card (Strategic Planning Administration)

Job Title	Director of the Strategic Planning Administration		Job Code	OC-JD0033	
Administration	General Administration		Dept.	N/A	
Type of Position	Leadership		Reports to	Chairman Assistant of Boards of Trustees for Planning & Quality	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Supervise the development and implementation of OC various operational plans in line with OC strategic plan.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Administration's operational plan in line with OC strategic plan. 2. Supervise the preparation of OC executive plan. 3. Supervise the preparation of OC operational plans. 4. Organize periodic meetings to follow up on OC achievements according to its operational plans. 5. Supervise the implementation of OC strategic plan initiatives. 6. Prepare and submit its operational plan annual reports to the line manager. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification		Master.	
		Required Major		Any scientific discipline.	
	Background	Three years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Strategic planning skills. - Time management skills. - Communication skills. - Compute skill. 			
Director of the Strategic Planning Administration		Signature		Date	
Chairman Assistant of Boards of Trustees for Planning & Quality		Signature		Date	

Job Description Card (2030 Vision Realization Office)			
Job Title	Manager of 2030 Vision Realization Office	Job Code	OC-JD0034
Administration	General Administration	Dept.	N/A
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees for Planning & Quality
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Achieving integration between OC goals, objectives, and initiatives with 2030 Vision.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Office's operational plan in line with OC strategic plan. 2. Raise OC stakeholders' awareness of 2030 vision. 3. Ensure that OC key programs, initiatives, and activities are in line with 2030 Vision. 4. Follow up the implementation of OC programs and initiatives that contribute to the realization of the 2030 Vision. 5. Prepare and submit 2030 Vision-related reports to the Ministry of Education. 6. Maintain continuous communication with the 2030 Vision Realization Office at the Ministry of Education. 7. Prepare and submit its operational plan annual reports to the line manager. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Bachelor.
		Required Major	Any academic discipline.
	Background	Two years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Effective communication skills. - Computer skills. - Time management skills. 	
Manager of 2030 Vision Realization Office		Signature	Date
Chairman Assistant of Boards of Trustees for Planning & Quality		Signature	Date



Job Description Card (Course Schedule Administration)

Job Title	Director of Course Schedules Administration	Job Code	OC-JD0035		
Administration	General Administration	Dept.	N/A		
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees for Planning & Quality		
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/ Mandate	Follow up the preparation of course schedules with all academic programs and ensure they are implemented according to E-register.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Administration's operational plan in line with OC strategic plan. 2. Supervise the preparation of course schedules in coordination with the two colleges. 3. Follow up on the changes made to course schedules. 4. Ensure that the number of students per class is as planned. 5. Prepare and submit its operational plan annual reports to the line manager. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification	Bachelor.		
		Required Major	Any academic discipline.		
	Background	Two years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Leadership skills. - Problem-solving skills. - Computer skills. 			
Director of Course Schedules Administration		Signature		Date	
Chairman Assistant of Boards of Trustees for Planning & Quality		Signature		Date	

Job Description Card (Educational Technologies & Learning Resources Administration)			
Job Title	Director of Educational Technologies & Learning Resources Administration	Job Code	OC-JD0036
Administration	General Administration	Dept.	N/A
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees for Planning & Quality
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Planning, organizing, and supervising all OC educational technologies, learning resources and technical support.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Administration's operational plan in line with OC strategic plan. 2. Supervise OC educational technologies and learning resources. 3. Follow up the acquisition of educational technologies and learning resources to meet OC programs' needs. 4. Coordinate with external bodies to provide online and distance education. 5. Prepare and submit its operational plan annual reports to the line manager. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Master.
		Required Major	IT or any major in the technology field.
	Background	Two-five years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - IT background. - Leadership and flexibility in dealing with others. - The ability to make decisions and solve problems appropriately. 	
Director of Educational Technologies & Learning Resources Administration		Signature	Date
Chairman Assistant of Boards of Trustees for Planning & Quality		Signature	Date



Job Description Card (E-Learning and Distance Education Unit)

Job Title	Manager of E-Learning and Distance Education Unit	Job Code	OC-JD0037
Administration	Educational Technologies & Learning Resources Administration	Dept.	N/A
Type of Position	Executive	Reports to	Director of Educational Technologies & Learning Resources Administration
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/Mandate	Planning, supervising, and evaluating all OC e-learning systems, platforms, and programs.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Unit's operational plan in line with OC strategic plan. 2. Organize training sessions for faculty members and students on e-learning. 3. Provide technical support for all e-learning software and platforms. 4. Disseminate the culture of e-learning and its applications among OC stakeholders. 5. Follow up on new developments about electronic and distance education. 6. Conduct periodic inspection on electronic and distance learning platforms and apps. 7. Coordinate with the two colleges regarding initiatives and programs for e-learning and distance education. 8. Prepare periodic reports about OC e-learning activities and statistics, which are required by the Ministry of Education. 9. Prepare and submit its operational plan annual reports to the line manager. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Bachelor.
		Required Major	Any academic discipline.
	Background	Two years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Team-spirit skills. - Communication skills. - High skills in using technology. - Innovation and creativity skills. 	
Manager of E-Learning and Distance Education Unit		Signature	Date
Director of Educational Technologies & Learning Resources Administration		Signature	Date

Job Description Card (Technical Support Unit)

Job Title	Manager of Technical Support Unit	Job Code	OC-JD0038
Administration	Educational Technologies & Learning Resources Administration	Dept.	N/A
Type of Position	Executive	Reports to	Director of Educational Technologies & Learning Resources Administration
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/ Mandate	Provide all OC technical support and maintenance.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Unit's operational plan in line with OC strategic plan. 2. Carry out maintenance work for OC electronic devices in laboratories, classrooms, and offices before the start of each semester. 3. Install and operate OC new devices, applications, and operating systems. 4. Carry out maintenance work for OC computers. 5. Diagnose, troubleshoot, and promptly address sudden malfunctions of computer hardware and software. 6. Implement periodic updates to OC operating systems and software. 7. Provide necessary technical support to OC. 8. Prepare and submit its operational plan annual reports to the line manager. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Diploma.
		Required Major	Computer Science or any other related major.
	Background	At least one to three years of experience in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Technical support skills. - Computer skills. - Communication skills. - Using new technologies skills. 	
Manager of Technical Support Unit		Signature	Date
Director of Educational Technologies & Learning Resources Administration		Signature	Date



Job Description Card (Library and Learning Resources)

Job Title	Manager of Library and Learning Resources	Job Code	OC-JD0039
Administration	Educational Technologies & Learning Resources Administration	Dept.	N/A
Type of Position	Executive	Reports to	Director of Educational Technologies & Learning Resources Administration
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/Mandate	Supervise, organize, and evaluate OC library and learning resources and services.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the library operational plan in line with OC strategic plan. 2. Organize OC library collections including cataloging, classification, and recording. 3. Provide reference and reading guidance service. 4. Provide OC academic programs with all needed learning resources. 5. Organize training sessions for teaching faculty and students on learning resources. 6. Provide OC academic programs with all needed learning resources. 7. Communicate with national and international libraries for interlibrary learning resources purposes. 8. Organize OC Library Day. 9. Prepare and submit its operational plan annual reports to the line manager. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Bachelor.
		Required Major	Library and Information Science, administrative educational sciences, or any other related major.
	Background	Three years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Communication skills. - Using technology skills. - Knowledge of contemporary learning resources. 	
Manager of Library and Learning Resources		Signature	Date
Director of Educational Technologies & Learning Resources Administration		Signature	Date

Job Description Card (Postgraduate Studies Administration)			
Job Title	Director of Postgraduate Studies Administration	Job Code	N/A
Administration	General Administration	Dept.	N/A
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees for Postgraduate Studies and Scientific Researches
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/Mandate	Overseeing, evaluating, and documenting all OC Postgraduate Studies Administration works.		
Job Responsibilities	<ol style="list-style-type: none"> Propose or amend the general policy for postgraduate studies, coordinate it with all associated colleges, and follow up on its implementation after its approval. Propose internal regulations in coordination with the associated colleges regarding the organization of graduate studies. Propose, implement, and supervise the foundations for admission to postgraduate studies. Propose new programs after studying them and coordinate with the associated entities, as well as coordinate between them and existing programs. Recommend approval of postgraduate studies courses and any amendments or changes that occur to them or to programs. Recommend the titles of graduate degrees in Arabic and English based on the recommendation of the associated colleges. Decide on all student affairs related to graduate students in colleges. Evaluate graduate studies programs in colleges on a periodic basis through committees and submit them to the direct line manger. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Ph.D.
		Required Major	Any scientific discipline.
	Background	At least three years of work experience.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Obvious experience of graduate studies. - Leadership skills. - Communication skills. 	
Director of Postgraduate Studies Administration		Signature	Date
Chairman Assistant of Boards of Trustees for Postgraduate Studies and Scientific Researches		Signature	Date



Job Description Card (External University Cooperation Administration)

Job Title	Director of External University Cooperation Administration	Job Code	OC-JD0040
Administration	General Administration	Dept.	N/A
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees for Postgraduate Studies and Scientific Research
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/Mandate	Establish cooperation with international educational institutions.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Administration's operational plan in line with OC strategic plan. 2. Establish cooperation with national and international universities. 3. Review memoranda of understanding and contracts with national and international educational institutions. 4. Supervise all equipment and facilities provided by OC for any programs held in cooperation with local or foreign educational institution. 5. Participate in joint committees in monitoring the performance of programs offered by OC in cooperation with national or international educational institutions. 6. Supervise the visits of faculty members to national and international universities and colleges. 7. Supervise the reception of visiting delegations of national and international universities and colleges to OC. 8. Prepare and submit its operational plan annual reports to the line manager. 		
Other Responsibilities	N/A		
Job Requirements	Qualifications	Minimum Qualification	Master.
		Required Major	Any academic discipline.
	Background	Two years in the same field.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Communication skills. - English language. 	
Director of External University Cooperation Administration		Signature	Date
Chairman Assistant of Boards of Trustees for Postgraduate Studies and Scientific Researches		Signature	Date

Job Description Card (Research Center)			
Job Title	Director of the Research Center	Job Code	OC-JD0016
Administration	General Administration	Dept.	N/A
Type of Position	Executive	Reports to	Chairman Assistant of Boards of Trustees for Postgraduate Studies and Scientific Researches
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.		
Job Purposes/Mandate	Overseeing, evaluating, and documenting all OC research activities.		
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Center's operational plan in line with OC strategic plan. 2. Supervise OC research priorities in coordination with the academic programs. 3. Supervise OC Research Excellence Awards. 4. Feeding OC website with OC research news, data, and initiatives. 5. Organize training sessions and workshops about scientific research. 6. Motivate faculty members to engage in scientific research. 7. Seek for establishing research partnerships with research centers. 8. Calculate OC research KPIs on an annually basis. 9. Prepare and submit the annual report of its operational plan to the Chairman Assistant of Boards of Trustees for Postgraduate studies and scientific research. 		
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.		
Job Requirements	Qualifications	Minimum Qualification	Ph.D.
		Required Major	Any scientific discipline.
	Background	At least three years of work experience.	
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Scientific research skills. - Leadership skills. - Communication skills. 	
Director of the Research Center		Signature	Date
Chairman Assistant of Boards of Trustees for Postgraduate Studies and Scientific Researches		Signature	Date



Job Description Card (Innovation and Creativity Center)

Job Title	Director of Innovation and Creativity Center		Job Code	OC-JD0018	
Administration	General Administration		Dept.	N/A	
Type of Position	Executive		Reports to	Chairman Assistant of Boards of Trustees for Postgraduate Studies and Scientific Research	
Depts./Units Affiliated to	All relevant departments/units listed on the organizational structure.				
Job Purposes/Mandate	To motivate faculty staff and students to innovate ideas, initiatives, and projects in various fields, supervises and encourages students to participate in OC "creativity" scientific forum.				
Job Responsibilities	<ol style="list-style-type: none"> 1. Develop the Office's operational plan in line with OC strategic plan. 2. Spread the culture of creativity and innovation at OC. 3. Organize OC "creativity" forum every year. 4. Establish partnerships with innovation and creativity centers. 5. Coordinate with the two colleges in aligning graduation projects with the 2030 Vision. 6. Prepare and submit the annual report of its operational plan to the Chairman Assistant of Boards of Trustees for Postgraduate studies and scientific researches. 				
Other Responsibilities	Any tasks and responsibilities assigned by the line-manager.				
Job Requirements	Qualifications	Minimum Qualification		Master.	
		Required Major		Any major related to the field of work.	
	Background	Two years in the same field.			
	Personal Capabilities and Skills	<ul style="list-style-type: none"> - Research skills - Technical skills - Communication skills 			
Director of Innovation and Creativity Center		Signature		Date	
Chairman Assistant of Boards of Trustees for Postgraduate Studies and Scientific Researches		Signature		Date	

