

**Position:** Dean for Techo Sen School of Government and International Relations (01 post)

The Techo Sen School of Government and International Relations offers Graduate Programs (Master's and Doctoral) in various disciplines, and it provides international standard education and training to potential future leaders in the public and private sectors, including those who are starting out and those who are already on their way along their chosen career paths. There will be opportunities for those with solid work-experience in moving up the career ladder, but do not have a Bachelor's degree, to join graduate programmes for the benefit of all involved.

This new generation of leaders will be familiar with the changing demands and expectations of the 21st century, and thus will be able to steer a course towards a more prosperous but sustainable future for all, as a result of their understanding of economic, political, technical and ethical factors; and their consequent ability to devise innovative and creative approaches to deal with existing and likely future problems.

The School aims to also fulfil an additional essential role: to conduct research in Cambodia on relevant topics in order to not only enrich the course material through practical examples in a local context, but also for broader dissemination to inform society's current leaders and other interested parties.

The School encourages interdisciplinary research by its faculty and students for their own personal benefit, as well as to generate new knowledge and greater understanding about the issues affecting Cambodia's evolutionary development, and new ideas about to approach them, which will be shared with key players.

## **DUTIES AND REQUIREMENTS**

S/he is responsible for student enrollment; faculty development; and program development and updating study materials, including textbooks and course syllabi. By collaborating with Vice President for Research Development and Policies and Institute of Research and Advance Studies, s/he is responsible for enhancing research, and providing vision, leadership, and direction for research initiatives that are consistent with the overall goals and targets established by the University. The Dean is responsible for all the work of the school including leading and managing daily operations; and be able to work independently whilst cooperating with the Vice-Presidents, Deans, Associate Deans and other related offices.

## **A. RESPONSIBILITIES:**

### **i. Development and implementation of university and college/school policy**

- Provide leadership for long-range and strategic planning that addresses academic and financial challenges and opportunities for their respective college.
- Plan and execute student recruitment efforts in order to attract highly qualified and diverse students and meet enrollment goals.
- Lead the school's advancement activities and serves as the principal liaison between the university and the MoEYS, ACC, CHEA and the public.
- Attract, retain and develop outstanding faculty, students and staff.
- Foster a strong sense of community with all colleges and other University divisions.
- Responsible for fundraising and other university advancement activities.
- Lead the development of new programs in collaboration with colleges as appropriate.
- Develop course syllabi for the program and closely monitors class progress to make sure faculty follow the lesson plan.
- Be involved in the Internal Quality Assurance Committee, interviewing instructors, and strategic plan development.
- Conduct peer evaluations.
- Serve as an academic advisor for both undergraduate and graduate students and is a member of the thesis and dissertation committees.
- Be part of the university research team.
- Teach and/or substitute a few classes when necessary.

### **ii. Interaction with students and faculty within the college:**

- Provide advice on school admission procedures.
- Guide decisions relating to school progress and take a leading role in monitoring the educational progress of students at faculty level.
- Provide academic advice to students, and deal with case work on issues involving student progress, drop out, and both individual and group complaints.
- Advise staff with student advisory roles within the faculty.
- Approve extensions and suspensions of students under their School.
- Oversee the updating of information provided by the faculty for current and prospective students under the School, including the faculty entry in the prospectus.
- Review the textbook submitted by faculty and apply any changes to the content of courses.
- Liaise with faculty quality assurance teams and support the implementation of their recommendations relating to the education program in the School.

### **iii. Other**

- Attend university activities and meetings, including staff meetings and faculty meetings, as well as university lectures.
- Chair School meetings as needed.
- Contribute to the expansion of the Asean Studies Centre.

## **B. QUALIFICATIONS:**

Must possess a PhD in a related field to the respective school and have a minimum of 5 years working experience with an academic institution, in research and/or teaching. Must be able to lead the school and make continuous improvements in order to compete in the regional and international market.

### **i. Knowledge**

- Curriculum development
- Policy development
- Research methodology, including analysis and paper-writing
- Leadership experience
- Planning

### **ii. Skills**

- Strong personal and analytical skills
- Critical thinking and problem-solving skills
- Creativity
- Independently motivated with little need for instruction
- Works well independently as well as part of the team
- Time management and organizational skills
- Have good command of the English language
- Computer literacy
- Strong networking, communication skills
- Team building skills

### **iii. Personal Attributes**

- Patient and Friendly
- Highly responsible
- Adherence to strict confidentiality standards
- Honest and trustworthy
- Respectful
- Flexible, highly motivated and creative
- Demonstrate sound work ethics

## **C. REPORT LINE:**

This position reports to the Vice Presidents and the President.