

## **Job Description (JD)**

**Title:** Vice President of Operations (VPO)

**Office:** Office of Vice President for Operations (OVPO)

**Report Line:** University President

**Level:** 12

The Vice President of Operations is responsible for the day-to-day management of the university and serves as a coordinator for all colleges, schools, centers, and units. S/he develops policies, rules, and regulations related to university operations and provide guidance and training to staff and faculty on policy and operational matters.

### **A. COMPOSITION:**

- Vice President for of Operations;
- Assistant to the Vice President of Operations.

### **B. RESPONSIBILITIES:**

#### **i. Day-to-day operations**

- Serves as the primary manager for university development.
- Oversees daily management of the university.
- Supervises all colleges, schools, departments, offices, centers, and units with operational responsibilities.
- Collaborates with senior management and faculty to achieve institutional goals and manage resources effectively.
- Oversees administrative responsibilities and implements policies approved by the President and the Board of Trustees.
- Assists in developing the university's Annual Report.
- Regularly reports operational activities and accomplishments to the President.
- Chairs weekly operations meetings in the President's absence.
- Signs official letters, requests, staff and faculty contracts, and other necessary documents as authorized by the President.

#### **ii. Leadership and Management**

- Leads the operations team in developing work plans and action plans and conducts regular assessments twice per year (in the second week of July and January).
- Oversees financial planning for colleges and offices.
- Works with the Office of Accounting and Finance (OAF) to review financial reports before submitting them to the President.
- Communicates with internal and external auditors regarding revenue and expenditures.
- Makes recommendations on management systems to the President.
- Coordinates with all Vice Presidents, offices, colleges, and schools.
- Works closely with the Office of Sustainable Development (SD) on marketing, publications, advertising, and student recruitment to increase enrollment each term.

#### **iii. Policies development**

- Contributes to the university's Strategic Plan.
- Drafts policies related to human resources, finance, and management, including rules, procedures, regulations, and guidelines, and submits them to the President for review and approval.
- Proposes amendments or revisions to policies as needed to ensure alignment with current needs and implementation feasibility.

**iv. Other**

- Publicly disseminate UC's annual report.
- Proposes to the President the nomination and assignments of the Directors and other staff members.
- In charge of personnel and HR Office.
- Works to ensure coordination, execution and follow-up of all decisions of the university.
- Represents the university and/or the President to attend meetings or other activities locally and internationally.

**C. QUALIFICATIONS:**

Must possess a Master's degree in Business Administration or related field, and have five-years of work experience in administration or management.

**i. Knowledge**

- Must know how to create a work plan and a budget plan.
- Must know how to train staff.
- Knowledge about management systems.
- Maintain a high level of accuracy confidentiality concerning files and other confidential documents and information.

**ii. Skills**

- Strong Leadership skills
- Good interpersonal skills
- Be honest
- Team building skills
- Independently motivated with little need for instruction
- Time management and organizational skills
- Have good command of the English language
- Computer literacy
- Strong networking skills
- Commitment to the mission of the university.

**iii. Personal Attributes**

- Patient and Friendly
- Highly responsible
- Adherence to strict confidentiality standards
- Be honest and trustworthy
- Be respectful
- Be flexible, highly motivate and creative
- Demonstrate sound work ethics.

**D. REPORT LINE:**

- This position reports directly to the President.
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