

Job Title: Deputy Vice-Chancellor, Administration and Finance, Muscat University

Background to Muscat University

The concept of a new, high quality, private university in Muscat was approved by Oman's Education Council within the framework of Government efforts to develop human resources in Oman in cooperation with leaders in both the public and private sectors.

Since November 2013, Isis Innovation, the technology transfer company of the University of Oxford, has been working as lead consultant for the project, which has financial backing from a large group of prominent figures¹ in Oman and is also supported by the Omani Government. The Isis team is collaborating with experts from within the University of Oxford and from around the world to design and establish the University.

Muscat University aims to be innovative and entrepreneurial with close connections to the business communities of Oman and the wider region. Its programmes will combine academic rigour with relevance to the world of work. The first intake of students for pathway programmes is planned for September 2016, with the first intake of degree programme students in September 2017. Isis will continue to provide support over the following year in the form of management mentoring, workshops and metric tracking.

Mission: The mission of Muscat University is to transform individuals and communities through teaching, research, and third-stream activities that are excellent, rigorous and relevant. Muscat University will achieve success through:

- innovative, entrepreneurial and ethical approaches to its structure and to all its activities;
- scholarship that embraces collaboration and community engagement;
- a learning environment that is supportive, creative and fulfilling; and
- an inclusive culture of global citizenship.

Vision: Muscat University's vision is to create a higher education environment in Oman for both Omani and international students that is conducive to producing cadres of future leaders

¹ The current Chair of the Founding Committee is Dr Juma Ali Al Juma. Dr Al Juma serves as Chairman of Oman Airports Management Company SAOC. Dr Al Juma was with the Royal Office from 1982 to 1996. He was a General Secretary of the Tender Council from 1996 to 2001 and Minister of Manpower from 2001 to 2008. He has served as the Chairman of Oman International Bank SAOG since April 1, 2011. He has been a Senior Independent Director and Independent Non-Executive Director of HSBC Bank Oman SAOG since May 31, 2012. He has served as a Director of Oman International Bank SAOG since March 31, 2011. Dr. Al Juma holds a PhD in Political Science from the University of London.

in both the public and private sectors. These leaders will be capable of operating internationally and will reflect the core values of the University:

- A strong commitment to ethics: this is central and critical to our long-term success as a University. Every University student, staff and faculty member must hold themselves to the highest ethical standards, and the University will not accept or allow anything less.
- Full compliance with all laws and regulations of Oman and of any other country in which students, staff or faculty are active.
- A learning environment that is positive, creative and rewarding, promoting individual expression, entrepreneurship, innovation and achievement. Students, staff and faculty are offered opportunities to grow personally and professionally and all are treated with respect and dignity.
- All processes and decisions in recruiting, developing and promoting students, staff and faculty made without regard to gender, race, colour, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, or marital status.
- Responsible business practices and social investments to create long-term sustainable value in helping transform societies and communities, in conserving limited resources, and in protecting the environment.
- An environment that encourages and enables innovation and entrepreneurship forms the core of the University's structure and activities.

Guiding Principles: Underpinning the vision of the University are five key guiding principles:

1. Muscat University will be an innovative and entrepreneurial university.
2. Muscat University must demonstrate to the nation of Oman and to the wider regional and global community that the education it offers is appropriate and effective.
3. Muscat University recognizes that the skills required to be effective in the workforce of the 21st century are substantially different from those of earlier times.
4. Muscat University will ensure that technological innovation is built into the fabric of the University so that it is able to adapt swiftly and effectively to the ever more rapidly changing context of higher education.
5. Muscat University will seek to position itself as an institution that has international relevance as well as local and regional relevance.

Structure: The structure of the University will be similar to that of many leading universities in the UK, Australia, South Africa and New Zealand, and indeed of the majority of Oman's universities. The University will be formally led by a Chancellor, as the non-executive head of

the University, but managed strategically and operationally by a Vice-Chancellor.

The Vice-Chancellor will be advised, assisted and supported by a senior leadership team comprising a Deputy Vice-Chancellor (DVC) for Academic Affairs, a Deputy Vice-Chancellor for Administration and Finance (equivalent to Registrar and Secretary or Chief Operating Officer), and the Deans of Faculties.

Campus: The permanent campus of the University will be constructed on a site within Muscat. The construction of the campus is expected to take 2-3 years from breaking ground. Meanwhile, in the initial phase of operations, the University will occupy temporary premises in Muscat. These premises will be adapted to meet the University's needs.

Faculties and Programmes: Muscat University will, in its initial phase, focus mainly on postgraduate degree programmes through three Faculties and in three distinct cognate areas: Business and Management; Transport and Logistics; and Engineering and Technology. Each Faculty will offer two Master's degree programmes at the outset. The Faculty of Business and Management would offer, for example, an MSc in Accounting and Finance and an MSc in Entrepreneurship and Business Strategy. The Faculty of Transport and Logistics would offer Master's degree programmes in subjects such as Global Supply Chain Management and International Transport Management. The Faculty of Engineering and Technology would offer Master's programmes in Process Engineering and in Efficient Fossil Energy Technologies or another similar area related to the energy sector.

International Partnerships: For each of Muscat University's three proposed Faculties, a lead international partner university will be sought with a view to offering joint or dual/double degrees. Each partner institution will work together with Muscat University's own leadership from the earliest stage of the University's development in shaping both the faculty membership and the design of the programmes. In this way, the programmes will be jointly developed, ensuring that the highest international quality standards are maintained while at the same time reflecting in their content appropriate awareness of local and regional interests and priorities.

Furthermore, the lead international partner university for each Faculty will play a valuable role both in advising on key academic appointments, possibly even including the secondment of academics from that partner university, and in monitoring the entry standards of students admitted to the programmes.

Background to Oman and to its Capital, Muscat

'Oman is one of the world's most exciting emerging tourist destinations, offering a genuine taste of old Arabia and an oasis of traditional culture amidst the frantically modernizing Gulf states. The country boasts a string of captivating attractions. Scenically, it's one of the region's most memorable destinations, from the craggy uplands of the Hajar mountains to the spectacular fjords of the Musandam peninsula

and the dramatic dunes of the Wahiba Sands. Culturally, the country boasts a variety of absorbing sights, ranging from the traditional souks of Muscat, Nizwa, and Salalah to the atmospheric mudbrick towns and towering forts of the interior.²

‘What [Oman] does boast, with its rich heritage and embracing society, is a strong sense of identity, a pride in an ancient, frankincense-trading past and confidence in a highly educated future.

For visitors, this offers a rare chance to engage with the Arab world without the distorting lens of excessive wealth. Oman's low-rise towns retain their traditional charms and Bedouin values remain at the heart of an Omani welcome. With an abundance of natural beauty, from spectacular mountains, wind-blown deserts and a pristine coastline, Oman is the obvious choice for those seeking out the modern face of Arabia while wanting still to sense its ancient soul.³

‘Oman has a long history of religious tolerance and ... indeed, remains an example of peaceful coexistence in the Middle East.

While Islam is the official religion, Oman is also home to over 60 registered Christian groups, three Hindu temples, and two Sikh gurdwaras. Among Omanis there is diversity, too, with a number of Hindu, Christian, Sikh, Buddhist and Baha'i citizens.

Historically, religious tolerance was a social norm in Oman, and now it has a legal basis. Religious freedom is protected by Oman's basic law and discrimination based on religion is prohibited. It's also against the law to proselytise.

Tolerance and diversity is a result of Oman's history and geographical location, as well as its modern laws. For centuries, Omanis have been trading and interacting with other cultures.⁴

‘Muscat Governorate is considered the pulsating heart of Oman. It is linked to Port Sultan Qaboos by Muttrah Corniche where the visitor to Muscat can view the wonderful variety of nature: golden beaches, mountainous heights, and golden sand dunes (Bawshar Sands).

Perhaps what is striking about Muscat Governorate and its states is the breathtaking intermingling of ancient cultural heritage and modern style. You will see houses, gates, old markets, small shops, and winding roads redolent of authentic history, side by side with modern markets, shops, buildings, and streets stamped with modern architecture. This allows Oman to preserve its historic character, and at the same time enjoying its contemporary spirit. Muscat is renowned as one of the cleanest Arab capitals, and has gained the honour of winning the Cleanest Arab City Contest several

² Rough Guide to Oman: <http://www.roughguides.com/shop/rough-guide-oman/>

³ Lonely Planet Guide to Oman: <http://www.lonelyplanet.com/oman>

⁴ The Times of Oman, 25 July 2014: <http://www.timesofoman.com/news/37125/Article-Tradition-of-tolerance-in-Oman-endures>

consecutive times.⁵

Job Description and Person Specification

Location: Muscat, Oman (some local, regional and international travel may be required)

Hours: Full Time. Hours as necessary for the role.

Responsible To: Vice-Chancellor

Line Management: The Deputy Vice-Chancellor (DVC), Administration and Finance (effectively Chief Operating Officer), Muscat University, reports directly to the Vice-Chancellor and is a member of the Senior Management Team. He or she has direct line management responsibility for the Directors and Heads of the majority of academic-related departments and/or centres and all such support departments and centres.

Purpose of the job:

The Deputy Vice-Chancellor, Administration and Finance, is responsible for establishing and monitoring strategies, policies, procedures and implementation plans to ensure the highest possible quality of co-ordination, communication and leadership across the University's administration, to optimise all relevant aspects of the student experience, and to ensure that the University operates effectively within its governance and legal frameworks.

Responsibilities include:

- Supporting the Vice-Chancellor in establishing a reputation for excellence at Muscat University; advising the Vice-Chancellor on matters relating to the operations, administration, and finances of the University;
- Ensuring that the relationship between the University's Senior Management Team and the Directors and Heads of administrative and support departments and centres is productive, open and mutually trusting;
- Leading on the ongoing refinement of the University's administration and operations for approval by the Vice-Chancellor and the Senior Management Team, enabling the University to enhance its profile and reputation for excellence;
- Directing internal operations to achieve budgeted results and other financial targets, and to make the best possible use of the capital funds invested in the University;
- Developing short-term and long-range plans and budgets based upon the University's

⁵ Ministry Of Tourism, Oman:

<http://www.omantourism.gov.om/wps/portal/mot/tourism/oman/home/sultanate/regions/muscat>

strategic objectives for approval by the Vice-Chancellor and Senior Management Team;

- Directing the development and implementation of policies and procedures to promote communication and adequate information flow within the University;
- Ensuring that all University activities and operations are performed in compliance with all Oman's regulations and laws governing private university operations;
- Directing the development and establishment of adequate and equitable personnel policies throughout the University, including compensation policies, ensuring that the interests and welfare of employees as individuals are preserved and protected;
- Refining and implementing the strategic enrolment management plan and an appropriate and effective student information system;
- Being an effective ambassador for the University locally, regionally and internationally among senior leaders in both the public and private sectors;
- Providing clear and collaborative leadership through example, inspiring the University to success through the successful application of its mission, vision and values in all its activities;
- Ensuring the highest quality of the student experience and helping to optimise students' employment prospects and to grow the University's reputation for excellence in research and third stream activities;
- Maintaining and strengthening the University's relationships with key strategic partners, including Government Agencies, international partners, and the local community including other academic institutions, leading businesses and other key organisations;
- Ensuring that the University makes appropriate and effective use of digital technology to enable students, faculty and staff to enjoy the benefits of a 21st century learning environment.

Person Specification

- A clear track record of complete personal and professional integrity and of a commitment to equality and diversity at all levels;
- A proven track record of excellence in collaborative leadership and management at a senior level within a higher education institution and a keen awareness of the relationship of leadership and management to governance;
- Direct experience of strategic planning, the management of staff, and of significant financial and other resources;
- Strong leadership qualities and credibility, with the ability to maintain the respect and confidence of multiple stakeholders including faculty, staff and students;
- High-level strategic thinking, problem-solving and entrepreneurial skills;
- Excellent ambassadorial skills enabling the building and maintaining of strong

relationships with external partners including senior members of international affiliate institutions;

- An excellent knowledge and understanding of international higher education policies, practices and norms and a commitment to internationalisation;
- Experience of working in the Middle East and/or experience of working closely with partners from the Middle East region;
- Experience of shaping a vision, mission and implementation plan for a new institution or unit within an institution and successfully delivering against strategic objectives;
- Understanding of and a commitment to the delivery of a very high-quality student experience both inside and outside the classroom and to the achievement of high levels of graduate employability;
- Understanding of and a commitment to the University's aim to create and develop a high quality research agenda;
- The ability to support the Vice-Chancellor in attracting, recruiting and retaining high quality faculty and staff to the University;
- Excellent communication, presentation, negotiation, influencing and networking skills and a proven ability to engage and influence at a high level with multiple constituencies;
- A strong belief in and commitment to the mission, vision, and values of Muscat University.

Education, Qualifications and Training

A PhD or equivalent doctoral qualification is essential. A recognized professional qualification in leadership and/or management is desirable. An excellent level of proficiency in English, both oral and written, is essential. Proficiency in Arabic would be an added bonus but is not essential.

Terms and Conditions

A competitive compensation package will be offered. This will include a basic salary at a level of \$150,000 and above. Additional benefits will include free housing, medical insurance, annual return flights for postholder and eligible family members to country of origin, and education allowances for eligible children.

Annual leave entitlement will be 30 days plus private sector national holidays applicable in Oman.