



Job description

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1- Academic Staff

**Job description and responsibilities
for Academic Leadership Positions
(Dean, Vice Deans, and Heads of
Academic Departments)**

1-Faculty Dean

1- Job Data

Position Title	Faculty Dean
Direct Manager Position Title	University President
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose

To contribute to the broad strategic development of BUE as a key member of the University's Executive Group, with specific overall responsibility for the management of Faculties; the design and delivery of Faculty strategic and operational plans, policies and procedures that assure and Egyptian academic standards throughout BUE's undergraduate provision; and the provision of a quality student learning experience

3- Job Dimension

Number of Subordinates	All faculty staff members, teaching assistants and Administrative staff.
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4- Job Responsibilities

- To lead the development and monitoring of the Faculty's strategic aims and objectives, and related policies, within the context of the University's vision and mission
- To ensure the implementation of the University's strategies and policies within the Faculty
- To provide executive leadership to, and line-manage, the Faculty Heads of Department
- To undertake short-term, mid-range and long-term planning to ensure that the Faculty continues to fulfil its mission
- To oversee all programmes offered by the Faculty, including all aspects of curriculum development, evaluation of existing programmes and modules, and development of new programmes and modules that are relevant to the community
- To ensure the adoption of Egyptian academic standards and quality assurance practices in learning and teaching throughout the Faculty
- To nominate the Vice-Dean(s) for the Faculty
- To nominate the Director of Centre and units
- To appoint support and evaluate academic (Full time and part time) and related staff as delegated by the President
- To teach at least one module per year appropriate to his/her training and experience.
- To work closely with the Faculty team to conceptualise and implement programmes that are interprofessional and interdisciplinary in nature
- To work collaboratively with academic staff on the development of a shared vision for the Faculty and on the planning, development and implementation of the curriculum
- To monitor and guide the Faculty in responding to and meeting external regulations and requirements for validation, accreditation, and programme approval
- To oversee educational, internship and other related field experiences

JOB DESCRIPTION

- To chair the Faculty Board
- To identify, develop and oversee collaborative agreements
- To meet with students in a variety of fora, to assess strengths and challenges for students in their academic and professional lives, initiating and developing opportunities for students' intellectual and professional development, to complement and extend their preparation for practice
- To develop relationships and represent the Faculty with industry, the local community and national and international agencies and organisations.
- To provide strong leadership and support in student recruitment and retention efforts
- To promote the University, both nationally and internationally
- To implement quality assurance standards, to ensure unambiguous equivalence with British university qualifications
- To be overall responsible for health and safety in their Faculties and Departments
- To ensure that the University provides an academic environment which is attractive to high calibre staff and appealing to students of high potential across the range of programmes of study available
- To undertake other duties as reasonably may be required by the President or Vice-Presidents.

5- Relationship with other Parties

Internal:

The Deans will work closely with the Vice-Presidents, Academic Director, University Registrar and Heads of Department in a number of related areas; and with other members of the Executive Group, as appropriate.

External:

Egyptian health ministry, Egyptian dental sector committee, Egyptian dental syndicate, industry, the local community and national and international Dental Faculties and organisations.

6- Operational Environment

Office Base, Lab, Classrooms, Clinic and Hospital

7- Job Requirements

Educational Qualifications

- A PhD
- A full Professorship
- At least ten years' experience of teaching and research in a leading University

Experience

- A combination of a personal academic record of significant achievements, relevant experience at a senior level inside higher education and knowledge of the Department.
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- A track record of innovation and achievement in the delivery and management of postgraduate programmes, and the supervision of research students

Technical Skills

- leadership

JOB DESCRIPTION

	▪ Decision making and proactivity ▪ Communication skills ▪ Negotiation skills ▪ Adaptability ▪ Punctuality ▪ Innovation ▪ Empathy
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Planning & Organizing, Integrity & Accountability, ▪ Results Focus ▪ Professional Knowledge ▪ People management

2- Faculty Vice-Dean for Teaching and Learning



1- Job Data	
Position Title	Faculty Vice Dean for Teaching and Learning
Direct Manager Position Title	Faculty Dean
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose
The Vice Dean is a senior academic staff member who will work closely with the Dean, to oversee and develop the agreed policy in the teaching and learning student cultural, social and sports activities

3- Job Dimension	
Number of Subordinates	All faculty staff members, teaching assistants and Administrative staff. schedule committee members, student counselling committee, teaching and learning coordinator, examination board, e learning coordinator, complain and suggestion committee, staff development coordinator,

4- Job Responsibilities
• To work collaboratively with the Dean in managing the affairs of the Faculty. • To deputies for the Dean when s/he is not available or is delegated to do so. • To assist the Dean in disseminating regulations and explaining to the staff any modification in the University bylaws. • To assist the Dean in ensuring the adoption of quality assurance practices in learning and teaching throughout the Faculty; • To take operational responsibility for programme validation with respect to the Supreme Council of Universities (SCU). • To respond to any concern or demand required by the Council of Private Universities (CPU) related to his/her Faculty. • To review the files of transfer students and sign them before submission to Students Affairs Office. • To work closely with the Programme Director, Faculty Teaching and Learning Coordinator, as well as the Head of Department, in addition to work with the key administrative officers with responsibility for Teaching and Learning, Examinations, Quality Assurance, eLearning and the Preparatory Year. • Structuring and implementing teaching and learning plan for the faculty according to faculty strategic plan • To asses Teaching & Learning Process.

JOB DESCRIPTION

- To monitor and contribute to the sound delivery of the under graduate programme, and the maintenance of academic standards and quality, in line with the University's Strategic Plan for Teaching and Learning.
- To ensure that all assessments are in accordance with and support the under graduate programme aims and objectives.
- To be responsible for the successful introduction of undergraduate programme modifications and improvements in co-ordination with the HoD and Learning & Teaching coordinators and officers.
- Contribute appropriately to the efficient running of the Exam Boards.
- To ensure that assessments are marked appropriately and entered onto the SRS in a timely and accurate fashion.
- To assist the Dean in undertaking the Faculty Impaired Performance and disciplinary procedures as required;
- To monitor the Examinations process including preparation of the examination and invigilation timetables, and supervising the examination officers, including copying, receipt and storage of examination papers.
- To Chair Departmental moderation of examination result prior to Module and Programme Boards.
- To teach at least one module per semester appropriate to his/her training and experience.
- Chair the Faculty Teaching and Learning Committee.
- To solve student issues and problems within the BUE regulations in co-ordination with the Dean.
- To take responsibility for student-staff liaison, including the tutor system, and the supervision of student sports and social activities in the Faculty;
- Monitor and enhance the delivery and development of student support mechanisms including effective personal tutoring for all years.
- Liaise closely with Head of Student Activities Department to ensure the development and delivery of appropriate extracurricular activities to enhance the student experience..
- Contribute to the requirements of the Annual Quality Cycle and ensure they are complied with in a timely manner: Assessment and Exams, APRs, Development Plans, responses to External Examiners.
- Co-ordinate the annual student programme review and any reviews by external auditors involved in accreditation by the Supreme Council.
- Contribute to the effective completion of the annual review of the programme via the APR process.
- To assist the Dean in developing and maintaining relationships with industry, the local community and national and international agencies and organisations;
- To pursue his or her own research and maintain a supportive and equitable environment for academic and research staff, organizing high quality mentoring for undergraduate students;
- To deputise any of his/her duties as agreed by the Dean;
- To undertake other duties as reasonably may be required by the Dean.

5- Relationship with other Parties

Internal:

- The Vice Dean for teaching and learning will work closely with the Vice-Presidents, Academic Director, University Registrar and Heads of Department in a number of related areas.
- Student affair and admission in the university

JOB DESCRIPTION

- Marketing and Alumni affairs in the university.
- Student affair and activities in the university
- Student Union

External:

Egyptian health ministry, Egyptian dental syndicate, industry, the local community and national and international Dental Faculties and organisations

6- Operational Environment

Office Base, Lab, Classrooms, Clinic and Hospital

7- Job Requirements

Educational Qualifications	• PhD • A full Professorship • At least ten years' experience of teaching and research in a leading University
Experience	• A track record of innovation and achievement in the delivery and management of taught programmes • A national/international profile of leadership in research, learning and teaching • A track record of regular publications in high impact research journals • Senior management experience in a leading University, e.g. as Head of Department
Technical Skills	• Ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching • Excellent interpersonal, communication and presentation skills in a multi-cultural environment • Strong organisational and time management skills • The ability to deal with large volumes of paperwork • The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands • The ability to delegate • Competence in ICT skills • The ability to work effectively as an ambassador for the University at a national and international level
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Planning & Organizing, Integrity & Accountability,

JOB DESCRIPTION

	▪ Results Focus ▪ Professional Knowledge ▪ People management
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3- Faculty Vice-Dean for Research and Postgraduate Studies

Job Description

1- Job Data

Position Title	Faculty Vice Dean For Research and Postgraduate Studies
Direct Manager Position Title	Faculty Dean
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose

The Vice Dean is a senior academic staff member who will work closely with the Dean, to oversee and develop the agreed policy in Postgraduate studies and research

3- Job Dimension

Number of Subordinates	All faculty staff members, teaching assistants and Administrative staff. Postgraduate studies committee, post graduate student staff liaison committee Research ethics committee, Research Centre director,
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4- Job Responsibilities

- To work collaboratively with the Dean in managing the affairs of the Faculty;
- To deputise for the Dean when s/he is not available or is delegated to do so;
- To be responsible for the successful introduction of all post graduate programme , modifications and improvements in co-ordination with the HoD and programme directors
- To assist the Dean in disseminating regulations and explaining to the staff any modification in the University bylaws;
- To assist the Dean in ensuring the adoption of quality assurance practices in learning and teaching of postgraduate programmes throughout the Faculty;
- To take operational responsibility for postgraduate programme validation with respect to the Supreme Council of Universities (SCU);
- To respond to any concern or demand required by the Council of Private Universities (CPU) related to his/her Faculty;
- To assist the Dean in undertaking the Faculty Impaired Performance and disciplinary procedures as required;
- To monitor the postgraduate Examinations process including preparation of the examination and invigilation timetables, and supervising the examination officers, including copying , receipt and storage of examination papers
- To Chair Departmental moderation of postgraduate examination result prior to Module and Programme Boards;
- To teach at least one module per semester appropriate to his/her training and experience;
- To solve postgraduate student issues and problems within the BUE regulations in co-ordination with the Dean;

JOB DESCRIPTION

- To take responsibility for post graduate student-staff liaison
- To assist the Dean in developing and maintaining relationships with industry, the local community and national and international agencies and organisations;
- To pursue his or her own research and maintain a supportive and equitable environment for academic and research staff, organising high quality mentoring for postgraduate research;
- . structuring and implementing postgraduate and research plan for the faculty according to faculty strategic plan and departments research plan
- . Supervising different research related committees in the faculty
- . Supervising and structuring faculty conferences, scientific days and events.
- To deputise any of his/her duties as agreed by the Dean;
- To undertake other duties as reasonably may be required by the Dean.

5- Relationship with other Parties

Internal:

- The Vice Dean for postgraduate studies and research will work closely with the Vice-Presidents, Academic Director, and Heads of Department and programmes directors in a number of related areas.

External:

The local community and national and international Dental Faculties and organisations

6- Operational Environment

Office Base, Lab, Classrooms, Clinic and Hospital

7- Job Requirements

Educational Qualifications

- PhD
- A full Professorship
- At least ten years' experience of teaching and research in a leading University

Experience

- A track record of innovation and achievement in the delivery and management of taught programmes
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- Senior management experience in a leading university, e.g. as Head of Department

Technical Skills

- Ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching
- Excellent interpersonal, communication and presentation skills in a multi-cultural environment
- Strong organisational and time management skills
- The ability to deal with large volumes of paperwork
- The ability to manage a number of complex initiatives and relationships simultaneously,

JOB DESCRIPTION

	often with competing demands • The ability to delegate • Competence in ICT skills • The ability to work effectively as an ambassador for the University at a national and international level
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Planning & Organizing, Integrity & Accountability, ▪ Results Focus ▪ Professional Knowledge ▪ People management

4-Faculty Vice-Dean for Community Services

1- Job Data

Position Title	Faculty Vice Dean for Community Services
Direct Manager Position Title	Faculty Dean
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose

The Vice Dean is a senior academic staff member who will work closely with the Dean, to oversee and develop the agreed policy in the community Service

3- Job Dimension

Number of Subordinates	All faculty staff members, teaching assistants and Administrative staff. Community service and medical convoys committee and infection control committee
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4- Job Responsibilities

- To work collaboratively with the Dean in managing the affairs of the Faculty;
- To deputise for the Dean when s/he is not available or is delegated to do so;;
- To assist the Dean in disseminating regulations and explaining to the staff any modification in the University bylaws;
- To assist the Dean in ensuring the adoption of quality assurance practices in community service throughout the Faculty;
- To teach at least one module per semester appropriate to his/her training and experience;
- To solve student issues and problems related to the community services activities within the BUE regulations in co-ordination with the Dean
- To assist the Dean in developing and maintaining relationships with industry, the local community and national and international agencies and organisations;
- To pursue his or her own research and maintain a supportive and equitable environment for academic and research staff, structuring and implementing community service plan for the faculty according to faculty strategic plan
- To follow up and guide the team of the infection control to apply and implement the infection control measures and elevate the awareness level in the faculty
 - To Supervise and structure faculty conferences, scientific days and events with the Faculty team
 - To prepare for faculty workshops and sessions .
 - To Formulate the preparations and supervise the medical convoys and convoys reports
 - To Prepare and take approvals for the awareness sessions with the infection control team
 - To chair the faculty community services committees

JOB DESCRIPTION

- To deputise any of his/her duties as agreed by the Dean.
- To undertake other duties as reasonably may be required by the Dean.

5- Relationship with other Parties

Internal:

- The Vice Dean for community services will work closely with the Vice-Presidents, Academic Director, University Registrar and Heads of Department in a number of related areas.
- Marketing and Alumni affairs in the university.
- Student affair and activities in the university
- Student Union

External

Egyptian health ministry, Egyptian dental syndicate, industry, the local community and national and international Dental Faculties and organisations and non profit organisations.

6- Operational Environment

Office Base, Lab, Classrooms, Clinic and Hospital , Mobile Clinic Unit, Remote areas deprived from medical and dental services

7- Job Requirements

Educational Qualifications

- PhD
- A full Professorship
- At least ten years' experience of teaching and research in a leading University

Experience

- A track record of innovation and achievement in the delivery and management of taught programmes
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- Senior management experience in a leading university

Technical Skills

- Ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching
- Excellent interpersonal, communication and presentation skills in a multi-cultural environment
- Strong organisational and time management skills
- The ability to deal with large volumes of paperwork
- The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands
- The ability to delegate
- Competence in ICT skills
- The ability to work effectively as an ambassador for the University at a national and international level

JOB DESCRIPTION

Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Planning & Organizing, Integrity & Accountability, ▪ Results Focus ▪ Professional Knowledge ▪ People management
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5-Faculty Vice-Dean for Internalization

1- Job Data

Position Title	Faculty Vice Dean for Internalization
Direct Manager Position Title	Faculty Dean
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose

The Vice Dean is a senior academic staff member who will work closely with the Dean, to oversee and develop the agreed policy in the community Service

3- Job Dimension

Number of Subordinates	All faculty staff members, teaching assistants and Administrative staff. Community service and medical convoys committee and infection control committee
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4- Job Responsibilities

- To work collaboratively with the Dean in managing the affairs of the Faculty;
- To deputise for the Dean when s/he is not available or is delegated to do so;;
- To assist the Dean in disseminating regulations and explaining to the staff any modification in the University bylaws;
- To assist the Dean in ensuring the adoption of quality assurance practices in community service throughout the Faculty;
- To teach at least one module per semester appropriate to his/her training and experience;
- To solve student issues and problems related to the community services activities within the BUE regulations in co-ordination with the Dean
- To assist the Dean in developing and maintaining relationships with industry, the local community and national and international agencies and organisations;
- To pursue his or her own research and maintain a supportive and equitable environment for academic and research staff, structuring and implementing community service plan for the faculty according to faculty strategic plan
- To follow up and guide the team of the infection control to apply and implement the infection control measures and elevate the awareness level in the faculty
 - To Supervise and structure faculty conferences, scientific days and events with the faculty team
 - Preparing for faculty workshops and sessions.
 - To Formulate the preparations and supervise the medical convoys and convoys reports

JOB DESCRIPTION

- To Prepare and take approvals for the awareness sessions with the infection control team
- To chair the faculty community services committees
- To deputise any of his/her duties as agreed by the Dean.
- To undertake other duties as reasonably may be required by the Dean.

5- Relationship with other Parties

Internal:

- The Vice Dean for community services will work closely with the Vice-Presidents, Academic Director, University Registrar and Heads of Department in a number of related areas.
- Marketing and Alumni affairs in the university.
- Student affairs and activities in the university
- Student Union

External

Egyptian health ministry, Egyptian dental syndicate, industry, the local community and national and international Dental Faculties and organisations and non-profit organisations.

6- Operational Environment

Office Base, Lab, Classrooms, Clinic and Hospital , Mobile Clinic Unit, Remote areas deprived of medical and dental services

7- Job Requirements

Educational Qualifications

- PhD
- A full Professorship
- At least ten years' experience of teaching and research in a leading University

Experience

- A track record of innovation and achievement in the delivery and management of taught programmes
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- Senior management experience in a leading university

Technical Skills

- Ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching
- Excellent interpersonal, communication and presentation skills in a multi-cultural environment
- Strong organisational and time management skills
- The ability to deal with large volumes of paperwork
- The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands
- The ability to delegate

JOB DESCRIPTION

	• Competence in ICT skills • The ability to work effectively as an ambassador for the University at a national and international level
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Planning & Organizing, Integrity & Accountability, ▪ Results Focus ▪ Professional Knowledge ▪ People management

6- Head of Quality Assurance Unit

1- Job Data

Position Title	Head of Quality Assurance Unit
Direct Manager Position Title	Faculty Dean
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose

Lead responsibility in the Faculty for policy development and operational oversight of the academic quality procedures within the scope of Egyptian HE regulations and cultural context.

3- Job Dimension

Number of Subordinates	Planning and monitoring committee, committee for learning programmes and opportunities, committee of designing measurement methods internal monitoring and performance evaluations, training and community service committee, student support committee, committee for monitoring scientific research and scientific activities, standard leaders and quality unit administrative staff
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4- Job Responsibilities

- Lead and supervise the Quality and Validation Unit.
- Liaise with academic Departments and other Faculty services, in particular Student Affairs, in order to assist the faculty in the coordinated delivery of its administrative provision.
- Develop and advise on, and keep under review, the implementation of the General Academic Regulations (GAR), the Egyptian-only degree regulations, the Examination & Assessment Regulations (EAR) and the academic quality and standards procedures.
- Have oversight of the development and operation of:
 - o student feedback mechanisms
 - o Annual and Periodic Programme Review
 - o processes for approving new programmes and amendments to existing programmes
 - o dissemination of examples of good practice at BUE and elsewhere
 - o publication of programme and module specifications on the web
 - o production of statistical reports to inform QA procedures.

JOB DESCRIPTION

- Maintain an awareness of internal and external developments in the fields of QA and QE and advise on their implications for the Faculty.
- Represent the Faculty in National and International initiatives related to QA, as required.
- Undertake other duties commensurate with the level and status of the post

5- Relationship with other Parties

Internal:

Faculty Dean, Vice Deans, University quality and assurance office, Programme director, module leaders , staff members , teaching assistants and faculty administrative staff

External:

NAQAAE, Dental faculties nationally and internationally , dental organisations

6- Operational Environment

Office Base

7- Job Requirements

Educational Qualifications	• A good honours degree • A Higher Degree • A management or IT qualification
Experience	• At least five years' management experience • Knowledge and understanding of academic quality frameworks, guidelines and requirements, including degree assessment regulatory processes • Experience of working to tight deadlines in a busy office environment. • Experience of student and academic administration in an international university
Technical Skills	• Ability to provide leadership and staff motivation. • Excellent IT skills, including word-processing and significant knowledge of MS Office, including spreadsheets and databases. • Ability to problem solve. • Ability to maintain confidentiality. • Excellent interpersonal, communication and presentation skills in a multi-cultural environment • Strong organisational and time management skills, and an ability to prioritise tasks and produce accurate work to a high standard whilst working under pressure to meet tight deadlines. • The ability to deal with large volumes of paperwork • The ability to manage a number of complex initiatives and relationships

JOB DESCRIPTION

	simultaneously, often with competing demands • A commitment to developing the BUE along British educational lines • A willing and flexible approach to new tasks and areas of work.
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Planning & Organizing, Integrity & Accountability ▪ Professional Knowledge ▪ People management

7- Programme Director

1- Job Data	
Position Title	Programme Director
Direct Manager Position Title	Faculty Dean
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose
The role of the Departmental Programme Director is critically important to the effective education and assessment of students (undergraduate and postgraduate) in line with the University Strategy.

3- Job Dimension	
Number of Subordinates	Department HOD , module leaders, staff members, teaching assistants and related administrative staff

4- Job Responsibilities
- He/She will work closely with the Head of Department and module leaders. S/he will, in addition, work with and through the key administrative officers with responsibility for Teaching and Learning, Examinations, Quality Assurance, eLearning - To monitor the sound delivery of the programme, and the maintenance of academic standards and quality, in line with the University's Strategic Plan - Ensure that all assessments are in accordance with and support the programme aims and objectives - Ensure timely and appropriate feedback to students on their performance, both in writing and orally. - Ensure that assessments are marked appropriately and entered onto the SRS in a timely and accurate fashion. - Student recruitment, progression and support - Develop and update programme marketing materials, and liaise with the Faculty and University marketing teams, to ensure the programme is marketed appropriately in order to recruit students of the requisite number and standard - Contribute to discussions with the Head of Department and programme team about the development of the programme, with particular reference to recruitment, achievement, progression and retention data. - Liaise with Careers Services to support employment opportunities for graduates - Monitor and enhance the delivery and development of student support mechanisms. - Liaise closely with the Library to ensure appropriate resourcing for the programme and that information skills, including academic honesty, of students are developed appropriately.

JOB DESCRIPTION

- Contribute to the delivery, review and development of the programme consistent with University Regulations, Policies and Guidelines and in line with the University's Strategic Plan.
- Ensure that the delivery of the programme is consistent with Health and Safety requirements.
- Quality assurance and programme enhancement
- Contribute to the requirements of the Annual Quality Cycle and ensure they are complied with in a timely manner: Assessment and Exams, APRs, Development Plans, responses to External Examiners.
- Attend Exam Boards.
- Ensure programme records are maintained
- Co-ordinate the annual student programme review and any reviews by external auditors involved in accreditation by either external validating bodies or the Supreme Council.
- Contribute to the effective completion of the annual review of the programme via the APR process.

5- Relationship with other Parties

Internal:

Dean, Vice deans, centre director, Module Leaders, Coordinators, Departmental academic and administrative staff

External

local employers, businesses, industry and Dental faculties and national and international organizations

6- Operational Environment

Office Base, Lab, Classrooms, Clinic, Hospital

7- Job Requirements

Educational Qualifications	• A PhD • A full Professorship • At least ten years' experience of teaching and research in a leading University
Experience	• A combination of a personal academic record of significant achievements, relevant experience at a senior level inside higher education and knowledge of the Department. • A national/international profile of leadership in research, learning and teaching • A track record of regular publications in high impact research journals • A track record of innovation and achievement in the delivery and management of educational programmes, and the supervision of students
Technical Skills	• Vision and ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching

JOB DESCRIPTION

	• Excellent interpersonal, communication and presentation skills in a multi-cultural environment • Strong organizational and time management skills • The ability to deal with large volumes of paperwork • The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands • The ability to chair formal and informal meetings • Competence in ICT and e-learning skills • The ability to work effectively as an ambassador for the University at a national and international level • A commitment to developing the BUE along British educational lines
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Planning & Organizing, Integrity & Accountability ▪ Professional Knowledge ▪ People management

8-Head of Academic Department

1- Job Data

Position Title	Head of Academic Department
Direct Manager Position Title	Faculty Dean
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose

The Head of Department is a senior academic staff member who will contribute to the strategic development of the Department and be responsible for the efficient management of his/her Department. She/he will not only provide academic leadership but will allocate academic and administrative responsibilities to the staff, to ensure the sound functioning of the Department.

3- Job Dimension

Number of Subordinates	Department staff members, teaching assistants and related administrative staff
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4- Job Responsibilities

- Heads of Departments will work closely with the Faculty Dean and Vice Deans to contribute to the development of the Faculty and will represent the Department at Heads of Department meetings and other Committees, working parties and groups of the Faculty or University as required.
- To work collaboratively with academic staff on the development of a shared vision for the Department and on the planning, development and implementation of the curriculum;
- To ensure academic validation of programmes and the adoption of Egyptian academic standards and quality assurance practices in learning and teaching throughout the Department;
- To be responsible for the effective management of the Department as line manager of Module Leaders, Coordinators, Departmental academic and administrative staff, as well as hiring of new staff;
- To be responsible for academic staff induction, performance review and mentoring full-time and part-time staff within the Department;
- To require and monitor staff attendance of relevant staff development workshops as deemed appropriate;
- To ensure promoting collegiality among all staff and maintain an equitable environment for all;
- To develop and oversee educational, internship and other related field experiences at the Departmental level;
- To meet with students in a variety of forums to assess strengths and challenges for students in their academic and professional lives, initiating and developing opportunities for students' intellectual and professional development, to complement

JOB DESCRIPTION

and extend their preparation for practice;

- To be responsible for advancing the Annual Development Planning Cycle and present an annual report to the Dean about academic and research activities of the Department;
- To communicate the University's strategic goals, new regulations and policy developments to members of the Department and explain the rationale for change;
- To disseminate information from meetings of the Faculty Council;
- To represent the Department's views and interests both within the Faculty and the University as well as more broadly;
- To implement Impaired Performance and Academic Misconduct regulations and procedures as relevant to University regulations;
- To implement, as required by the Dean, the Examination process and deputies as necessary, to an exam officer;
- To supervise and prepare class and examination schedules.
- To review the External Examiner's reports on the examination process, and ensure appropriate action is taken by the relevant academic staff;
- To teach at least one module per semester appropriate to his/her training and experience;
- To be responsible for managing the physical assets of the Department, including space allocation;
- To ensure, at the level of the Department, the health and safety of staff and students in accordance with University requirements;
- To undertake other duties as reasonably may be required by the Faculty Dean or Vice Dean.

5- Relationship with other Parties

Internal:

Dean, Vice deans, Centre director, Module Leaders, Coordinators, Departmental academic and administrative staff

External

Dental faculties and national and international organizations

6- Operational Environment

Office Base, Lab, Classrooms, Clinic, Hospital

7- Job Requirements

Educational Qualifications

- A PhD
- A full Professorship
- At least ten years' experience of teaching and research in a leading University

Experience

- A combination of a personal academic record of significant achievements, relevant experience at a senior level inside higher education and knowledge of the Department.
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- A track record of innovation and

JOB DESCRIPTION

	achievement in the delivery and management of postgraduate programmes, and the supervision of research students
Technical Skills	• Vision and ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching • Excellent interpersonal, communication and presentation skills in a multi-cultural environment • Strong organizational and time management skills • The ability to deal with large volumes of paperwork • The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands • The ability to chair formal and informal meetings • The ability to delegate • Competence in ICT and e-learning skills • The ability to work effectively as an ambassador for the University at a national and international level . A commitment to developing the BUE along British educational lines
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Planning & Organizing, Integrity & Accountability ▪ Professional Knowledge ▪ People management

9-Director of Medical Sciences

1- Job Data

Position Title	Supervisor of Medical Sciences
Direct Manager Position Title	Faculty Dean
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose

Contribute to the strategic development of the Department and be responsible for the efficient management of the medical sciences modules as a department. S/he will not only provide academic leadership but will allocate academic and administrative responsibilities to the staff, to ensure the sound functioning of the Department.

3- Job Dimension

Number of Subordinates	Department staff members, module leaders, teaching assistants and related administrative staff
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4- Job Responsibilities

- Will work closely with the Faculty Dean and Vice Deans to contribute to the development of the Faculty and will represent the Department in meetings and other Committees, working parties and groups of the Faculty or University as required.
- To work collaboratively with academic staff on the development of a shared vision for the Department Modules and on the planning, development and implementation of the curriculum;
- To ensure academic validation of programmes and the adoption of Egyptian academic standards and quality assurance practices in learning and teaching throughout the Department;
- To be responsible for the effective management of the Department modules as line manager of Module Leaders, Coordinators, Departmental academic and administrative staff, as well as hiring of new staff;
- To be responsible for academic staff induction, performance review and mentoring full-time and part-time staff within the Department;
- To require and monitor staff attendance of relevant staff development workshops as deemed appropriate;
- To ensure promoting collegiality among all staff and maintain an equitable environment for all;
- To develop and oversee educational, internship and other related field experiences at the Departmental level;
- To meet with students in a variety of forums to assess strengths and challenges for students in their academic and professional lives, initiating and developing opportunities for students' intellectual and professional development, to complement and extend their preparation for practice;

JOB DESCRIPTION

- To be responsible for advancing the Annual Development Planning Cycle and present an annual report to the Dean about academic and research activities of the Department;
- To communicate the University's strategic goals, new regulations and policy developments to members of the Department and explain the rationale for change;
- To disseminate information from meetings of the Faculty Council;
- To represent the Department's views and interests both within the Faculty and the University as well as more broadly;
- To implement Impaired Performance and Academic Misconduct regulations and procedures as relevant to University regulations;
- To implement, as required by the Dean, the Examination process and deputise as necessary, to an exam officer;
- To supervise and prepare class and examination schedules.
- To review the External Examiner's reports on the examination process, and ensure appropriate action is taken by the relevant academic staff;
- To teach at least one module per semester appropriate to his/her training and experience;
- To be responsible for managing the physical assets of the Department, including space allocation;
- To ensure, at the level of the Department, the health and safety of staff and students in accordance with University requirements;
- To undertake other duties as reasonably may be required by the Faculty Dean or Vice Dean.

5- Relationship with other Parties

Internal:

Dean, Vice deans, Centre director, Module Leaders, Coordinators, Departmental academic and administrative staff

External

Dental faculties and national and international organisations

6- Operational Environment

Office Base, Lab, Classrooms

7- Job Requirements

Educational Qualifications

- A PhD
- A full Professorship
- At least ten years' experience of teaching and research in a leading University

Experience

- A combination of a personal academic record of significant achievements, relevant experience at a senior level inside higher education and knowledge of the Department Modules.
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- A track record of innovation and

JOB DESCRIPTION

	achievement in the delivery and management of postgraduate programmes, and the supervision of students
Technical Skills	• Vision and ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching • Excellent interpersonal, communication and presentation skills in a multi-cultural environment • Strong organisational and time management skills • The ability to deal with large volumes of paperwork • The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands • The ability to chair formal and informal meetings • The ability to delegate • Competence in ICT and e-learning skills • The ability to work effectively as an ambassador for the University at a national and international level • A commitment to developing the BUE along British educational lines
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Planning & Organizing, Integrity & Accountability ▪ Professional Knowledge ▪ People management

10-Centre Director



1- Job Data

Position Title	Centre Director
Direct Manager	Faculty Dean
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose

- Provide strategic research leadership within the centre
- Implement research policy in order to support and enhance the Faculty research performance.
- Contribute to the delivery of the centre's strategy

3- Job Dimension

Number of Subordinates	Centre assistants ,hub directors team and admins.
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4- Job Responsibilities

- To fulfil oversight of the centre, ensuring the centre is operating and developing in line with expectations.
- To assist in delivering accurate progress updates
- To develop and update the strategic plan for the centre, including strategies for funding diversification.
- To monitor the development of the Centre periodically and take remedial actions if needed.
- To ensure optimal performance and oversight of Research Centre.
- To support and advise the Research Centre team
- To collaborate in research and training with experts from national and international Universities.
- To increase the research output for BUE staff
- To follow on research methods, scientific writing and publishing.
- To develop and follow specialized training courses in all dental disciplines founded on research-based knowledge and delivered using state of the art technology and equipment.

5- Relationship with other Parties

JOB DESCRIPTION

Internal:
Dean, Vice Deans, Programme Directors, Faculty Head of Departments , Faculty Staff
External:
National and International researchers and dental science educators ,National and International Universities and research centres

6- Operational Environment

Office Base

7- Job Requirements	
Educational Qualifications	- A PhD in Dental field - Experience in Research in a leading University
Experience	- A combination of a personal academic record of significant achievements, relevant experience at a senior level inside higher education and knowledge of the Centre. - A national/international profile of leadership in research, learning and teaching. - A track record of regular publications in high impact research journals - A track record of innovation and achievement in the delivery and management of postgraduate programmes, and the supervision of research students
Technical Skills	- Vision and ambition to achieve the highest standards in the quality of services offered and innovation in all aspects of research. - Excellent interpersonal, communication and presentation skills in a multi-cultural environment - Strong organisational and time management skills - The ability to manage a number of complex initiatives and relationships simultaneously, - The ability to chair formal and informal meetings - The ability to delegate - Competence in ICT and e-learning skills - The ability to work effectively as an ambassador for the University at a national and international level - A commitment to developing the BUE along British educational and research lines.
Competencies	- Communication - Time Management - Interpersonal Skills,

JOB DESCRIPTION

	▪ Planning & Organizing, Integrity & Accountability ▪ Professional Knowledge ▪ People management
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11-Internalization Lead

1-Job Data	
Position Title	Internalization
Direct Manager	Vice Dean of Internalization
Department	Staff Member
Sub-Department	Dentistry

1- Job Purpose
- The Internationalization Lead provides academic leadership and coordination for the Faculty's international engagement activities, supporting the implementation of the Faculty's internationalization strategy and fostering global academic collaboration. - The role serves as a key academic focal point for internationalization within the Faculty, facilitating international partnerships, promoting global academic engagement among staff and students, and supporting the integration of international and intercultural dimensions across teaching, research, and academic initiatives. - Working closely with the Vice Dean for Internationalization and the Faculty Internationalization Committee, the Internationalization Lead contributes to strengthening the Faculty's global engagement and international academic profile.

2- Job Dimension	
Number of Subordinates	Internalization members

3- Job Responsibilities
- Academic Leadership in Internationalization - Contribute to the implementation and advancement of the Faculty's internationalization agenda in alignment with the University's international strategy. - Promote a culture of international academic engagement within the Faculty. - Advise departments and academic staff on opportunities for international collaboration in teaching, research, and academic exchange. - Coordination of Faculty Internationalization Initiatives - Coordinate the implementation of internationalization initiatives endorsed by the Vice Dean for Internationalization and the Faculty Internationalization Committee. - Facilitate collaboration across departments to support international partnerships and academic initiatives. - Monitor progress of Faculty internationalization activities and contribute to continuous improvement of international engagement. - Development of International Partnerships

JOB DESCRIPTION

- Identify and explore opportunities for collaboration with international universities, research centres, and academic networks.
 - Support the development of strategic partnerships that enhance joint research, academic exchange, and collaborative programmes.
 - Facilitate academic engagement between Faculty members and international partners. The Internationalization Lead supports partnership development but does not approve or sign institutional agreements unless formally delegated.
- 4. Promotion and Academic Oversight of Mobility
 - Promote participation of students and academic staff in international mobility programmes and exchange opportunities.
 - Provide academic guidance on mobility initiatives to ensure alignment with Faculty educational priorities and academic standards.
 - Work collaboratively with the Mobility Coordinator and relevant administrative units to support effective implementation of mobility programmes.
- 5. International Research Collaboration
 - Encourage development of international research collaborations and joint scholarly initiatives.
 - Support Faculty engagement in international research networks and collaborative funding opportunities.
 - Promote participation in international research initiatives, joint publications, and interdisciplinary academic cooperation.
- 6. Curriculum Internationalization
 - Encourage integration of global perspectives, intercultural competence, and international case studies within Faculty curricula.
 - Support departments in developing collaborative teaching initiatives, visiting lectureships, and international learning opportunities.
- 7. International Academic Engagement and Visibility
 - Support the development of international academic activities including visiting scholars, international seminars, collaborative workshops, and joint academic events.
 - Promote Faculty participation in international conferences, networks, and academic initiatives that enhance the Faculty's global visibility and reputation.
- 8. Monitoring and Reporting of International Activities
 - Contribute to monitoring the progress and outcomes of Faculty internationalization activities including partnerships, mobility, and collaborative initiatives.
 - Support preparation of reports and evidence required for institutional planning, quality assurance processes, and accreditation requirements.

4- Relationship with other Parties

Internal:

Dean, Vice Dean for internalization, Faculty Internationalization Committee, Faculty Head of Departments and program directors, Mobility Coordinator and University International Office

External:

International partner universities, International research collaborators and Academic networks and professional organizations

5- Operational Environment

Office Base

6- Job Requirements

Educational Qualifications	▪ A PhD in Dental field ▪ Experience in Research in a leading University
Experience	• A combination of a personal academic record of significant achievements, relevant experience at a senior level inside higher education and knowledge of the Centre. • A national/international profile of leadership in research, learning and teaching. • A track record of regular publications in high impact research journals • A track record of innovation and achievement in the delivery and management programmes, and the supervision of research students.
Technical Skills	• Vision and ambition to achieve the highest standards in the quality of services offered and innovation in all aspects of internalization. • Excellent interpersonal, communication and presentation skills in a multi-cultural environment • Strong organisational and time management skills • The ability to manage a number of complex initiatives and relationships simultaneously, • The ability to chair formal and informal meetings • The ability to delegate • Competence in ICT and e-learning skills • The ability to work effectively as an ambassador for the University at a national and international level
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Planning & Organizing, Integrity & Accountability ▪ Professional Knowledge ▪ People management

2- Academic staff

12- Module Leader

Job Description

1- Job Data

Position Title	Module Leader
Direct Manager Position Title	Head of Department
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose

The Module Leader has a key role in coordinating the preparation, delivery, review and enhancement of the module in ways which foster an appropriate culture and the support and integration of excellent delivery of the module by those teaching it

3- Job Dimension

Number of Subordinates	Department staff members, teaching assistants and related administrative staff
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4- Job Responsibilities

- . To ensure that the Module Specifications and delivery are consistent with the objectives and procedures of the Programme, University regulations, Egyptian academic standards and quality assurance practices in learning and teaching.
- . To coordinate, monitor and approve the work of all staff and TA's contributing to the module in terms of delivery, assessment, feedback and moderation, providing such advice and support to the staff as may be necessary.
- . To oversee that new staff receive an induction to the module to ensure that they understand the learning, teaching, attendance policy and assessment strategy including marking practice.
- . To ensure students are provided with module documentation (e.g. module specs, weekly outline, reading list, assessment strategy, marking criteria) either electronically or in paper format in a timely manner, in order to enable them to understand what is expected of them and what they can expect of the module.
- . To update and actively maintain the E-learning page for the module to meet at least the minimum requirements specified by the University.
- . To monitor at-risk and excellent students.
- . To provide information to the relevant administrative offices by the given deadlines to facilitate timetabling, and to ensure that the list of registered students is as accurate as possible prior to the start of teaching to ensure that the teaching process begins promptly.

JOB DESCRIPTION

- . To be responsible for maintaining a module file that should be updated on a regular basis to ensure that standards are being implemented correctly in relation to marking, double marking, appropriateness of assessments and quality of feedback given to students etc.
- . To be responsible for the secure printing of examination papers in sufficient quantities and secure submission to the Exam Office.
- . To ensure that all assessment procedures are carried out in line with university regulations including academic misconduct and that assessment marks are accurately entered to the University database by the required deadlines and results are calculated using the appropriate weightings.
- . To be available to deal with student concerns in a timely manner.
- . To attend internal moderation boards as relevant, to ensure that appropriate moderation procedures are in place for all elements of assessments.
- . To address any issues raised by external validation reviews and respond to external examiners' feedback in a timely manner.
- . To complete a Module Leader assessment report to be presented to the Module Exam Board (MEB).
- . To respond to the issues raised in the student Module evaluation.
- . To liaise as necessary with the Head of Department and notify him/her of any issues which may affect the delivery or assessment of the module.

5- Relationship with other Parties

Internal:

Dean, Vice deans, centre director, Head of departments, Coordinators, Departmental academic and administrative staff

External

Dental faculties and national and international organisations

6- Operational Environment

Office Base, Lab, Classrooms, Clinic, Hospital

7- Job Requirements

Educational Qualifications

- A PhD
- Experience of teaching and research in a leading University

Experience

- A combination of a personal academic record of significant achievements, relevant experience inside higher education and knowledge of the Department.
- A national/international profile of leadership

JOB DESCRIPTION

	in research, learning and teaching • A track record of regular publications in high impact research journals
Technical Skills	• Excellent interpersonal, communication and presentation skills in a multi-cultural environment • Strong time management skills • The ability to deal with large volumes of paperwork • The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands • Competence in ICT and e-learning skills • A commitment to developing the BUE along British educational lines
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Integrity & Accountability ▪ Professional Knowledge ▪ People management

13-Academic Staff Member

Job Description

1- Job Data

Position Title	Academic Staff Member
Direct Manager Position Title	Head of Department
Department	Staff member
Sub-Department	Dentistry

2- Job Purpose

Delivery, review and enhancement of modules teaching

3- Job Dimension

Number of Subordinates	Teaching assistant and department administrative staff
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4- Job Responsibilities

- Undertake the teaching duties assigned by the Dean/Head of Department, Programme Coordinator or Module Leader
- Familiarise themselves fully with the Module Specification relating to their teaching and to adhere to the provisions for subject coverage, learning outcomes and forms of assessment
- Be aware of the objectives and structure of the applicable Programme Specification in order to ensure the module teaching can be properly placed in the context of the overall degree scheme
- Ensure they attend punctually for teaching commitments and provide suitable handouts or supporting materials to assist the students' learning, including on e-learning
- Contribute to and support the University's academic quality processes and procedures
- Mark work promptly and accurately with reference to departmental marking criteria
- Provide students with feedback on assessed work
- Mark exams promptly and accurately with reference to departmental marking criteria
- Set assessments and formal examinations in accordance with the relevant regulations and by the published deadline, as per the external examiner's requirements
- Mark and double mark exams promptly and accurately with reference to departmental marking criteria
- Ensure marks are entered on the Student Record System and are accurate and error free
- Be available for examination invigilation duties
- Be available during and after the Appeals Committee to deal with queries
- Be available to mark re-sit exams and attend re-sit exam boards
- Attend staff meetings and respond promptly to emails and telephone requests

JOB DESCRIPTION

- Act at all times whilst in the University in a professional manner and be respectful both to colleagues and students
- Comply with the University's general procedures, policies and regulations

5- Relationship with other Parties

Internal:

Dean, Vice deans, centre director, Head of departments, Module leader, Coordinators, Departmental administrative staff

External:

Dental faculties and national and international organisations

6- Operational Environment

Office Base, Lab, Classrooms, Clinic, Hospital

7- Job Requirements

Educational Qualifications	• A PhD • Experience of teaching and research in a leading University
Experience	• Experience and knowledge of the Department. • A national/international profile of leadership in research, learning and teaching • A track record of regular publications in high impact research journals
Technical Skills	• Excellent interpersonal, communication and presentation skills in a multi-cultural environment • The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands • Competence in ICT and e-learning skills ▪ . A commitment to developing the BUE along British educational lines
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Integrity & Accountability ▪ Professional Knowledge

14- Teaching Assistants

1- Job Data

Position Title	Teaching Assistants
Direct Manager Position Title	Head of Department
Department	Staff Member
Sub-Department	Dentistry

2- Job Purpose

They provide support to module leaders in the delivery and assessment of their modules, assist with laboratory (where appropriate), and paper work. They are also expected to pursue their graduate studies leading to the Ph.D. degree, which enable them to embark on an academic teaching and research career.

3- Job Dimension

Number of Subordinates	N/A
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4- Job Responsibilities

- To report to assigned line manager/module leader.
- To attend regularly and punctually.
- To aid module leaders in module management.
- To attend lectures given by the module leader whom they are assisting.
- To coordinate with the Lab engineer/technician to order or obtain materials needed for classes.
- To teach and supervise students on a regularly monitored basis during tutorials and, where appropriate, practical, laboratory sessions and clinics.
- To design new experiments for the laboratory sessions as required.
- To prepare teaching materials, e.g. for practical sessions (lab manuals, power-point presentations) and different types of academic materials (photocopying and distributing).
- To monitor student attendance as required.
- To offer academic help during office hours and answer students' queries.
- To assist in collecting assignments and other assessment submissions.
- To give feedback to the module leader on the delivery and marking of assignments.
- To mark, grade (and record grades) assignments (but not projects, dissertations or presentations) under the supervision of the Module Leader, with reference to a model answer and grading criteria.
- To arrange for supervisors/MLs to conduct teaching observations; meet with supervisors to receive feedback about teaching performance.
- To assist with conferences as deemed appropriate.
- To invigilate examinations.
- To use and develop e-learning effectively to support learning and teaching.
- To contribute to the marketing, recruitment and development of the University.
- To work in the clinics on daily flow of patients.
- To participate in appropriate staff development programs.
- To be enrolled in a research program according to the department research plans.
- To ensure that their research is taking enough attention, and to participate in conferences and workshops.

JOB DESCRIPTION

- To complete their graduate studies within the time limits set by the relevant Laws and Regulations.
- To carry out other duties as deemed appropriate by the HoD.

5- Relationship with other Parties

Internal:

Dean, Vice deans, centre director, Head of departments, Programme director, Module leader, Coordinators, Departmental administrative staff and [staff development](#)

External:

Dental faculties and national and international organisations

6- Operational Environment

Lab, Classrooms, Clinic, Hospital and medical convoys

7- Job Requirements

Educational Qualifications	• A Master's Degree (Assistant Lecturer); a University degree (Demonstrator) in relevant specialization. • Degree from a university in which "English" is the language of teaching
Experience	Ability to perform research
Technical Skills	• Excellent interpersonal, communication and presentation skills in a multi-cultural environment • The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands • Competence in ICT and e-learning skills ▪ A commitment to developing the BUE along British educational lines
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills, ▪ Integrity & Accountability ▪ Professional Knowledge

3- Administrative staff

15- Faculty Operation Officer

1- Job Data	
Position Title	Faculty Operations Officer
Direct Manager Position Title	Faculty Dean
Department	Faculty

2- Job Purpose
The Faculty Operations Officer for the Faculty plays a vital role in providing administrative support and coordination services to ensure the smooth operation of the faculty. In addition to traditional administrative tasks, this role will involve liaising between the Faculty of Arts & Humanities and the central administrative departments such as Supply Chain, Health, Safety, and Environment (HSE), Estate and Facilities, Information Technology (IT), and Marketing Communications (MarCom). He/She will be responsible for facilitating communication, coordinating tasks, and following up on pending matters between the faculty and these departments to ensure efficient collaboration and seamless workflow.

3- Job Dimension
Number of Subordinates

4- Job Responsibilities
• Provide comprehensive administrative support to the faculty, including managing schedules, organizing meetings, and handling correspondence. • Act as a liaison between the Faculty and the Supply Chain, HSE, Estate and Facilities, IT, and Marketing departments, facilitating communication and coordination of tasks. • Coordinate the procurement process for the faculty, including raising purchase requisitions, tracking orders, and ensuring timely delivery of supplies and equipment. • Assist in maintaining compliance with health and safety regulations within the faculty by coordinating with the HSE department and implementing relevant policies and procedures. • Coordinate facility-related matters for the faculty, including maintenance requests, space allocation, and equipment maintenance, in collaboration with the Estate and Facilities department. • Riase any IT-Related issues concerning the faculty members and students, acting as a point of contact with the IT department for troubleshooting and resolving issues.

JOB DESCRIPTION

- Support the marketing and promotion efforts of the faculty by coordinating with the Marketing department on relevant marketing initiatives related to the faculty of physiotherapy.
- Maintain accurate records and documentation related to administrative activities, including correspondence, reports, and financial transactions.
- Follow up on pending tasks and requests with relevant departments to ensure timely completion and resolution of issues.

5- Relationship with other Parties

Internal: Departments/ Sub Department/ Faculty that the position deals with periodically:

- Supply Chain, Health, Safety, and Environment (HSE), Estate and Facilities, Information Technology (IT), and Marketing Communications (MarCom)

External: Institutions or organizations that the position deals with periodically:

6- Operational Environment

Office Base

7- Job Requirements

Educational Qualifications	• Bachelor's degree in a related field.
Experience	• A minimum of 5 years of relevant experience in administrative role.
Technical Skills	• Strong communication and interpersonal skills, with the ability to effectively liaise with multiple departments and stakeholders. • Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and priorities effectively. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications. • Knowledge of procurement processes, health and safety regulations, and facility management principles is advantageous. • Ability to work independently with minimal supervision and as part of a team in a fast-paced environment. • Strong problem-solving skills and the ability to adapt to changing priorities and deadlines.

JOB DESCRIPTION

Competencies	Core Competencies: • Interpersonal Skills • Collaboration • Integrity & Accountability • Results oriented
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16- Executive Admin Assistant

1- Job Data

Position Title	Executive Admin Assistant
Direct Manager Position Title	Dean and Vice Deans
Department	Faculty of Dentistry
Sub-Department	

2- Job Purpose

To provide secretarial and clerical support for the Faculty Dean and for the academic staff within the Faculty including preparation of committees, Faculty Boards, documentations and coordination of all administrative work in the Faculty.

3- Job Dimension

Number of Subordinates	Two
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4- Job Responsibilities

- Establish and maintain administrative procedures for student registration, teaching and assessment, making use of the BUE central student records system as appropriate.
- Oversee processes that track student registrations, assessment progress and coursework submissions.
- Implement University and Faculty policy on a wide range of issues, including those related to quality assurance, enhancement, and management of students.
- Act as a first point of contact for staff seeking advice on University regulations, policy and procedure.
- To provide secretarial and clerical support service to the Dean.
- Service Faculty Council and Faculty Boards and any other duties directed by the Dean and Vice Dean.
- Receiving staff requests and distribute them over the team.
- Supervise IPs and AMCs.
- Preparation of MEBs Committee.
- Preparation of PEBs committee.
- Support APR meeting.
- Working on the timesheets for the academic staff and submitting them to the HR department on monthly basis under the Dean's supervision.
- Coordination of all meetings and appointments and the provision of a schedule of activities and briefings for the Dean and Vice Dean's offices.
- Undertaking the tasks of receiving calls, taking messages and routing correspondence for the Dean Vice Dean' offices.
- Preparing and working on the required documents from the Supreme council of universities.
- Handling the financial issues for external visitors.
- Handling the disciplinary committee.
- Assisting the staff (Academic – Admins and support staff for any issues related to the HRM

JOB DESCRIPTION

- Working on the senior invigilator schedule for the academic staff and ensuring that all academic staff received his/her schedule by email before the examination period.
- Working on the preparation of the required documents for the top BUE graduates for interviews at the end of each academic year for their hiring.
- Preparing documents for Student Union (SU) elections.
- Managing transfer groups of students at the beginning of each academic year.
- Assisting in Faculty events.

5- Relationship with other Parties

Internal:

HR Department - Admission Department – Academic Services Department – Finance Department.

External:

Ministry of Health – Supreme Council of Universities

6- Operational Environment

Office Base

7- Job Requirements

Educational Qualifications	▪ Bachelor degree
Experience	▪ At least 5 Years of administrative experience.
Technical Skills	▪ Excellent levels of computer skills ▪ Moderate to advanced levels in Microsoft Office ▪ Advanced levels in using Internet Tools and various browsers ▪ General secretarial IT skills
Competencies	▪ Effective minute taking and writing ▪ Good Communication and interpersonal Skills in both required languages ▪ Working coherently under pressure and meeting strict deadlines. ▪ Effective minute taking and writing ▪ Very good time management and administrative skills.

17- Senior Admin



1- Job Data

Position Title	Senior Admin
Direct Manager Position Title	Faculty Dean and Vice Dean
Department	Administration
Sub-Department	Dentistry

2- Job Purpose

To provide secretarial support for the Dean, Vice Deans and for the Coordinators within the Faculty.

3- Job Dimension

Number of Subordinates	N/A
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4- Job Responsibilities

- To provide secretarial and clerical support service to the Dean and Vice Dean.
- To provide secretarial and clerical support service to the Specialization Coordinators.
- To maintain effective diary management, including the co-ordination of all meetings and appointments and the provision of a schedule of activities for the Dean and Specialization Coordinators.
- To examine material/correspondence for the Specialization Coordinators and co-ordinate responses; take action on incoming mail as required i.e. priorities, anticipate action required and prepare routine responses.
- To develop and manage filing and office systems, manual and electronic.
- To prepare, copy and distribute documents, papers and correspondence as required.
- To assist with the organisation, hospitality and secretarial servicing.
- Update and manage notice boards to ensure current and consistent information is displayed.
- To assist and cover for other Faculty Admin staff in case of leave, sickness and other periods of absence.
- Dispose of confidential waste.
- Receiving staff & students complaints for the Dean.
- Handling new staff requirements

5- Relationship with other Parties

Internal:

Dean, Vice Dean, Head of departments, academic staff members

External:

JOB DESCRIPTION

University

6- Operational Environment

Office

7- Job Requirements

Educational Qualifications	• A university degree in a relevant field • Excellent English & Arabic reading, writing & speaking skills
Experience	• Two to Three years experience in clerical or secretarial job – Experience in Educational Organization is a plus. • English & Arabic reading, writing & speaking skills are an asset.
Technical Skills	▪ Advanced levels of computer skills ▪ Moderate to advanced levels in Microsoft Office ▪ Advanced levels in using Internet Tools and various browsers ▪ General secretarial IT skills
Competencies	▪ Communication ▪ Time management ▪ Interpersonal skills ▪ Integrity Accountability

18- Administrative Assistant



1- Job Data

Position Title	Administrative Assistant
Direct Manager Position Title	Faculty Dean and Vice Dean
Department	Administration
Sub-Department	Dentistry

2- Job Purpose

To provide secretarial and clerical support for the Faculty Dean, Vice dean and for the academic staff within the Faculty.

3- Job Dimension

Number of Subordinates	N/A
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4- Job Responsibilities

- To provide a full secretarial and clerical support service to Faculty Dean, Vice Dean and academic staff within the Department.
- To maintain effective diary management, including the co-ordination of all meetings and appointments and the provision of a schedule of activities and briefings for the Faculty Dean and Vice Dean.
- To examine material/correspondence for the Faculty Dean, Vice Dean and co-ordinate responses; take action on incoming mail as required i.e. priorities, anticipate action required and prepare routine responses.
- To develop and manage filing and office systems, manual and electronic.
- To prepare copy and distribute documents, papers and correspondence as required.
- To assist with the organization, hospitality, secretarial servicing and minuting of Faculty meetings and to prepare reports as required.
- Update and manage notice boards to ensure current and consistent information is displayed.
- Recording academic staff absence/sickness/working from home and report sickness absence to Faculty Dean or point of contact for staff to ring when absence due to illness.
- To assist in Faculty events i.e. Enrolment, Graduation, Open Days.

5- Relationship with other Parties

Internal:
Dean, Vice Dean ,Head of Department, Programme Directors ,Staff members ,Teaching assistants , Administrative staff and students
External:
University offices

6- Operational Environment

JOB DESCRIPTION

office

7- Job Requirements

Educational Qualifications	• A university degree in a relevant field
Experience	• Two to Three years experience in clerical or secretarial job – Experience in Educational Organization is a plus. • English & Arabic reading, writing & speaking skills are an asset.
Technical Skills	• Advanced levels of computer skills • Moderate to advanced levels in Microsoft Office • Advanced levels in using Internet Tools and various browsers • General secretarial IT skills
Competencies	▪ Communication ▪ Time management ▪ Interpersonal skills ▪ Integrity Accountability

19-Patient Relations representative and assistant

1- Job Data

Position Title	Patient Relations representative and assistant
Direct Manager	Faculty Dean
Department	Administration
Sub-Department	Dentistry

2- Job Purpose

responsible for interacting with and providing great service to patients and their families, including responding to questions, filling out paperwork, providing information, and serving as liaisons for their institutions

3- Job Dimension

Number of Subordinates	N/A
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4- Job Responsibilities

- Greeting and directing patients to examination rooms.
- Scheduling patient appointments and making reminder calls.
- Informing patients about delays and waiting times.
- Obtaining patients' addresses, contact details, insurance information, and medical histories.
- Updating and verifying patient information at every visit.
- Answering, investigating, and/or directing patient inquiries or complaints to the appropriate medical staff member.
- Following up with patients to ensure their inquiry or complaint has been satisfactorily resolved.

5- Relationship with other Parties

Internal:
Dean, vice deans, head of department, programme directors, staff members, teaching assistants, administrative staff
External:
Dental faculties in national universities and nonprofit organisations

6- Operational Environment

Office Base-clinics-hospital

7- Job Requirements

JOB DESCRIPTION

Educational Qualifications	• Diploma or relevant work field experience
Experience	▪ Experience working as a patient representative. ▪ Knowledge of medical terms and practices.
Technical Skills	▪ Professional manner and appearance. ▪ Strong interpersonal and communication skills. ▪ Meticulous attention to detail. ▪ Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access.
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills ▪ Integrity & Accountability

20- Dental Accountant

Job Description

1- Job Data

Position Title	Dental Accountant
Direct Manager	Faculty Dean
Department	administration
Sub-Department	Dentistry

2- Job Purpose

Tracking payments to internal and external stakeholders

3- Job Dimension

Number of Subordinates	N/A
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4- Job Responsibilities

- Manage all accounting transactions
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Manage balance sheets and profit/loss statements
- Comply with financial policies and regulations

5- Relationship with other Parties

Internal:

Dean, Vice deans, Head of departments, academic staff members and patients

External:

N/A

6- Operational Environment

Office Base

7- Job Requirements

Educational Qualifications	• BSc in Accounting, Finance or relevant degree • Work experience as an Accountant • Excellent knowledge of accounting regulations and procedures
Experience	▪ Hands-on experience with accounting software
Technical Skills	• Advanced MS Excel skills including • Experience with general ledger functions • Strong attention to detail and good

JOB DESCRIPTION

	analytical skills
Competencies	▪ Communication ▪ Time Management ▪ Interpersonal Skills ▪ Integrity Accountability

21- Data Entry

1- Job Data

Position Title	Data Entry
Direct Manager Position Title	Faculty Dean
Department	administration
Sub-Department	Dentistry

2- Job Purpose

To work with patient information and appointments on the computer systems

3- Job Dimension

Number of Subordinates	N/A
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4- Job Responsibilities

- Insert patients and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunction

5- Relationship with other Parties

Internal:

Dean, vice deans, head of department, programme directors, staff members, teaching assistants, administrative staff and Students

External:

N/A

6- Operational Environment

Clinic, Hospital

7- Job Requirements

JOB DESCRIPTION

Educational Qualifications	• Bachelor degree; additional computer training or certification will be an asset • Proven data entry work experience, as a Data Entry Operator or Office Clerk • Experience with MS Office and data programs
Experience	• Familiarity with administrative duties • Experience using office equipment, like fax machine and scanner • Typing speed and accuracy • Excellent knowledge of correct spelling, grammar and punctuation • Attention to detail • Confidentiality • Organization skills, with an ability to stay focused on assigned tasks
Technical Skills	• Empathy and people care • essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms
Competencies	▪ Communication ▪ Time Management, ▪ Interpersonal Skills ▪ Planning & Organizing ▪ Integrity & Accountability

22-Laboratory Specialist

1- Job Data

Position Title	Laboratory Specialist
Direct Manager	Faculty Dean
Department	administration
Sub-Department	Dentistry

2- Job Purpose

Under general supervision, prepare classroom and laboratory demonstrations for the area assigned within a broad framework of standard policies and procedures. Perform varied support activities, order and maintain inventory of supplies and equipment related to department.

3- Job Dimension

Number of Subordinates	N/A
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4- Job Responsibilities

- Plan, organize, assist, and supervise students in the preparation of laboratory set-ups and take downs in the assigned area and in the maintenance of equipment.
- Schedule work to ensure that instructional materials are ready when needed by the instructor; construct training aids and specialized equipment.
- Confer, as needed, with instructor (s) concerning programs and materials to meet student needs; assist instructors with class and teaching information, policies and procedures. Schedule student help and maintain appropriate records.
- Participate in meetings which focus on the needs of students; set up work areas and prepare materials and equipment needed. Receive, issue, store, and care for materials, parts, and supplies; maintain accurate records; research and take bids on materials and equipment purchases as needed.
- Oversee the safety and security of the laboratory and equipment; set up, disassemble, and clean or replace the apparatus and materials used in demonstrations.
- Serve as resource person to instructors recommending laboratory equipment and supplies needed to complete the assignment.
- Select, requisition, process and maintain an inventory of equipment, supplies, and other materials.
- Assist students in laboratory assignments as needed; proctor tests; demonstrate new apparatus to students and instructors.
- Perform routine maintenance and repair of laboratory equipment; construct special equipment or models as needed; keep records related to operation of laboratory.
- Operate and use a variety of technical and sophisticated equipment; train and oversee the work of student employees.
- Maintain and supervise maintenance of lab rooms in a clean and orderly condition; maintain security of lab.
- Identify laboratory equipment problems and notify proper personnel for maintenance and repair; perform regular servicing on lab equipment

JOB DESCRIPTION

5- Relationship with other Parties

Internal:

Dean, vice deans, head of department, programme directors, staffmembers, teaching assistants, administrative staff and Students

External:

N/A

6- Operational Environment

Lab, Clinic, Hospital

7- Job Requirements

Educational Qualifications

- Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Completion of college level course work in the area to which assigned or field experience, specific knowledge and skills in the field assigned.

Experience

- Well trained and previous experience in the field
- Knowledge of: the subject matter, terminology, techniques and procedures associated with a laboratory, including equipment and materials used in the subject area; application of program needs as it applies to subject area;
- Basic needs and requirements of students in the area to which assigned;
- methodology for individualized instruction; computer programs and computer systems as needed to fulfill the requirements of the job.

Technical Skills

- Ability to relate well with different kind of people.
- Ability to: work with little supervision; prioritize tasks and do several tasks simultaneously; use specialized instruments and equipment; operate and maintain equipment in the assigned area;
- Perform experiments and demonstrations in the specialty area;
- Communicate satisfactorily in both oral and written form;
- Perform arithmetical calculations with speed and accuracy;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Demonstrate an understanding of, sensitivity to and appreciation for, the diverse academic, ethnic, socio-economic, disability and gender

JOB DESCRIPTION

	diversity of students and staff attending or working on a community college campus.
Competencies	▪ Communication, ▪ Time Management, ▪ Interpersonal Skills ▪ Integrity & Accountability,

23- Dental Nurse, assistant Nurse

1- Job Data

Position Title	Dental Nurse, assistant Nurse
Direct Manager	Faculty Dean
Department	administration
Sub-Department	Dentistry

2- Job Purpose

Assist dentists in carrying out different kinds of oral-care procedures.

3- Job Dimension

Number of Subordinates	N/A
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4- Job Responsibilities

- Preparing instruments to be used during treatment procedures, recording medical information, and ensuring that patients are comfortable.
- Open and close the surgery daily
- Adhere to health and safety protocols as well as cross-infection to the highest standard
- Ensure all dental instruments are correctly decontaminated
- Set up for every patient
- Provide the Dentist with the correct instruments and equipment
- Serve as an assistant to the Dentist during treatment by passing relevant equipment and instruments to him, in the same vein retracting and aspirating if necessary
- Mix and prepare materials
- Carry out stock control
- Liaise with laboratories and referral

5- Relationship with other Parties

Internal:

Dean, vice deans, head of department, programme directors, staff members, teaching assistants, administrative staff and Students

External:

N/A

6- Operational Environment

Clinic, Hospital and mobile dental clinic

7- Job Requirements

Educational Qualifications	▪ Nursing bachelor degree or any equivalent accredited training
Experience	▪ Well trained and previous experience in the dental field

JOB DESCRIPTION

Technical Skills	▪ Friendly and sympathetic approach ▪ Confident and reassuring attitude ▪ Ability to relate well with different kind of people.
Competencies	▪ Communication, ▪ Time Management, ▪ Interpersonal Skills ▪ Integrity & Accountability,

24-Maintenance Engineer Faculty of Dentistry

1- Job Data

Position Title	Maintenance Engineer
Direct Manager Position Title	Faculty Dean
Department	administration
Sub-Department	Dentistry

2- Job Purpose

Maintenance Engineer is responsible for ensuring the proper functioning, preventive maintenance, and timely repair of dental equipment, mechanical systems, utilities, and facilities within the Faculty of Dentistry, supporting safe and uninterrupted clinical and educational operations.

3- Job Dimension

Number of Subordinates	N/A
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4- Job Responsibilities

Perform routine preventive maintenance on dental chairs, delivery units, suction systems, curing lights, scalers, and other operatory tools.

- Troubleshoot and repair breakdowns in dental equipment and clinical machinery.
- Coordinate calibration and performance testing of equipment according to manufacturer and regulatory standards.
- Maintain ultrasonic cleaners and other sterilization equipment.
- Ensure consistent operation of water purification systems, compressed air systems, and suction systems critical for infection control.
- Inspect and service plumbing lines associated with dental units to avoid contamination or clogs.
- Ensure all clinical and technical systems are in compliance with health, safety, and radiation protection standards.
- Maintain documentation of inspections, repairs, and compliance checks.
- Coordinate with external vendors for specialized repairs or servicing under warranty.
- Keep detailed logs of maintenance schedules, service reports, and equipment lifecycle data.
- Assist in preparing technical specifications for procurement of new equipment or parts.

JOB DESCRIPTION

- Guide faculty and clinical staff on the safe use and basic troubleshooting of dental equipment.
- Respond promptly to maintenance or emergency requests raised during clinics.
- Undertake various duties as assigned by line manager.

5- Relationship with other Parties

Internal:

Faculty Dean, Vice Deans, University quality and assurance office, Head of Department, university Store's, Finance and faculty administrative staff

External:

Dental equipment suppliers

6- Operational Environment

Office Base

7- Job Requirements

Educational Qualifications	• - Bachelor's Degree in Mechanical, Electrical, or Biomedical Engineering.
Experience	• - 3–5 years of experience in equipment maintenance in a dental, medical, or clinical setting. - Training or certification in medical/dental equipment maintenance is a plus.
Technical Skills	- Strong diagnostic and troubleshooting skills. - Familiarity with dental and sterilization equipment brands (e.g., A-dec, Midmark, Planmeca, Sirona). - Understanding of infection control procedures and clinical safety protocols.
Competencies	Interpersonal Skills - Collaboration - Integrity & Accountability - Results Focus

25-Storage Operator Faculty of Dentistry

1- Job Data

Position Title	Storage operator
Direct Manager Position Title	Dean
Department	administration
Sub-Department	Dentistry

2- Job Purpose

To ensure the efficient management, storage, and distribution of dental materials, instruments, and equipment within the Faculty of Dentistry. The role supports clinical, academic, and administrative operations by maintaining accurate inventory records, ensuring availability of supplies, and adhering to safety and quality standards.

3- Job Dimension

Number of Subordinates	N/A
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4- Job Responsibilities

Receive, inspect, and store dental supplies and equipment in accordance with safety and storage guidelines.

Maintain accurate inventory records (manual or electronic systems).

Monitor stock levels and report shortages or overstock situations.

Issue materials and equipment to departments as per approved requests.

Coordinate with suppliers for delivery, replacement, and maintenance of dental equipment.

Ensure proper labeling, organization, and cleanliness of storage areas.

Follow infection control and clinical safety protocols in handling materials.

Assist in periodic stock audits and inventory reconciliation.

Report damaged, expired, or faulty items promptly.

Support quality assurance requirements and documentation processes.

5- Relationship with other Parties

Internal:

Faculty Dean, Vice Deans, University quality and assurance office, Head of Department, academic staff and faculty administrative staff

External:

Dental equipment and material suppliers, also maintenance

6- Operational Environment

Office & Storage Areas (Stores/Warehouses) within Faculty of Dentistry

7- Job Requirements

Educational Qualifications	Diploma or Bachelor's degree in Business Administration, Logistics, Healthcare Management, or a related field.
Experience	- 3–5 years in inventory/store management - Preferable: Experience in medical or dental institutions
Technical Skills	- Strong diagnostic and troubleshooting skills. - Familiarity with dental equipment brands (e.g., A-dec, Midmark, Planmeca, Sirona). - inventory management systems (ERP or stock control software) - Knowledge of dental materials and equipment - Infection control and safety procedures - Microsoft Office (Excel, Word)
Competencies	- Accountability & integrity - Attention to detail - Teamwork and communication Problem-solving skills - Commitment to quality and continuous improvement

26- Radiology Technician

1- Job Data

Position Title	Radiology technician
Direct Manager	Faculty Dean
Department	administration
Sub-Department	Dentistry

2- Job Purpose

Perform dental radiographic procedures and assist in obtaining high-quality diagnostic images while ensuring patient safety and radiation protection standards.

3- Job Dimension

Number of Subordinates	N/A
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4- Job Responsibilities

- Prepare patients for dental radiographic procedures and explain imaging instructions clearly.
- Operate dental radiography equipment including intraoral, panoramic, cephalometric, and CBCT imaging systems.
- Ensure proper positioning of patients to obtain accurate diagnostic images.
- Follow radiation safety protocols and infection control procedures according to healthcare standards.
- Maintain and calibrate radiographic equipment and report technical malfunctions when necessary.
- Process, store, and archive digital radiographic records securely and confidentially.
- Assist dentists and oral radiologists in diagnostic procedures and image interpretation preparation.
- Ensure availability and cleanliness of radiology instruments and protective equipment.
- Monitor radiation exposure and ensure compliance with safety regulations.
- Maintain patient records and documentation related to radiographic examinations.

5- Relationship with other Parties

Internal:	
Dean, vice deans, head of department, programme directors, staff members, teaching assistants, administrative staff and Students	
External:	Medical imaging suppliers and maintenance companies
N/A	

6- Operational Environment

Radiology unit, Clinic, Hospital and mobile dental clinic

JOB DESCRIPTION

7- Job Requirements	
Educational Qualifications	▪ Nursing bachelor degree or any equivalent accredited training
Experience	▪ Well trained and previous experience in the dental field
Technical Skills	▪ Friendly and sympathetic approach ▪ Confident and reassuring attitude ▪ Ability to relate well with different kind of people.
Competencies	▪ Communication, ▪ Time Management, ▪ Interpersonal Skills ▪ Integrity & Accountability,

Senior Management Selection Criteria

The aim of this document is to sit the criteria for Senior Management selection to insure fair transparent selection process for these positions. This document is developed in accordance with the Quality Unit plan to satisfy NAQAAE accreditation criteria. The base of this document is found in the University Bylaw, Job description and in NAQAAE guidelines for leadership and governance. The targeted positions of this document are: the Dean, Vice Deans, Head of Departments, and Head of Faculty Quality Unit.

Selection Criteria

1. Dean

The Dean is appointed by the decision of Chairman of the Board of Trustees upon the proposal of the University President from the academic staff in the faculty or others who meet the necessary conditions

required for the position. In case there are no professors in the Faculty, the University President may

mandate an external professor to act as the Dean.

To be appointed in this position, a candidate should have:

1.1 Basic Qualifications:

- To be Egyptian
- A PhD with A full Professorship
- Of good conduct, standing and reputation.
- At least ten years' experience of teaching.
- At least five years' senior management experience.
- A track record of innovation and achievement in the delivery and management of taught programmes.

1.2 Skills and Attributes

- Vision and ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching
- A collegial approach, with excellent interpersonal, communication and presentation skills in a multi-cultural environment where the operating language is English
- Strong organizational and time management skills
- The ability to deal with large volumes of paperwork
- The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands

- The ability to delegate
- Competence in ICT
- The ability to work effectively as an ambassador for the University at a national and international level

1.3 Desirable qualifications

- A commitment to developing the BUE along British educational lines
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- A track record of innovation and achievement in the delivery and management of postgraduate programmes, and the supervision of research students

2. Vice Dean

The University President appoints the Vice Deans on the nomination of the Dean from the academic staff by a resolution determines terms of reference and duration of the appointment. In case of the lack of Professors in the Faculty, the University President will appoint one of the Associate Professors to be acting as Vice Dean upon the nomination of the Dean.

To be appointed in this position, a candidate should have:

2.1 Basic Qualifications:

- To be Egyptian
- A PhD with A full Professorship
- Of good conduct, standing and reputation.
- At least ten years' experience of teaching and research.
- A track record of innovation and achievement in the delivery and management of taught programmes.

2.2 Skills and Attributes

- Ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching
- Excellent interpersonal, communication and presentation skills in a multi-cultural environment
- Strong organisational and time management skills
- The ability to deal with large volumes of paperwork
- The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands
- The ability to delegate
- Competence in ICT
- The ability to work effectively as an ambassador for the University at a national and international level

2.3 Desirable qualifications

- A commitment to developing the BUE along British educational lines
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- A track record of innovation and achievement in the delivery and management of postgraduate programmes, and the supervision of research students
- Senior management experience in a leading university, e.g. as Head of Department.

3. Head of Department.

The Head of the Department will be appointed from the senior three Professors in the Department; the appointment is according to the decision of the University President upon the nomination of the Dean, and that decision involves identifying terms of reference. In case of the lack of Professors in the Department, the University President will appoint one of the Associate Professors to be acting Head of Department upon the nomination of the Dean.

To be appointed in this position, a candidate should have:

3.1 Basic Qualifications :

- Must have been a professor for at least two years; otherwise, the most senior professor.
- Of good conduct, standing and reputation.
- A combination of a personal academic record of significant achievements, relevant experience at a senior level inside higher education and knowledge of the Department.

3.2 Skills and Attributes

- Vision and ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching
- Excellent interpersonal, communication and presentation skills in a multi-cultural environment
- Strong organisational and time management skills
- The ability to deal with large volumes of paperwork
- The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands
- The ability to chair formal and informal meetings
- The ability to delegate
- Competence in ICT and e-learning skills
- The ability to work effectively as an ambassador for the University at a national and international level

3.3 Desirable qualifications

- A commitment to developing the BUE along British educational lines
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- A track record of innovation and achievement in the delivery and management of postgraduate programmes, and the supervision of research students

4. Head of Faculty Quality Unit.

The Head of the Quality Management will be appointed according to the decision of the Dean. The Dean will call for candidates from full-time staff, and if not available from outside and the FC will select from the candidates based on the required qualifications.

To be appointed in this position, a candidate should have:

4.1 Basic Qualifications:

- S/he should be from Academic staff
- At least 5 years' experience as a head of Quality Unit
- Attended at least 8 training programs in Quality systems from NAQAAE
- Familiar with accreditation process and procedures
- Of good conduct, standing and reputation.

4.2 Skills and Attributes

- Vision and ambition to achieve the highest standards in quality.
- Excellent interpersonal, communication and presentation skills in a multi-cultural environment
- Strong organisational and time management skills
- The ability to deal with large volumes of paperwork
- The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands
- The ability to chair formal and informal meetings
- The ability to delegate
- Competence in ICT .
- The ability to work effectively as an ambassador for the University at a national and international level

4.3 Desirable qualifications

- A commitment to developing the BUE along British educational lines
- A track record of regular publications in high impact research journals
- A track record of innovation and achievement in the quality accreditations .