

VACANCY NOTICE

REF: C01072024

POSITION	DEAN OF LOGISTIC MANAGEMENT
LOCATION	PETALING JAYA, SELANGOR
INDUSTRY	EDUCATION
TYPE	CONTRACT <i>Note: ALL employees are under contractual employment which is renewable.</i>

JOB SUMMARY

The Dean is responsible to ensure the design and delivery of quality learning opportunities for students on the logistics/supply chain management programmes. He/she provides strategic oversight and direction of the programmes in terms of maintaining and growing students enrolment and providing effective academic leadership to the faculty staff members reporting to him/her and all aspects of programme development, curriculum delivery and facilitation of student learning including student assessment, teaching and learning approaches. He/she supports the strategic plan of the University and is responsible for the overall academic quality and growth of the School.

The Dean plays a key role in promoting and representing the School within and outside the University and for developing and maintaining strategic relationships with external stakeholders and communities.

The Dean is also responsible to coordinate student support and ensure that support activities and initiatives align with the strategic performance expectations of the University, including retention and student success.

In terms of engaging with the industry/profession, the Dean develops productive relationships with industry/profession to ensure the relevance of programme design, development of graduate capabilities and employability of graduates. He/she also ensures that the programme content is reviewed with industry partners to ensure relevance and that employability initiatives are embedded across the curriculum.

The Dean is also responsible to ensure sustainable growth and competitiveness of the School, lead the increase in student numbers through the growth of existing programmes and the development of new ones for the School.

KEY DUTIES & RESPONSIBILITIES

Strategic Planning

1. Provide strategic direction and effective leadership in relation to teaching, development of professional practice, research and other academic and support activities.
2. Responsible for the development of well-planned academic strategies and business plans to enhance and expand the programmes offered and ensure that these are aligned with the strategic goals of the University.

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3. Ensure that appropriate marketing strategies are in place to increase student enrolment to sustain growth and competitiveness.

Academic Leadership and Management

4. Translate the University's vision and strategic plans into the vision of the School; prepare strategic plans and annual business plans and financial forecasts for delivery against agreed goals, including meeting recruitment targets.
5. Provide leadership in the areas of curriculum development, programme development and revision, assessment, institutional accreditation and instructional development and ensure that appropriate and innovative strategies are in place for effective implementation of teaching, learning and assessment.
6. Ensure that appropriate mechanisms are in place to encourage and monitor research activities.
7. Represent the School and participate actively as a member of the Senate, Management Committee and other Committees/Working Groups of the University, as required.
8. Represent the University and the School in the external community by developing, promoting and maintaining strong networks with appropriate academic communities, industry practitioners, government and professional bodies and seeking support and resources for the University and the School.

Governance and Quality Assurance

9. Ensure all activities carried out are implemented in accordance with the governance, policy and regulatory frameworks of the University and external legislative bodies such as MOHE, ACT 555, MQA requirements, etc.
10. Ensure compliance with auditing, quality assurance and risk management procedures, both internal and external, including preparation for periodic quality review.
11. Ensure that the quality of services provided by the School is maintained and enhanced by implementing quality processes that provide continuous improvement in education and provide quality learning environment.
12. Participate in the management of the development, accreditation and evaluation processes for the logistics/supply chain management programmes.
13. Ensure compliance with criteria of accreditation bodies.
14. Ensure optimum student experience through consistent customer focus across the School.

Resource and People Management

15. Responsible for the management and control of the annual budget of the School to ensure long term growth and financial sustainability.
16. Responsible for the optimal management and development of employees and ensuring that resources are deployed effectively and realigned to meet the needs of the School.
17. Ensure the effective use of space for teaching and engagement activities by the School.

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18. Ensure that employee performance is managed appropriately and consistently and that all employees have access to the necessary training to develop their skills and experience.

Sales & Marketing

19. Participate and represent the School in sales activities for road shows/exhibitions/workshops, social media and Web-based events for the purpose of promoting logistics/supply chain management programmes in the School.
20. Work closely with the Sales and Marketing Teams to develop and undertake marketing activities to promote the programmes of the School to meet student enrolment targets for the School.
21. Responsible in ensuring the competitive advantages, USPs and strengths of the School are maintained to meet expectations of students, employers and other stakeholders alike.
22. Provide marketing and public relations support to maintain the corporate image and branding for the University and the School.
23. Host and conduct talks and web-based seminars to promote the School and its programmes.

JOB REQUIREMENTS

- Doctoral Degree in Operations Management, Supply Chain Management, Logistics Management or related field.
- 6-8 years of related work experience in leading and managing a group of faculty staff and/or industry experience at managerial level in logistics/supply chain or transportation.
- Knowledge and understanding of logistics management and/or supply chain management.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills with ability to develop rapport and work effectively and cooperatively with a diverse group of people.
- Good critical thinking, conflict resolution and decision-making skills.
- Good time management and organisational skills with ability to multitask, prioritise and problem solve
- Good knowledge of computer applications including Word, Excel and PowerPoint

APPLICATION PROCESS

Interested candidates are invited send the documents below career.unitalent@gmail.com or whatsapp to +6012-5227761.

- Updated CV
- Qualifications (Certificates & transcripts)