



Job Description

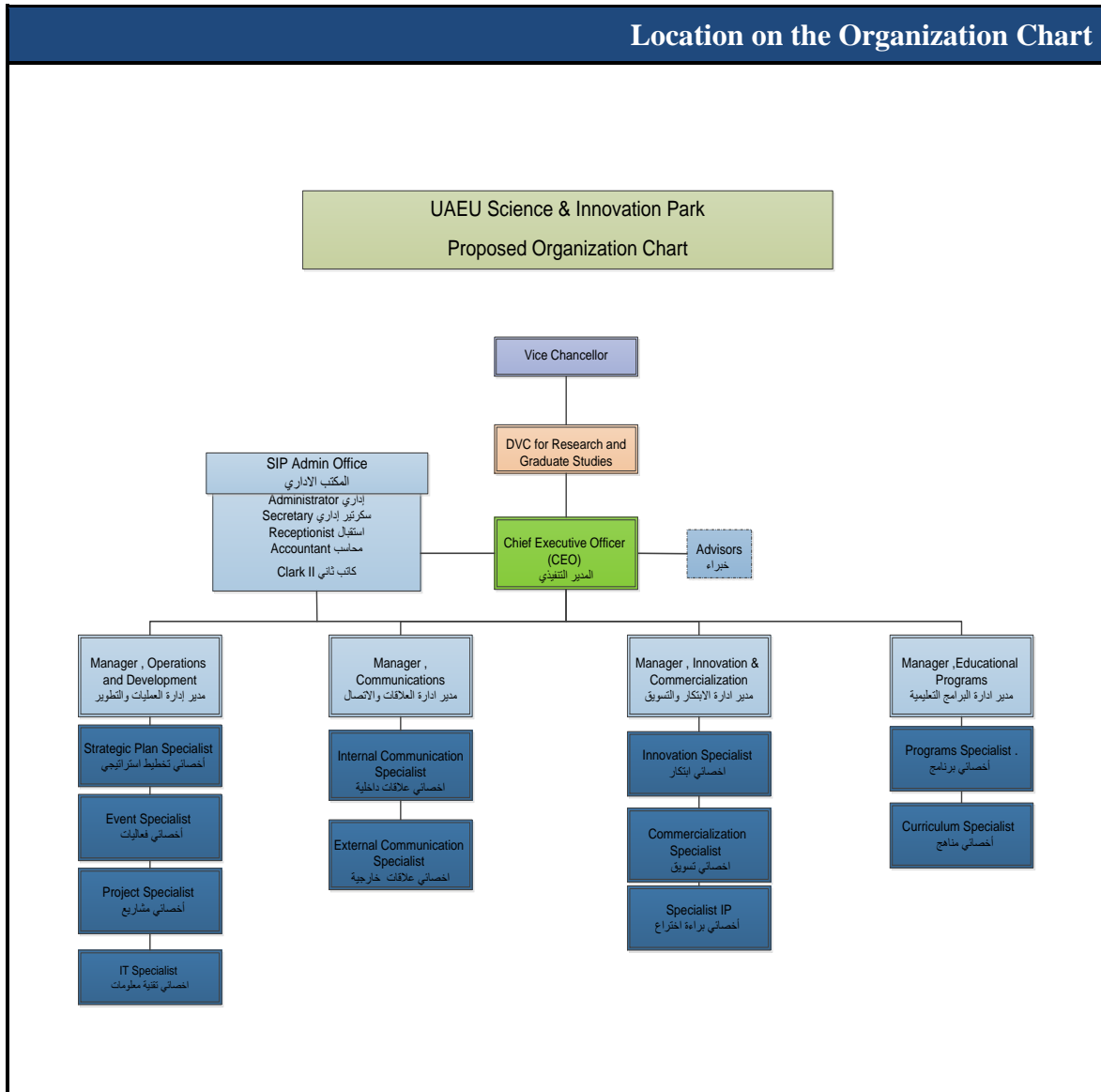
General Information	
Job Title	Chief Executive Officer (CEO)
Department	Office of Deputy Vice Chancellor for Research and Graduate Studies
Division	Science and Innovation Park
Grade	

Direct Supervisor's Job Title:
DVC for Research and Graduate Studies

Subordinate's Job Title(s)
<ul style="list-style-type: none">• Advisors• Administrator• Secretary• Receptionist• Accountant• Clark II



Location on the Organization Chart





Overall Objective of the Job

Provide leadership to position the organization at the forefront of the industry. Develop a strategic plan to advance the organization's mission and objectives and to promote revenue, profitability and growth as an organization. Oversee the organization operations to insure production efficiency, quality, service, and cost-effective management of resources.

Tasks and Responsibilities

- Develop a strategic plan to advance the organization's mission and objectives and to promote revenue, profitability, and growth as an organization.
- Oversee organization operations to insure production efficiency, quality, service, and cost-effective management of resources.
- Plan, develop, and implement strategies for generating resources and/or revenues for the organization.
- Identify acquisition and merger opportunities and direct implementation activities.
- Approve organization operational procedures, policies, and standards.
- Review activity reports and financial statements to determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions.
- Evaluate performance of executives for compliance with established policies and objectives of the organization and contributions in attaining objectives.
- Promote the company through written articles and personal appearances at conferences and on radio and TV.
- Represent the organization at legislative sessions, committee meetings, and at formal functions.
- Promote the organization to local, regional, national, and international constituencies.
- Build a fundraising network using personal contacts, direct mail, special events, and foundation support.
- Present organization report at Annual Stockholder and Board of Director meetings.
- Direct organization planning and policy-making committees.
- Oversee foreign operations to include evaluating operating and financial performance.
- Other duties as assigned.



Organizational Relationship & Communications
Internal Communications
UAEU Colleges and Departments
External Communications
Stakeholders, Partners, and UAE Community

Job Requirements
Educational Level/ Required Certificates
Combination of Master Degree in Business Administration, Finance or Accounting
Experience
10 years of experience in leadership role for a large Science Park
Recommended Training Courses
Leadership الدورات التدريبية المُوصى بها

Required Competencies
<p>Based on the vision of the future, the CEO possibly with the help of his executive team creates and communicates a compelling and inspired sense of core purpose.</p> <p>Creating and maintaining the desired culture and environment. Culture and values tell where the organization is going, how it gets there. Values outline acceptable behavior.</p> <p>Work is through people, and people are profoundly affected by culture. Culture is built in many ways, and the CEO sets the tone. His every action—or inaction—sends cultural messages.</p> <p>Strategic thinking- it is essential to put together a workable plan to get from current to the desired goal.</p>



Employee Name	
Direct Supervisor Name	

HR Committee Review	HR Manager Review	Issue
Date	Date	Version No.
Signature	Signature	Issue Date