



## **Description**

**Job Title:** Associate Vice President (AVP) Academic Quality

**Location:** Doha, Qatar

**Department Name :** Vice President, Academic Affairs

## **College/Department Profile:**

The College of the North Atlantic - Qatar is inviting nominations and applications for the position of the Associate Vice President (AVP) Academic Quality. Reporting to the Vice President for Academic, the AVP – Academic Quality must be a proven leader with the skills and expertise necessary to fully implement the College's mission and vision.

## **College of the North Atlantic - Qatar Profile:**

The beautiful and culturally progressive State of Qatar is home to the world class post-secondary institution, College of the North Atlantic-Qatar (CNA-Q). Internationally recognized as a comprehensive technical college, CNA-Q is committed to high quality, student-centered education. This commitment is reflected through state-of-the-art facilities, accessible and responsive technology programs and strong partnerships with industry.

With more than 600 staff and 2,400 students, CNA-Q is one of Qatar's largest post-secondary institutions offering over 30 diploma programs through student-centred learning. By providing training in a range of technical areas including Engineering Technology, Health Sciences, Industrial Trades, Business Studies and Information Technology, CNA-Q brings the State closer to the goals of Qatar National Vision 2030. Since opening in 2002, CNA-Q has over 5,000 graduates who are proudly contributing to Qatar's knowledge-based economy.

## **Duties & Responsibilities:**

This position requires an energetic and enthusiastic individual who will lead the development and implementation of the Academics Division's strategy in line with CNA-Q's strategy through department initiatives and projects. The incumbent is also required to ensure the academic quality and accreditation standards and applied research targets are in line with mission, vision and mandate of CNA-Q, as a comprehensive technical institute of higher learning. This includes providing leadership for the incorporation of applied research within CNA-Q's curriculum and support applied research initiatives within the college; identification and development of new credit and non – credit programs to meet the education and training needs of the Qatari market; maintaining relevant external industry relationships important to program design and content, as well as faculty and students. Candidates should have an outstanding record of teaching, industry, and administrative experience, and possess the qualifications necessary for senior-level leadership appointment at the College of the North Atlantic - Qatar. The AVP – Academic Quality reports to the Vice President for Academic Affairs and is expected to provide leadership and management in support of the Office of the VP Academic in the following areas:

## **Budgetary, Leadership and Strategic Planning:**

The AVP – Academic Quality is expected to:

- Lead the development and implementation of Academics Division's strategy in alignment with CNA-Q's strategy through department initiatives and projects.
- Develop, implement, and maintain academic quality and accreditation standards, in addition to applied research targets, in consultation with the VP Academic, Academic Managers, School Deans and other



key stakeholders, and in accordance with the mission, vision and mandate of CNA-Q as a comprehensive technical institute of higher learning.

- Provide leadership for the incorporation of applied research within CNA-Q's curriculum, and provide support for applied research initiatives within the College.
- Provide leadership in the identification and development of opportunities for new credit and non-credit programs.
- Support the VP, Academics in development and monitoring of the annual budget for Academic Quality department in collaboration with Finance and Administration Division.
- Oversee and guide the establishment of Key Performance Indicators (KPIs) for Academic Quality and monitor its performance vis-à-vis established KPIs on a regular basis.
- Participate in CNA-Q wide collaborative strategic activities with cross functional departments and other Schools to achieve the goals of the annual plan.
- Ensure the development and implementation of policies, procedures, processes and guidelines related to Academic Quality.
- Oversee and guide the establishment of Key Performance Indicators (KPIs) for Academic Quality and monitor its performance vis-à-vis established KPIs on a regular basis.
- Articulate and champion teaching excellence as it relates to a TVET institution and work with academic units to overcome challenges with respect to faculty development and performance.
- Articulate a vision for, and monitor, academic quality, outstanding teaching and applied research as it relates to a technology-enhanced TVET institution.
- Attend leadership and management meetings as required and participate in initiatives to support CNA-Q's strategic goals.

### **Operational:**

#### **Program development and Teaching & Experiential Learning:**

The AVP – Academic Quality is responsible to:

- Work collaboratively with the VP Academic, Academic Managers, School Deans, faculty and other internal and external stakeholders to develop new credit and non-credit programs and ensure that programs are consistent with the mission, vision, and values of CNA-Q.
- Provide leadership and oversight for CNA-Q's Teaching and Learning Framework, inclusive of faculty development strategies to ensure high quality experiential learning and academic excellence.
- Develop and evaluate new programs and faculty development services, in collaboration with the VP, Academic, to guide and monitor efforts toward the improvement of student learning outcomes.
- Collaborate with the Deans and Associate Deans to review credit and non-credit programs and make recommendations to the VP, Academic to initiate or discontinue programs.



- Provide support in the areas of curriculum development and review, new program development, the assessment of student learning outcomes and faculty development.
- Embrace CNA-Q's governance process by working collaboratively with various committees and Academic Council to review academic policies, program revisions, and other matters relating to academic affairs.
- Manage the program development, vetting and approval process, and ensure detailed policies and procedures are in place to ensure academic quality as it relates to TVET and applied, experiential learning.
- Promote innovation in curriculum development, technology adoption and integration, and student learning outcomes assessment.

### **Academic Quality & Accreditation:**

The AVP – Academic Quality is responsible to:

- Manage the process of new program concepts and feasibility studies, including market analysis of program development proposals. Support the team with various external accreditation requirements.
- Advance CNA-Q's current accreditations and works to increase and secure further accreditations, to raise the profile of CNA-Q with respect to institutional standing and awards.
- Coordinate with Academic Operations to ensure that CNA-Q satisfies program accreditation criteria and expectations consistent with Board of Trustees directives, the MOEHE, and CNA-Q's mission and mandate.
- Keep all relevant stakeholders fully apprised of current accreditation statuses and any significant issues related thereto.

### **People Management:**

The AVP – Academic Quality is responsible to:

- Ensure provision of professional development support and perform periodic performance reviews for direct subordinates based on CNA-Q's Employee Performance Management framework and to ensure continual high performance of employees in alignment with the College's mission and mandate.
- Lead and oversee the development of workforce plans for Academic Quality in collaboration with Human Resources and VP Academic.
- Lead and oversee the development of employees through identifying appropriate learning and development opportunities in collaboration with Human Resources.
- Lead and oversee the recruitment of talent within Academic Quality in collaboration with Human Resources and ensure that all minimum qualifications, skills and experience are achieved.

### **Research, Innovation and College Outlook:**

The AVP – Academic Quality is expected to:

- Work to expand the College's capacity to conduct applied research.



- Foster integrity, quality, creativity and innovation across all areas of responsibility.
- Establish positive partnerships with external stakeholders, industry, business and government to ensure alignment of needs with the CNA-Q's programs.
- Promote Technical Vocational Education and Training (TVET), and fostering TVET promotional activities and partnerships in the State of Qatar.

### **Qualifications**

- Master's Degree within the field of Education with a specialization in Curriculum & Instruction is required. Credentials in a combination of closely related fields may be considered. Doctorate Degree within the field of Education with a specialization in Curriculum & Instruction, or combination of closely related fields, is an asset.
- Eligibility for teaching positions at the Professor or Senior Technical Instructor/Lecturer level for a program area delivered at CNAQ with consistent, exhibited exceptional performance.
- Experience in a similar or related role, in post – secondary TVET education with an in – depth knowledge of adult learning, teaching and learning strategies, project management, continuous improvement and, the development, delivery, evaluation and program accreditation of TVET educational programs.
- Demonstrated history of progressive leadership roles undertaken in post – secondary TVET educational institutions.
- Strong knowledge of and substantial experience with Experience working in a post-secondary institution where applied, industry-aligned programs are offered, a definite asset.
- Ability to establish effective working relationships with internal & external stakeholders, a strong commitment to working in a team and learner – centered environment.
- Excellent interpersonal, communication and presentation skills are essential along with technical writing and document production skills to ensure presentations and documentation meet high quality assurance standards.
- High standard of professional integrity and commitment to academic excellence.
- Demonstrated record of collaborative decision-making.
- Knowledge of technical and polytechnic college systems operating in English as a Second Language (ESL) environment is essential.
- Ability to communicate fluently in both Arabic and English an asset.

### **Required Documents:**

Applications should be submitted via our online application portal at <https://careers.cna-qatar.com/en/job-search-results/>.

Please complete all application sections and ensure that you attach:

1. A letter of application, concisely outlining your interest in and qualifications for the position;
2. A current curriculum vitae;
3. Any additional documentation that you feel is relevant to your application;
4. Names and contact information of three referees.
5. Copy of highest earned credential (successful candidates must provide a recent certificate of conduct as well as original transcripts sent directly to our office from the institution).

Employment is contingent upon successful completion of the State of Qatar visa process.

### **Benefits:**

1. A Three Year Renewable Contract
2. Internationally competitive income; (salary is commensurate with experience)
3. Furnished accommodation (in accordance with CNA-Q HR policies);
4. Annual air ticket to home country (for employee, spouse and up to 3 children under age 18);
5. Educational allowance for candidate's children in accordance with CNA-Q HR policies.



6. Group health insurance in accordance with CNA-Q HR policies.
7. Annual Leave in accordance with CNA-Q HR policies

**How To Apply:**

See our website <https://careers.cna-qatar.com/en/job-search-results/> to apply.