

School of Computing Skills Job Description – Principal

Job Title:

Principal – School of Computing Skills

Reporting to:

The Principal of Computing Skills will be directly reporting to the President of the University.

Roles and Responsibilities:

1. The Principal of Computing Skills shall be responsible to develop and maintain effective educational/ Training programs.
2. Be responsible for the preparation of timetable, class lists and schedules, and supervision schedules and be responsible for their functioning.
3. He/ She should exert efforts on curriculum development, train the trainers, maintain the Computing workshops, tools, equipment, machineries of the University.
4. He/ She should fulfill the University's responsibilities concerning students in respect of their admission, instruction, progress, and examinations.
5. Hold regular staff meetings for the purpose of discussing educational and administrative matters.
6. The Principal develops new programs in order to attract new students in this School.
7. Conduct trainings for the Faculty/ Trainers of the School, monitor Trainers' and students' performances, ensure the maintenance and upgradation of the training equipment and other tools.
8. The Principal is required to build up and maintain a network with other organizations/ Industries for student's internship and Placements.
9. He/ She should ensure that the HR policies and procedures of the University are implemented in his/ her School.
10. Ensure a safe and healthy environment for both Faculty/ Trainers and students, and adhere compliance with health and safety requirements.
11. Prepare budget for the School and comply with the University's financial regulations.
12. Research new resources and techniques to improve in training of the students.

Requirements/Qualifications:

- A Ph.D. degree or an equivalent degree in the related with excellent academic record.
- A minimum of 10 publications as books and/or research/ policy papers.
- He/ She should have a minimum of 10 years of of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries,
- The Principal should have a very good understanding of the computing disciplines.
- He/ She should have strong leadership and delegation skills.
- He/ She should have the ability to design, develop, implement, and evaluate training plans, curricula, and methodology.