Duties:

1. Receiving orders and work plans from the administrative and financial deputy of the faculty.

2. Supervising the smooth running of all affairs of the units under supervision.

3. Issuing the necessary orders in order to establish coordination between the units under supervision.

4. Guiding the employees under the supervision and organizing the relevant activities and division of labor and determining the duties and limits of authority and

Responsibility of units under supervision.

5. Creating suitable grounds for attracting committed, specialized and efficient human resources and maintaining competent and competent forces

Available.

6. Supervising the proper implementation of matters related to the comprehensive personnel system.

7. Supervising the good performance of management improvement and administrative transformation.

8. Supervising and performing the affairs of the electronic organization of the faculty.

9. Supervision of education, improvement and research

10. Supervising the proper performance of staff recruitment affairs in accordance with employment laws and regulations.

11. Supervising the good affairs of information banks and preparing personnel statistics.

12. Examining and controlling the prepared letters and their initialing.

13. Reviewing and attending to attendance, performance and promotions.

14. Collecting the rules and regulations of staff and faculty members.

15. Supervision of office and archiving affairs.

16. Participate in various committees, seminars and meetings and reports necessary to summon a respected administrative and financial official.

faculty.

17. Continuous monitoring of all relevant work processes and take the necessary corrective actions.

18. Doing other affairs in accordance with the order of the superior authority