



Job Announcement

Job Title:

Assistant Dean for Finance and Administrative Affairs (ADFAA)

About the Role:

Mazoon College is seeking a skilled and strategic leader for the role of Assistant Dean for Finance and Administrative Affairs (ADFAA). This position provides oversight of financial, administrative, and support services to align with the college's strategic goals. The ADFAA will optimize resource allocation, ensure compliance, and foster a supportive environment for both academic and non-academic operations. Collaborating closely with the Dean, faculty, and staff, the ADFAA will promote financial stability and drive continuous improvement throughout the institution.

Candidate Criteria:

- Omani national with proven experience in higher education administration with a focus on finance and administrative affairs.
- At least Master's degree in Business Administration, Management, or a related field.
- At least 3 years of experience in relevant administrative role.
- Strong strategic planning skills, a commitment to continuous improvement, and effective management experience.
- Ability to engage with diverse stakeholders and knowledge of Omani regulations governing administration and support services.

Key Responsibilities:

- Provide strategic oversight and management of all support services and administrative functions.
- Guide resource allocation to align with institutional objectives.
- Ensure regulatory compliance across administrative and support service operations.
- Collaborate with the Finance Department to align administrative spending with financial policies and budgets.
- Foster a supportive and efficient environment for academic and non-academic departments.
- Drive continuous improvement initiatives, focusing on efficiency and quality in support services.
- Implement risk management strategies and maintain robust internal controls.
- Build community partnerships and external collaborations to enhance institutional growth and visibility.

Application Process:

To apply, please submit a resume and cover letter detailing your educational qualifications and experience to career@mazcol.edu.om

Application Deadline:

Open from Thursday, May 15, 2025, to Saturday, May 24, 2025.