

Job Description

Department:.....

Section:.....

Unit:.....

Job Title:

Managing Director

Job Category: **Unclassified**

Job Number....

Reports to:

Board of Directors

Supervises:

- Project Manager Director
- Strategic Planning Manager
- SSBU Directors
- Revenue Generation Director

Functional Relations:

With all Board of Trustees and Centre Directors.

Academic Qualifications:

Masters degree in Business Administration.

Languages:

Arabic & English.

Work Experience:

25 years of experience of which the last ten years are in a similar position.

Main Function:

Manages the overall operations of the Foundation and monitors its Centres and achieves results in line with QF's vision and goals and Board of Directors directives. Defines long-term strategy and annual targets of QF. Ensures implementation of QF's policies and procedures. Recommends changes in goals and strategies defined by Board. Manages the operations of the Shared Services Business Units.

Duties & Responsibilities:

- Develops the long-term strategy of the Foundation and ensures the interest of the Founder.
- Monitors the implementation of the Foundation's rules and regulations across QF and its Centres.
- Prepares and recommends changes in the policies and internal rules and regulations and submits to the Board of Directors for approval and authorization.
- Reviews and approves the annual business plans and budgets of QF and its Centres.
- Presents and discusses long- term strategy, annual business plan and budgets with QF's Board of Directors.
- Discusses the annual business plans and budgets with the SSBU Directors.
- Reviews and amends suggestion to amend the organization structure to improve the efficiency of operations and submits to the Board of Directors for approval.
- Prepares recommended policies and procedures of the Foundation and its Centres and any amendments in areas of Management, Operations, Human Resources, Information Technology and Finance and Administration.
- Approves changes in methods, tasks, processes and procedures within the framework of the overall policies and standards of the Foundation.

- Evaluates and approves management reporting and any amendments required to assess the performance of the Foundation and its centres.
- Reviews the monthly or periodic audit reports from the Management Audit. Issues instruction to the concerned managers regarding any violation of QF's policies and the corrective action required to remedy the situation.
- Evaluates and approves the automation strategy of the Foundation and its Centres.
- Liaises and coordinates with and amongst the Centres and submit their suggestions and recommendations to the Board of Directors.
- Participates in the Board of Trustees meeting and gives guidance and support.
- Promotes the Foundation's image in the community.
- Deals on day to day basis with the SSBU Directors.
- Assists Board of Trustees in specifying the remuneration and bonuses of Centre Directors.
- Undertakes initial tasks related to setting up of new centres, affiliation or joint partnership.
- Reviews and evaluates the financial performance of the Centres on periodic basis and submits reports to the Board of Directors.
- Reviews and evaluates the financial performance of the consolidated position of the Foundation.
- Monitors the overall consolidated cash flow position of the Foundation and its Centres.
- Recommends to Board of Directors internal financing to centres.
- Recommends to the Board of Directors the appointment of employees and consultants.
- Recommends to the Board of Directors the establishment of specialized permanent or temporary committees in coordination with the various QF units and Centres.
- Recommends to the Board of Directors new programs and investments.
- Approves variations to the Foundation and Centres' original budget line items covering purchases of goods, capital expenditure, recruitment of employees and general expenses.

- Maintains good relations with major educational, research and community related institutions.
- Communicates with the directors of the SSBU on operational and policy issues.
- Evaluates the performance of Directors and recommend raises according to performance.
- Conducts periodic meetings with SSBU directors of the Foundation to discuss common management issues.
- Conducts periodic meetings with the Investments and Strategic Planning directors to discuss performance and action plans.
- Reports to QF's Chairperson on the progress of work, policy issues and plans.
- Presents periodic reports to QF's Board of Directors

Special Skills:

- Presentation negotiating and interpersonal skills.
- Computer literacy: MS Windows applications (Word, Excel and Power point)

Personal Traits:

- Visionary
- Motivator
- Leader
- Systematic Thinking
- Creative
- Solution Provider
- Communicator
- Public Speaker
- Decision-Maker

Updated By:

Approved By:

Date:

Date:

