



## Job Description Form 2021

**Job Code:**  
**Job Title:** University Secretary  
**Office:** Vice Chancellor Office  
**Department/Faculty:**  
**Supervisor:** Vice-Chancellor

### Vision and Mission of the University Secretary's Office

The purpose of the University Secretary Office is to coordinate and facilitate the activities of the International Board of Regents, the Board of Trustees, the Senate, the Executive Council, and their various committees to ensure the effective and efficient operation of the University in carrying out its mission and implementing the Strategic Plan.

### Job Summary

The University Secretary holds a senior position and is responsible for the effective governance of the University and for its professional services, by managing and supporting the operations of the governance and the executive management bodies of Bethlehem University. The University Secretary engages with all senior staff in executing the decisions of the Boards, Senate and the Executive Council, and has overall responsibility for ensuring that the University complies with the highest standards of quality assurance and governance. The University Secretary is responsible to the entire university community to provide timely, accurate, and objective information, advice, interpretation and application of policies.

### Duties & Responsibilities

#### Main Routine Duties

##### 1- Promote good governance

- Manages and supports the operations of the governance and executive management bodies of Bethlehem University. Specifically, the International Board of Regents, the Board of Trustees, the Senate, and the Executive Council
- Manages and updates the Strategic Plan in the light of inputs from members of the governance and executive bodies and records progress towards its objectives.
- Ensures the policies of the university reflect the vision, mission and values of the university.
- Works with the Vice Chancellor, Executive Council, committees and Boards to establish and implement good governance practices.
- Make sure that policies and practices are communicated effectively to all who need to know, and available for all who have a right to know.
- Manages the environmental scanning process, commissioning and coordinating appropriate inputs from members of the governance and executive bodies, particularly the Board of Trustees, to enable them to ensure the currency of the University's Vision, Mission and Values.

##### 2- Providing advice, assistance and support

- Providing informed advice and support to the Vice-Chancellor, the Senate, and Executive Council, as well as to the International Board of Regents and

the Board of Trustees. This is especially regarding procedures, policies and regulations that affect the strategic planning of the university, its academic standing, and its public reputation.

- Provides high level governance advice to the Vice-Chancellor.
- Provides guidance to the Vice Chancellor, members Executive Council, Boards and committees on their responsibilities under the law (including obtaining legal advice as required), the Standing Orders and the Rules of the University to which they are subject and how these should be discharged.
- The University Secretary ensures that the Vice Chancellor, members of the Executive Council, Boards and committees have the necessary advice and guidance to fulfil their statutory and regulatory responsibilities in the areas for which they are responsible.

### **3- Management of Meetings, Agendas and Minutes**

- Manage the convening of meetings, prepare agendas, assemble and distribute the necessary papers for the IBR, Board of Trustees, the Senate and the Executive Council, and ensure these committees conform to good practice in their operation, including arranging the calendar of meetings.
- Attend all meetings of the Senate and Executive Council and arranges for the timely preparation and distribution of reports and minutes of these meetings and filing of these documents.

### **4- Compliance**

- The University Secretary ensures that policies and practices conform to current legal requirements, pays attention to health and safety requirements and implementation, and to government or other relevant advice.
- Oversees the effective discharge of the University's statutory and legislative obligations.
- The University Secretary keeps all relevant people and committees informed of matters relating to university policies issues, their legal implications and interpretations

### **5- Other Duties**

- Establish an official archive of the university and maintain it.
- Has overall responsibility for overseeing the organization and conduct of graduation ceremonies.
- Acts as a senior ambassador for the university as required by the Vice-Chancellor.
- Oversight of the preparation and lodgment of Annual reports.
- Performs any other job related tasks as requested by the Vice-Chancellor.

### **Responsibilities**

- Member and Secretary of the Executive Council
- Member of the Graduation Committee

### **Supervisory Role**

None

### **Working Conditions:**

- Monday through Friday from 8:00 am to 4:00 pm according to stated Job Status ( evening and weekend flexibility required).
- Ability to travel is required; sometimes on holidays or weekends.

- Availability via mobile phone and email beyond regular work hours is required, especially due to time zone differences between locations.

**Qualifications**

**Job Factors**

- At least, 5 years of experience in a senior position in a university, or multi-national company, or senior experience in a relevant institution dealing with confidential matters and has experience of the effective management of committees, boards and other groups.
- Master’s degree in a related field.
- Knowledge in the following domains
  - Institutional governance
  - Higher education
  - Palestinian government
  - Policy and legal matters
  - Risk and ethics management
  - Data protection
  - Freedom of information
  - Records management

**Performance Standards**

- High level administrative management and communications - oral, written and interpersonal
- Bilingual in English/Arabic
- Effective management of papers and documents
- High level of skill in summarising technical documents and presenting these to senior groups in the university
- Excellent interpersonal skills
- Good IT Skills
- Ability to adapt quickly to changing circumstances and dealing with ambiguity.
- Demonstration of integrity, honesty, a sense of responsibility and loyalty in the performance of all duties.
- Demonstration of professional standards in appearance and actions.
- Ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with the University mission, standards, practices, policies, procedures, and that is in compliance with government regulations.
- Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information skilfully.
- Interpersonal skills—maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- Demonstrates accuracy, attention to detail and thoroughness and monitors own work to ensure quality.
- Teamwork – ability to encourage people to collaborate, share ideas, etc. ....

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Approval of the VP for HR \_\_\_\_\_ Date \_\_\_\_\_

This job description may be reviewed annually or as the need arises.