

DUTIES AND RESPONSIBILITIES OF THE DIRECTORATE

- To chair the Academic Board, the School Board, the School Executive Board and the School Disciplinary Board.
- To ensure coordinated and efficient operation among the units of the School.
- To ensure that information regarding the overall functioning and performance of the School, such as the strategic plan, activity reports and audit reports, is prepared in the form of reports and submitted to the relevant authorities.
- To prepare the budget of the school in the capacity of spending authority, to ensure compliance with the detailed financial program, and to ensure that appropriations are used effectively, economically and efficiently.
- To identify the staffing needs of the School and to ensure its strengthening in terms of personnel.
- To maintain overall supervision and oversight over the units of the School and the personnel at all levels within these units.
- To determine and regulate student capacity in accordance with the physical conditions of the School and to implement measures aimed at improving academic performance.
- To take the necessary measures to ensure the rational use and development of the School's capacity.
- To carry out the necessary activities to ensure the regular conduct and enhancement of the School's scientific research and publication activities.
- To ensure the establishment and proper functioning of an effective internal control system within the School.
- To ensure, monitor and assess the implementation of the actions laid down in the Public Internal Control Standards Compliance Action Plan.
- To monitor the legislation on internal control, to ensure full compliance with its requirements, and to secure the contribution of all personnel.
- To identify and compile an inventory of risks that pose a significant threat to the objectives and targets of the School to ensure that a Risk Analysis Report is prepared by analyzing the likelihood and potential impact of such risks, to determine which control activities will be applied for each risk, and to ensure and monitor the establishment of the relationship between responsible units, personnel and risks.
- To assess the internal control system annually, to ensure the reporting of its deficiencies, and to determine the procedures and methods for taking the necessary measures.
- To establish the internal control working group and the risk identification and assessment committees, to ensure their effective functioning, and to monitor their activities at least once a year and evaluate their reports.
- To assess the competence and performance of personnel, to ensure the provision of appropriate training, and to monitor staffing levels.
- To ensure the regular monitoring and assessment of personnel opinions, the requests and complaints of individuals and administrative bodies, and the reports issued following internal and external audits.
- To designate in writing the persons authorized to sign or approve documents and important records, and to notify the relevant parties.
- To determine the duties to be carried out by administrative units and sub-units.
- To ensure the development of written procedures required for financial decisions and transactions and to ensure the strict application of the principle of segregation of duties.
- To comply with the principles of ethical values and integrity, and to ensure that they are known and observed.
- To develop the necessary procedures concerning corruption and irregularities.
- To acknowledge the existence of sensitive duties, to comply with them, and to ensure that they are duly observed.
- To develop the necessary instructions, procedures and guidelines relating to administrative and educational activities, subject to compliance with legal regulations, and to enhance the efficiency of internal processes and workflow.
- To delegate authority to appropriate personnel in order to facilitate the execution of duties and to ensure time efficiency.
- To formulate, implement and oversee short-, medium- and long-term plans in coordination with the working team.
- To regulate the distribution of work and responsibilities among managers.