



## JOB DESCRIPTION & INTRODUCTION: Dean, Faculty of Business & Mng

### ABOUT CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES

We are a top tier university in Malaysia that focuses on niche healthcare programmes. Rated as a Tier-5 (Excellent) institution by the Malaysian Qualifications Agency, we are strategically located on a modern, fully equipped 5 acre campus at the heart of Cyberjaya. We currently host over 3500 students who are enrolled in more than 20 programmes ranging from degree to postgraduate research courses in areas such as medicine, pharmaceutical sciences, psychology, homeopathic medical sciences, physiotherapy, occupational safety and health, biomedical engineering technology, paramedical sciences and more.

In recognition of our commitment to our employees and our efforts to create a 21<sup>st</sup> century team, we were recently selected as a Gold Winner of the internationally renowned Workforce Optimas Awards 2015 for Managing Change.

### OUR VISION, MISSION AND VALUES

**Vision:** We aspire to be a distinctive medical sciences institution of higher learning of international repute producing competent healthcare professionals.

**Mission:** To be a distinctive medical sciences institution of international repute, producing competent healthcare professionals who are intellectually, emotionally and spiritually-balanced.

Values from our parent company, SMR Group:-

#### **Passion**

Passion is the fuel that drives the best. Passion reminds us of the higher purpose that we work and fight for: the never-ending mission to unlock the potential that lies within each person through knowledge and education.

#### **Respect**

Mutual respect of one another is key in creating a harmonious and effective company. In a world that is increasing polarised by differences, we cherish diversity.

#### **Commitment**

Commitment comes from a strong sense of ownership. A strong sense of ownership always differentiates the ones who are personally accountable for their own actions and those who find good excuses to explain why something cannot be achieved.

#### **Innovation**

Innovation simply means continuously improving and aiming to deliver superior value to our customers. This is the singular reason why lifelong learning is continuously emphasised within our people.

## Result

Results in maximising the potential for human growth and learning and deliver superior value to our stakeholders: shareholders, customers, students, employees, community and society.

## JOB SPECIFICATION

Job Title	Dean
Division	Faculty of Business & Management / ACADEMIC
Code	
Location	Main Campus, Cyberjaya
Employment Type	Full-time

## JOB DESCRIPTION

- Work with faculty, staff, and students to develop and oversee the undergraduate and graduate programme.
- Work cooperatively with other Deans and the Management to advance the mission and strategic plans of the University.
- Recommend hiring, promotion, tenure and termination in the Faculty.
- Assist staff in Professional development.
- Identify and develop new programmes that will ensure sustainable growth in the university.
- Work closely with the faculty in establishing an industry partner network to collaborate in terms of research, training and employment for graduates.
- Work closely with industry partners to understand industry needs and develop academic programmes to meet such needs
- Formulate strategies for the growth of the Faculty
- Establish collaborations and partnership with other institutions of higher education and research
- Represent the Faculty and the University in the press and public if required
- Represent the Faculty and the University in conferences, seminars, working groups and the likes especially in the area of Business & Management

## QUALIFICATIONS & REQUIREMENTS

- Ph.D. in any Business & Management Programmes, or a related field. A Full Professor/Associate Professor will be an advantage.
- Demonstrated fiscal responsibility and ability to manage budgets.
- Proven leadership and management/supervisory experience.
- Proven ability to foster collaborative efforts by building partnerships with national and / or international agencies.
- Demonstrated success in attracting resources through fundraising efforts.
- Ability to maintain and develop strong undergraduate and professional programmes, including maintaining programmes accreditation.
- Excellent interpersonal, oral/written communication skills, and presentation skill. Strong skill sets in English is a must.
- Demonstrated commitment to increase the diversity of faculty, staff and students through recruitment, retention and development of talented individuals.
- The ability to articulate a clear vision for the future of the Faculty.
- The ability to develop and implement strategic and tactical plans.

## APPLICATION & CONTACT DETAILS

For enquiries please contact the person below.

Contact Person: : Raja Nurul Azwa Raja Abdullah, Senior Human Resource Manager

Email : [azwa@cybermed.edu.my](mailto:azwa@cybermed.edu.my)

Telefon : 03-8313 7000

To apply for the said position, please sent your cover letter (email) with your Resume to the email address below. Kindly specify on the subject header the position that you are applying for. Email : [careers@cybermed.edu.my](mailto:careers@cybermed.edu.my)