



### 3.1.3 Job Descriptions – Management Positions

#### 3.1.3.1 Managing Director

##### The SESP team

As part of the team here, you'll be helping us achieve our mission of through a learner centric approach we will produce highly competent work-ready graduates for industry. We work hard to offer Saudi Nationals a credible and relevant qualification, modern facilities and a supportive student environment. To do this, we liaise closely our business partners, community organizations and international education providers to make sure our students leave us work-ready.

This means that our staff not only have the opportunities, but are also encouraged and supported, to stay connected with industry and the community; keep up-to-date with the latest technology; and enhance their professional careers.

You'll also be a joining an organization where we value getting the job done and doing it well; where we challenge ourselves to look for ways to do things better; and where people work together, respecting and supporting each other.

Location: Across all 3 SESP Training Centers: Baish, Jazan; Juaymah, Qatif; Riyadh

**Center/ Area:** BTC/RTC/JTC

**Reports to:** SESP Board of Trustees

**Tenure:** Contractual

**Full/ Part-Time Hours:** Full time

**Functional Relationships:**

##### **Internal**

Managers

Instructors

Advisors/consultants

Administration staff

##### **External**

Students

SEC/ TVTC/ sponsor companies

Business/ industry/ community

##### **Staff Reporting to This Position**

Academic Leader; Training Manager; Training Services Manager; Quality Assurance & Academic Accreditation Manager; IT & Educational Technology Manager; Human Resources Manager; Finance Manager

SESP Total Employee Count: 168



## ROLE PURPOSE

1. Lead the organisation.
2. Implement strategies for SESP's Academic quality, and work with the management team to implement SESP's wider business plan.
3. Review all reports with regards to academic processes within the institution to ensure SESP delivers student satisfaction and sound educational outcomes.
4. Report the on SESP's overall performance at board meetings.
5. Oversee and direct institutional policy development and policy review.
6. Foster and manage strong relationships with external stakeholders.
7. Take a strong leadership role and lead the company in a confident manner.
8. Take on the role and responsibilities as a liaison officer for all accreditation initiatives and bodies, such as SQA, ACCET, NCTVAA, SAQF...etcetera

KEY ACCOUNTABILITIES	EXPECTED OUTCOMES
<b>LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• Effective leadership in the development of long range strategies and business plans.</li> <li>• Representation of SESP's mission, strategies, priorities and values within SESP and with key stakeholders.</li> <li>• Leadership and strategic direction provided for all staff and managers.</li> <li>• Collaborative relationships between SESP and stakeholders.</li> <li>• Demonstrable evidence of collaboration and relationship building across Schools and corporate departments is provided.</li> <li>• Active contribution to the development and ultimate success of SESP.</li> <li>• Availability of top management to provide guidance and leadership to all areas of the organisation.</li> </ul>
<b>QUALITY AND ORGANISATIONAL EXCELLENCE</b>	<ul style="list-style-type: none"> <li>• SESP meets stakeholders' needs; regular advice to stakeholders on quality issues.</li> <li>• Oversight of the quality management system; Liaison with the QAAA Manager to ensure effective and efficient monitoring and auditing of the system.</li> <li>• By close liaison with the Academic Leader, and the QAAA Manager, academic assessment is monitored and external review plans are in place. These plans should also meet external requirements.</li> <li>• Links are fostered and maintained with other tertiary institutions and external organisations that will enhance SESP's excellence and quality systems.</li> <li>• By way of strong leadership with the Academic Leader, programs and courses meet the educational and quality requirements of the organization, employers, client groups and trainees.</li> <li>• Monitoring of the processes that address and resolve all issues affecting quality arising out of the complaints process.</li> <li>• Active promotion of a "quality culture" within the organisation to permeate SESP's policies and practices by presenting himself as a</li> </ul>



KEY ACCOUNTABILITIES	EXPECTED OUTCOMES
	<ul style="list-style-type: none"> <li>• role model for all employees.</li> <li>• Courses, retention and success rates are closely monitored and managers take action to address issues that arise.</li> <li>• SESP is “outcomes-oriented” in its approach to excellence so that established targets in student, customer and employer satisfaction are achieved.</li> <li>• Carries out the role of lead accreditation agency contact: the person who ensures that there is effective communication between the organization and the accreditation bodies.</li> <li>• Oversees accreditation initiatives, ensuring that organizational resources are available.</li> <li>• Ensures that all necessary accreditation fees are paid.</li> </ul>
<b>HUMAN RESOURCES</b>	<ul style="list-style-type: none"> <li>• Recruits, develops and manages an effective leadership/management team across the 3 sites.</li> <li>• Ensures effective management of staff performance by closely liaising with training managers across the 3 sites.</li> <li>• Ensures effective coaching and mentoring to management.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Communicates SESP’s values and vision.</li> <li>• Ensures communication processes meet internal and external stakeholder needs.</li> <li>• Take the lead in improving SESP’s culture and embodies the values and vision of the company.</li> </ul>
<b>FINANCIAL AND ASSET MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Develops an annual business plan.</li> <li>• Ensures that SESP achieves its financial targets through effective management of resources.</li> <li>• Critically evaluates the use and allocation of resources, and develops creative responses to resource management issues.</li> </ul>
<b>MONITORING PERFORMANCE</b>	<ul style="list-style-type: none"> <li>• SESP performs effectively and addresses any issues in regards to performance.</li> <li>• Meets SESP’s performance monitoring targets.</li> <li>• Proactive management of occupational safety and health, stresses this to management.</li> </ul>
<b>NETWORKING AND RELATIONSHIP MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Develops effective relationships with key industry players.</li> <li>• Promotes the company as a leader in training expertise and opportunities for learning.</li> </ul>
<b>SESP’S SAUDISATION PLAN</b>	<ul style="list-style-type: none"> <li>• Implements practices which increase understanding within the area to support the Saudisation plan.</li> </ul>
<b>SESP CULTURE</b>	<ul style="list-style-type: none"> <li>• Embodies SESP’s mission, strategies, priorities and values.</li> <li>• Abides by all SESP policies and procedures and legislative obligations.</li> <li>• Demonstrates an understanding and commitment to SESP’s mission, strategies, priorities and values.</li> <li>• Promotes equity and diversity in the workplace, builds mutual trust, and treats staff equitably, transparently, fairly and in a culturally appropriate manner.</li> </ul>



KEY ACCOUNTABILITIES	EXPECTED OUTCOMES
	<ul style="list-style-type: none"> <li>• Continuous improvement and development of systems, procedures and service to ensure SESP maintains and develops its position as a leading provider of vocational education and training.</li> <li>• Other duties as may be reasonably required from time to time.</li> </ul>

### The way we do things at SESP

<b>Working Together</b>	We work collaboratively within and outside our organisation. We form partnerships, openly communicate, share expertise and try new things.
<b>Challenge and Innovation</b>	We are leaders, so we challenge ourselves and others to look for ways to do things better and to embrace innovation and achievement.
<b>Customer Focus</b>	Students and employers are our customers, along with colleagues in the organisation. We drive our organisation from their needs, and act with purpose, creativity and energy to exceed their expectations.
<b>Valuing People</b>	We treat everyone with courtesy and respect, without prejudice and valuing different perspectives. We involve and listen to others, and recognise them for their contribution; always acting with integrity.
<b>Taking Ownership</b>	We are all responsible for the overall success of our organisation, and are accountable for our actions and results. We make quality decisions based on sound information and we learn from our mistakes in a 'no blame' culture.
<b>Improvement and Opportunity</b>	We are committed to setting high standards and continually improving what we do. We are passionate about extending opportunities to students, employers and the wider community.

### COMPETENCY SPECIFICATION

AREA	ESSENTIAL	PREFERRED/ DESIRABLE
<b>Education/ Training</b>	A tertiary qualification, Master level	Preferably with doctorate in engineering field Experience developing tertiary/educational organisation in the Middle East region.



### 3.1.5.8 Personnel and Payroll Specialist

#### The SESP team

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You'll also be a joining an organization where we value getting the job done and doing it well; where we challenge ourselves to look for ways to do things better; and where people work together, respecting and supporting each other.

**Location:** One of three training centers; however, the employee may be required to work on other sites from time to time.

**Center/ Area:** Training Center/ HR

**Reports to:** HR Manager

**Tenure:** Contractual

**Full/ Part-Time Hours:** Full time

**Functional Relationships:**

#### Internal

- Training Manager
- Trainers
- Administration staff
- Heads of Department

#### External

- Industry/ Local Community
- Students
- SEC/TVTC/Company clients



**Staff Reporting to This Position:**

- None

**ROLE PURPOSE**

The Personnel & Payroll support role is responsible for assisting in the effective operational delivery of the HR support function in particular with reference to Personnel and Payroll information and administration

- Provide support for drafting of employment agreements consistent with Saudi Labour law
- Drafting correspondence (English and Arabic) related to human resource policies and practices, specifically code of conduct, health & safety, learning and development, leave policy
- Administration of local health insurance plans and policies for all staff.
- Assist in maintaining staff annual leave and absence records
- Provide input into the payroll process and routine and provide advice on relevant Saudi law and practice.
- To work effectively with colleagues to achieve the strategic goals of the Polytechnic
- Take personal responsibility for development, implementing and day to day running of the HR function
- To contribute to a culture of continuous improvement and quality assurance.
- To support and participate in initiatives to ensure that accurate records and timely reporting is maintained
- To carry out other duties that are required within the role as it evolves within the development of the organization
- Support the department management in the production of the reports and analysis.

KEY ACCOUNTABILITIES	EXPECTED OUTCOMES
HR Personnel Support	<ul style="list-style-type: none"> <li>• Assistance with the operation of HR administration including; Recruitment, Appraisal system, Resignations, Visa process, Medical insurance, Leave planner, and miscellaneous HR administration tasks.</li> <li>• All tasks completed in a specific, accurate and timely way.</li> </ul>



HR Payroll Support	<ul style="list-style-type: none"> <li>• Assistance with the operation of HR payroll including; correct application of salary, allowances and deductions.</li> <li>• Assistance in preparation of the monthly pay schedules and transfers</li> <li>• Timely delivery to the bank to ensure all salary payments are met.</li> <li>• Compliance with GOSI and other Saudi Labour Law regulations</li> </ul>
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KEY ACCOUNTABILITIES	EXPECTED OUTCOMES
General Admin Support	<ul style="list-style-type: none"> <li>• Administration support is provided to the Corporate Services Director in a professional and timely manner.</li> <li>• Human Resource system is maintained.</li> <li>• Security and confidentiality of all HR documents are maintained at all times.</li> <li>• Adequate levels of HR documents are maintained.</li> <li>• Continually review and maintain HR systems and processes</li> <li>• Maintain HR Policies list and co-ordinate updates</li> </ul>
Customer Service Provide and maintain a customer focus.	<ul style="list-style-type: none"> <li>• A customer focus is maintained. Identify customer needs (internal and external) and provide appropriate assistance.</li> <li>• Customers are informed of Human Resource 'products', services, policies, procedures and systems.</li> <li>• Customers are treated in a professional, courteous manner.</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>• Manage specific projects from beginning to end stage, within expected timeframe and budget set.</li> <li>• Plan, coordinate and monitor projects as required</li> <li>• Extract and collate information for specific projects and report as required</li> </ul>
SESP's Saudisation plan	<ul style="list-style-type: none"> <li>• Implements practices which increase understanding within the area to support the Saudisation plan.</li> </ul>
HR Payroll Support	<ul style="list-style-type: none"> <li>• Assistance with the operation of HR payroll including; correct application of salary, allowances and deductions.</li> <li>• Assistance in preparation of the monthly pay schedules and transfers</li> <li>• Timely delivery to the bank to ensure all salary payments are met.</li> <li>• Compliance with GOSI and other Saudi Labour Law regulations</li> </ul>



SESP Culture	<ul style="list-style-type: none"> <li>• Ensures currency with SESP's mission, strategies, priorities and values.</li> <li>• Abides by all SESP policies and procedures and legislative obligations.</li> <li>• Demonstrates an understanding and commitment to SESP's mission, strategies, priorities and values.</li> <li>•</li> </ul>
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KEY ACCOUNTABILITIES	EXPECTED OUTCOMES
SESP culture	<ul style="list-style-type: none"> <li>• Promotes equity and diversity in the workplace, builds mutual trust, and treats staff equitably, transparently, fairly and in a culturally appropriate manner.</li> <li>• Continuous improvement and development of systems, procedures and service to ensure SESP maintains and develops its position as a leading provider of vocational education and training.</li> <li>• Other duties as may be reasonably required from time to time.</li> </ul>

**The way we do things @ SESP**

<b>Responsiveness</b>	We are responsive to the community, industry and students in creating a learning centric environment
<b>Partnership</b>	Students and employers are our customers, along with colleagues in the organisation. We drive our organisation from their needs, and act with purpose, creativity and energy to exceed their expectations
<b>Sustainability</b>	We are all responsible for developing a sustainable culture of trust, transparency and learning ensuring that SESP is the center of local community in providing world class education and training.
<b>Excellence</b>	We are committed to setting high standards and continually improving what we do. We are passionate about extending opportunities to students, employers and the wider community
<b>Diversity</b>	We are committed to supporting and developing all SESP staff and students to realise their full potential and ensuring that the vision and mission of SESP is achieved