

Job Announcement

Head of Academic Department

Phnom Penh International University (**PPIU**) is one of the leading private universities in Cambodia, with clear mission, vision and values. To ensure quality of its Higher Education, **PPIU** is committed to and abides by National, Regional (ASEAN) and International Standards. We are now looking for innovative, academically qualified person, who has experiences in Higher Education, especially the one who has set **career plan in Education** to fill the positions as **Head of Academic Department**.

Position: Head of Academic Department (AD)

- ❖ **Duties:** To be responsible for AD affairs and activities including but not limited to:
 - ✚ Preparing AD plans, both action and budget plans;
 - ✚ Implementing the set plans and other decisions of Management Committee;
 - ✚ Ensuring the effectiveness of application of Lecturer's and Student's Rules and Regulations;
 - ✚ Managing and monitoring students' learning, and Lecturers' teaching;
 - ✚ Updating lists of student's attendance and Lecturers' schedules;
 - ✚ Keeping enrollment statistics up-to-date;
 - ✚ Checking and preparing various Certificates for students;
 - ✚ Leading AD staff's works;
 - ✚ Proposing the Restructuring of AD Office and Staff to Management Committee when deem it necessary;
 - ✚ Dealing with other issues relevant to AD Affairs;

❖ **Requirements**

- At least a Master Degree holder;
- Working experiences in Higher Education, Management and or Teaching;
- Excellent verbal and writing skills in English;
- Proficiency in the computer applications of MS Office;
- Ability to work with strict deadlines & to manage competing demands;
- Having good team work, proactive;
- Be willing to develop him/herself to improve leadership skills.

Deadline for application: 20 August, 2018.

**Interested candidate should submit application letter and CV to Head of Admin &HR,
PPIU Building, 5th Floor, No 36, Street 169 (in front of Bak Took High School), Phnom Penh, Tel: +855 23 999 908)**