Republic of Iraq

Ministry of Higher Education and Scientific Research

Alayen Iraqi University – College of Pharmacy

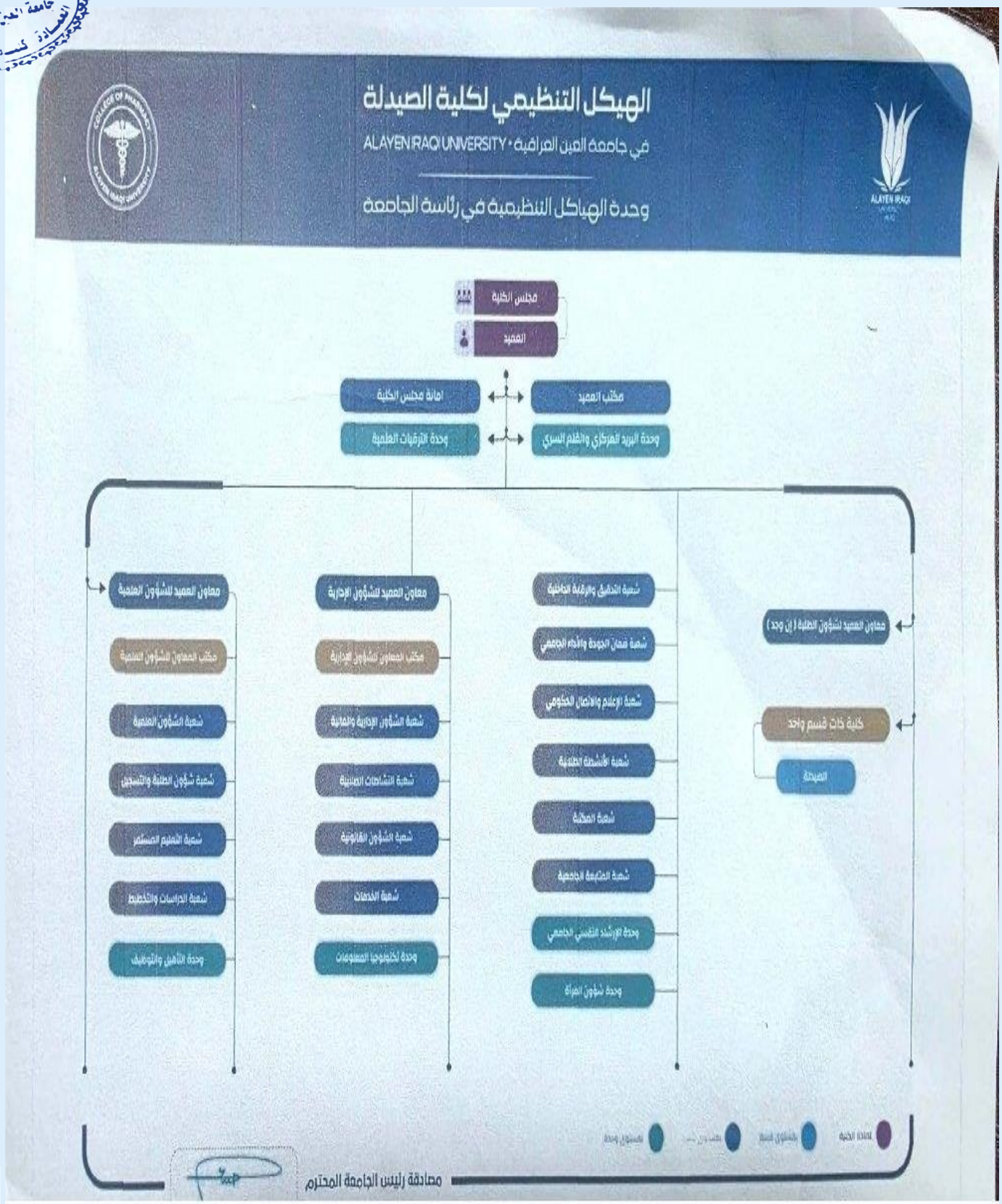
Quality Assurance and Performance Evaluation Division

Job Description Guide

College of Pharmacy

Prepared in accordance with the College's approved organisational structure and derived from the Job Description Guide of Alayen Iraqi University

Academic Year 2026 – 2027


الهيكل التنظيمي لكلية الصيدلة
في جامعة العين العراقية • ALAYEN IRAQI UNIVERSITY
وحدة الهياكل التنظيمية في رئاسة الجامعة
مجلس الكلية
العميد
امانة مجلس الكلية
مكتب العميد
وحدة الترقيات العلمية
وحدة البريد المركزي والختم السري
معاون العميد للشؤون العلمية
معاون العميد للشؤون الإدارية
شعبة التدقيق والرقابة الداخلية
معاون العميد لشؤون الطلبة (إن وجد)
مكتب المعاون للشؤون العلمية
مكتب المعاون للشؤون الادارية
شعبة ضمان الجودة والأداء الجامعي
شعبة الشؤون العلمية
شعبة الشؤون الإدارية والمالية
شعبة الإعلام والاتصال الحكومي
كلية ذات قسم واحد
شعبة شؤون الطلبة والتسجيل
شعبة التشاحات الصيفية
شعبة الأنشطة الطلابية
الصيدلة
شعبة التعليم المستمر
شعبة الشؤون القانونية
شعبة المكتبة
شعبة الدراسات والتخطيط
شعبة الخدمات
شعبة المتابعة الجامعية
وحدة التأهيل والتوظيف
وحدة تكنولوجيا المعلومات
وحدة الإرشاد النفسي الجامعي
وحدة شؤون المرأة
مصادقة رئيس الجامعة المحترم

Preparation of the Job Description Guide

This guide was prepared by the committee formed in the College of Pharmacy, composed of the following members:

No.	Name	Position	Role in the Committee
1	**Asst. Prof. Dr. Haider Hamid Al-Anbari**	Dean of the College	Chair
2	**Lect. Dr. Safaa Hloul Mohammed**	Vice Dean for Scientific Affairs	Member
3	**Asst. Lect. Wijdan Abbas Naima**	Faculty Member and Head of the Governance and Management Axis	Member

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CHAPTER ONE

Introduction and Definitions

Introduction

Praise be to God, Lord of the Worlds, and peace and blessings be upon the noblest of His creation, Abu al- Qasim Muhammad, and upon his good and pure family.

A clear and approved job description is one of the most important requirements of quality assurance and institutional and programmatic accreditation that the College of Pharmacy at Alayen Iraqi University seeks to achieve. Job description cards provide the framework through which the College's positions and functions are defined, and through which responsibilities, authorities and reporting lines between its academic and administrative units are determined.

This guide has been prepared in accordance with the approved organisational structure of the College of Pharmacy, ratified by the President of the University, and is based on and derived from the Job Description Guide of Alayen Iraqi University. Its cards have been adapted to the academic and professional nature of the College's work, in line with the laws, regulations and instructions in force at the Ministry of Higher Education and Scientific Research and the instructions governing private universities and colleges.

The guide aims to organise work, clarify roles, prevent duplication and overlap of tasks, and enable every staff member to know their duties, responsibilities and reporting line. It is also a tool for selecting suitable candidates, identifying training needs and evaluating performance.

We extend our thanks and appreciation to the University Presidency for its continuous support, and to all College staff who contributed to completing this guide, hoping that it will help improve performance and advance the College's academic and administrative progress.

First: Vision, Mission and Objectives of the College

College Vision	Leadership and excellence in preparing pharmacists equipped with fundamental knowledge, skills, advanced training, professional competence and ethical practice, to improve patient care and enhance community services locally and globally.
College Mission	Preparing highly skilled and competitive pharmacists through high-quality pharmaceutical education, a supportive academic environment and training that fosters professionalism, teamwork, innovation and research excellence, contributing to sustainable community development and meeting labour-market needs.

College Objectives

1. Preparing qualified pharmacists to work in the fields of pharmacy and healthcare locally and globally.
2. Providing students with fundamental knowledge, a commitment to lifelong learning, professional competence, teamwork skills and ethical values.
3. Developing high-quality educational standards and a distinguished academic environment.
4. Effective community engagement to improve patient care and promote public health awareness.
5. Continuously updating curricula and training programmes in line with the needs of the healthcare sector and the labour market.
6. Promoting applied research that addresses community healthcare challenges.
7. Building cooperation with local and international institutions to support the College's objectives, education and advanced pharmaceutical practice.

Second: Organisational Structure of the College

The approved organisational structure of the College of Pharmacy (ratified by the President of the University) consists of the following units:

Body	No.	Associated units
College Council	The highest academic and administrative body of the College; reports to the University Council	
Dean of the College	1	Dean's Office
	2	College Council Secretariat
	3	Central Mail and Confidential Records Unit
	4	Academic Promotions Unit
	5	Quality Assurance and University Performance Division
	6	Media and Government Communication Division
	7	Student Activities Division
	8	Library Division
	9	University Follow-up Division
	10	University Psychological Counselling Unit
	11	Women's Affairs Unit
	12	Examination Committee
Vice Dean for Scientific Affairs	1	Office of the Vice Dean for Scientific Affairs
	2	Scientific Affairs Division
	3	Student Affairs and Registration Division
	4	Continuing Education Division
	5	Studies and Planning Division
	6	Rehabilitation and Employment Unit

Vice Dean for Administrative Affairs	1 2	Office of the Vice Dean for Administrative Affairs Student Extracurricular Activities Division
	3	Services Division
	4	Information Technology Unit
Scientific Branches	1	Branch of Pharmaceutics
	2	Branch of Pharmaceutical Chemistry
	3	Branch of Pharmacognosy
	4	Branch of Pharmacology and Toxicology
	5	Branch of Clinical Laboratory Sciences
	6	Branch of Clinical Pharmacy

Third: Administrative Reporting Matrix

The following matrix shows the reporting line of each unit or position in the College; it has been verified against the approved organisational structure.

No.	Unit / Position	Reporting line
1	College Council	University Council
2	Dean of the College	President of the University
3	Dean's Office	Dean of the College
4	College Council Secretariat	Dean of the College
5	Central Mail and Confidential Records Unit	Dean of the College
6	Academic Promotions Unit	Dean of the College; technically the Academic Promotions Division, University Presidency
7	Quality Assurance and University Performance Division	Dean of the College; technically the Quality Assurance and University Performance Department, University Presidency
8	Media and Government Communication Division	Dean of the College; technically the Media and Government Communication Department, University Presidency
9	Student Activities Division	Dean of the College; technically the Student Activities Department, University Presidency
10	Library Division	Dean of the College; technically the University Central Library
11	University Follow-up Division	Dean of the College; technically the University Follow-up Department, University Presidency
12	University Psychological Counselling Unit	Dean of the College

13	**Women's Affairs Unit**	Dean of the College
14	**Examination Committee**	Dean of the College; formed by his administrative order at the beginning of each academic year
15	**Vice Dean for Scientific Affairs**	Dean of the College
16	**Office of the Vice Dean for Scientific Affairs**	Vice Dean for Scientific Affairs
17	**Scientific Affairs Division**	Vice Dean for Scientific Affairs; technically the Scientific Affairs Department, University Presidency
18	**Student Affairs and Registration Division**	Vice Dean for Scientific Affairs; technically the Student Affairs and Registration Department, University Presidency
19	**Continuing Education Division**	Vice Dean for Scientific Affairs; technically the Continuing Education Department, University Presidency
20	**Studies and Planning Division**	Vice Dean for Scientific Affairs; technically the Studies and Planning Department, University Presidency
21	**Rehabilitation and Employment Unit**	Vice Dean for Scientific Affairs; technically the Rehabilitation and Employment Division, University Presidency
22	**Vice Dean for Administrative Affairs**	Dean of the College
23	**Office of the Vice Dean for Administrative Affairs**	Vice Dean for Administrative Affairs
24	**Student Extracurricular Activities Division**	Vice Dean for Administrative Affairs
25	**Services Division**	Vice Dean for Administrative Affairs

26	**Information Technology Unit**	Vice Dean for Administrative Affairs; technically the Information Technology Division, University Presidency
27	**Head of Scientific Branch**	Dean of the College, and the Vice Dean for Scientific Affairs in scientific matters
28	**Branch Rapporteur**	Head of Branch
29	**Faculty Member**	Head of Branch
30	**Laboratory Supervisor**	Head of Branch
31	**Head of Division or Unit**	The body to which it reports according to the organisational structure
32	**Administrative Employee**	Head of Division or Unit
33	**Laboratory Technician**	Laboratory Supervisor
34	**Craftsmen and Service Workers**	Services Division

Fourth: The Job Description Card and its Elements

The job description card is a working mechanism that organises the tasks, duties and responsibilities of each position and its relationship with other positions, enabling the incumbent to perform their responsibilities and removing ambiguity and duplication in the performance of tasks, while taking into account the relationships between positions, which ultimately raises efficiency and capability at work.

No.	Card element	Meaning
1	**Reporting line**	The body to which the position reports administratively, and the body to which it reports technically in the University Presidency, where applicable.
2	**General information**	The academic title and the positions supervised by the incumbent, where applicable.
3	**Qualification**	The minimum degree and experience required to hold the position.
4	**Required skills**	The knowledge and abilities needed to perform the position efficiently.
5	**Tasks and duties**	The work undertaken by the incumbent, for which they are accountable.

Fifth: Definitions of Job Description Terms

No.	Term	Definition
1	**Position**	A set of tasks, duties or work requiring one or more employees.
2	**Job title**	The name that best expresses the purpose of the position; job descriptions differ according to management levels.
3	**Organisational unit**	The administrative or academic unit approved in the College's organisational structure.

4	**Supervision**	Reviewing the progress of work to guide, examine and ensure its proper completion; it ranges from direct supervision, meaning continuous guidance of subordinates and verification of their work against required specifications, to general supervision, limited to verifying results through indirect means of control.
5	**Responsibility**	Accountability for decisions taken or work carried out by the official or by those directly under their supervision.
6	**Authority**	The power granted to an official to use and deploy the resources available to them in the appropriate amount and manner to conduct work; it is inseparable from responsibility.
7	**Management**	Following up the execution of work rather than performing it.
8	**Planning**	Setting out how a specific task or activity is to be carried out.
9	**Coordination**	Linking things or people and directing collective work towards a common goal, and supervising its implementation.
10	**Approval**	Formal consent from the person holding the authority.
11	**Assignment**	Distributing work to persons and holding them responsible for completing it.
12	**Review**	Critical examination of work to verify its soundness.
13	**Execution**	Carrying out a task or complying with a particular decision.
14	**Accomplishment**	Reaching the required result.
15	**Preparation**	Making something ready or complete.
16	**Application**	The actual implementation of a plan or idea.
17	**Proposal**	Offering an opinion or recommendation.

18	**Participation**	Contributing to a particular task.
19	**Cooperation**	Working jointly with others.
20	**Assistance**	Providing help and support.
21	**Arrangement**	Placing things in their proper sequence.
22	**Classification**	Organising data and information in an orderly, unified form based on a specific purpose.
23	**Analysis**	Studying the elements of a situation or problem in order to reach a solution.
24	**Preparing decisions**	Conducting the necessary studies or preparing the information and data on which a decision is based; this may extend to drafting the decision or its alternatives and presenting them.
25	**Issuing decisions**	The procedures necessary to implement decisions taken at higher administrative levels.
26	**Completing procedures**	The steps needed to finalise procedures already begun in order to fulfil a particular obligation.
27	**Organisation**	Making the arrangements needed to perform a particular task, including defining the related competencies.
28	**Reporting**	Preparing reports on the results of particular work, problems or proposed ideas and submitting them to the higher level to follow the progress of work or to guide decision-making, together with any resulting corrective actions.

Sixth: Benefits of the Job Description

1. Facilitating work procedures and making them easier for staff to understand.
2. Increasing work effectiveness and developing the College's administrative system.
3. Helping identify staff training needs and comparing their current abilities with the requirements of the job description.
4. Reducing duplication in the workflow and minimising misdirected effort resulting from tasks, responsibilities and authorities being assigned to more than one body.
5. Supporting continuous development and updating of the College's organisational structure.
6. Defining the duties and responsibilities of each position, helping staff improve their performance and unify efforts.
7. Evaluating staff performance objectively, recognising high performers and following up on underperformance.
8. Supporting the requirements of institutional and programmatic accreditation standards for colleges of pharmacy.

Seventh: Uses of the Job Description

A. For the direct supervisor

1. Facilitating the induction of new staff and training them to perform their responsibilities.
2. Facilitating the distribution of work among staff according to workload and staff numbers.
3. Monitoring the progress of work and the extent of progress towards objectives.

B. For the staff member

1. Informing staff members and job applicants of the nature and priorities of the position and the tasks they will undertake.
2. Knowing the reporting line and the limits of authorities and responsibilities.

C. For human resources management

1. An appropriate tool for the sound selection of applicants and placing the right person in the right position, by ensuring that the requirements and duties of the position match the applicant's qualifications and experience.
2. A means of advertising positions in a way that attracts the required competencies.
3. A tool for reviewing the soundness of assignment and transfer decisions against the position's requirements.

D. For training

1. A means of studying and identifying training needs, as it shows the gaps between the position's requirements and the staff member's abilities, qualifications and performance.
2. A key reference for designing the content, materials and curricula of training programmes.
3. Linking training efforts with actual needs, achieving the principle of training by objectives.
4. Helping select homogeneous groups of staff to participate in training courses.

CHAPTER TWO

Job Description Cards According to the College's Organisational Structure

First: The College Council and the Deanship

1. College Council

General Information

Reporting line	University Council
Composition	The Dean of the College as chair, with the Vice Deans, the heads of scientific branches, a faculty representative, a student representative and a stakeholder representative as members, in accordance with Ministry of Higher Education and Scientific Research Law No. (40) of 1988 and the Instructions for the Organisation of Private Universities and Colleges No. (160) of 2018.
Council Secretary	The head of the College Council Secretariat, who organises meetings and documents the minutes.

Tasks and responsibilities of the College Council

1. Setting the academic and educational policy of the College in line with the University's policy and the laws and regulations in force.
2. Approving the College's strategic plan and annual plans and following up their implementation.
3. Proposing and updating the curricula and study plans of the pharmacy programme and submitting them to the University Council.
4. Approving the results of final and second-round examinations and submitting them for ratification.
5. Considering the recommendations of the scientific branch councils and taking appropriate decisions on them.
6. Proposing the establishment, merger or abolition of branches, divisions and units and submitting such proposals to the University Council.
7. Approving the College's annual scientific research plan and continuing education plan.
8. Discussing the College's annual staffing and equipment needs and submitting them to the University Presidency.

9. Considering self-assessment reports, programmatic accreditation requirements and improvement plans.
10. Considering student and academic cases referred to it and taking appropriate decisions in accordance with the instructions.
11. Strengthening scientific cooperation with colleges and health and pharmaceutical institutions locally and internationally.
12. Evaluating the College's performance periodically and taking the necessary measures to improve it.

2. Dean of the College

General Information

Reporting line	President of the University
Academic title	Assistant Professor at least
Positions supervised	All academic and administrative units of the College
Qualification	A PhD in a pharmaceutical specialty or its equivalent, with academic and administrative experience; previous administrative positions are preferred.

Required Skills

1. Good knowledge of academic leadership and management and of the laws and instructions in force governing private universities and colleges.
2. Ability to lead, influence, supervise, guide and analyse, and to detect and correct errors.
3. Ability to set a future vision that serves the College's educational progress.
4. Familiarity with institutional and programmatic accreditation standards for colleges of pharmacy.

5. Optimal use of the authorities granted under the laws in force.

Tasks and Duties

1. Managing the College's academic and administrative affairs in accordance with the law, regulations and decisions of the University Council.
2. Chairing the College Council, convening its ordinary and extraordinary meetings and following up the implementation of its decisions.
3. Submitting the minutes of the College Council to the University Presidency for ratification.
4. Representing the College before the University Presidency and other official bodies.
5. Following up the teaching process and scientific research in the College.
6. Supervising the preparation of the College's strategic plan and following up its implementation.
7. Supervising quality assurance, self-assessment and programmatic accreditation requirements.
8. Forming academic, administrative and investigative committees in the College within his authority.
9. Distributing tasks to the Vice Deans, heads of branches and heads of divisions and units.
10. Approving leave and granting letters of thanks and appreciation within the authorities granted to him.
11. Recommending the appointment, transfer and assignment of College staff and submitting them to the University Presidency.
12. Submitting the College's needs for laboratories, equipment and staff to the University Presidency.
13. Strengthening scientific relations with health and pharmaceutical institutions after obtaining the due approvals.
14. Any other tasks assigned by the President of the University.

3. Dean's Office

General Information

Reporting line	Dean of the College
Qualification	A bachelor's degree at least in a field related to administration or the sciences, with no less than three years of experience.

Required Skills

1. Good conduct and appearance and tact in speech.
2. Experience with electronic software and archiving.
3. Ability to work under pressure and maintain complete confidentiality.
4. Ability to communicate well with different bodies.
5. Commitment to professional ethics and the code of conduct.

Tasks and Duties

1. Following up the work of the Dean's office staff and distributing tasks among them.
2. Organising the Dean's appointments, meetings and interviews and receiving visitors.
3. Reviewing incoming mail to the Dean, setting its priorities and alerting him to urgent correspondence.
4. Following up the office's outgoing and incoming mail before presenting it to the Dean.
5. Following up the mechanism for complaints and suggestions addressed to the Dean.

6. Following up the implementation of letters and decisions issued by the Dean's office with the relevant units.
7. Coordinating with the Media and Government Communication Division to cover the Dean's activities and meetings.
8. Completing tasks assigned by the Dean and submitting a final report on them.
9. Providing accurate statistics on completed work and work in progress.

4. College Council Secretariat

General Information

Reporting line	Dean of the College
Qualification	A master's or PhD degree, with administrative or academic experience in higher education.

Required Skills

1. Ability to manage tasks and organise meetings and documents efficiently.
2. Strong written and oral skills for dealing with different parties.
3. Maintaining confidentiality of information and commitment to work ethics.
4. Understanding of higher education laws and regulations.
5. Use of administrative software and modern communication systems.

Tasks and Duties

1. Organising College Council meetings and coordinating their schedule.

2. Preparing the agenda and distributing it to members before meetings.
3. Recording the minutes of meetings and keeping them securely.
4. Documenting the decisions and recommendations of the Council and submitting them for ratification.
5. Following up the implementation of decisions and ensuring their application by the relevant bodies.
6. Providing Council members with the necessary information and documents.
7. Preparing periodic reports on the Council's activities and decisions.
8. Managing the College Council archive and maintaining its confidentiality.
9. Preparing official correspondence related to the Council.
10. Ensuring that decisions and procedures comply with the laws and regulations in force.

5. Central Mail and Confidential Records Unit

General Information

Reporting line	Dean of the College
Qualification	A bachelor's degree at least in a field related to administration, law or academic fields.

Required Skills

1. Mastery of Arabic language rules in writing and drafting.
2. Knowledge of administrative work systems and the principles of official correspondence.

3. Proficiency in word-processing and electronic archiving software.
4. Handling official documents carefully and observing the required confidentiality.
5. Ability to complete tasks in a short time while maintaining quality.

Tasks and Duties

1. Receiving incoming mail to the College, registering it and referring it to the competent bodies.
2. Registering, numbering and dispatching outgoing mail and ensuring that all required signatures are complete.
3. Archiving letters and documents in paper and electronic form for easy reference.
4. Keeping confidential and personal documents and protecting them from unauthorised access.
5. Classifying documents by level of confidentiality (confidential, top secret, personal) and organising their circulation.
6. Applying the appropriate security procedures for each level of confidentiality.
7. Supervising the destruction of confidential documents no longer required, according to approved procedures.
8. Following up letters requiring a reply and flagging overdue ones.
9. Preparing periodic reports on the Unit's activities.

6. Academic Promotions Unit

General Information

Reporting line	Dean of the College, and technically the Academic Promotions Division in the University Presidency

Qualification	A master's or PhD degree for the head of the Unit, with knowledge of the academic promotion instructions.

Required Skills

1. Accurate knowledge of academic promotion instructions and academic regulations.
2. Ability to organise and keep files and documents accurately.
3. Effective interaction with faculty members.
4. Maintaining confidentiality and integrity and meeting deadlines.

Tasks and Duties

1. Receiving promotion applications from College faculty members.
2. Verifying that applications meet the general and specific requirements for each academic title.
3. Organising and preparing promotion files and presenting them to the Academic Promotions Committee.
4. Sending research papers to reviewers, collecting evaluation reports and submitting them to the competent committees.
5. Following up the issuance of University orders on promotions.
6. Keeping promotion records and documenting related correspondence.
7. Guiding faculty members on promotion requirements and how to prepare their files.
8. Following up updates to the promotion instructions issued by the Ministry.
9. Submitting periodic reports on the Unit's work.

Second: Divisions and Units Reporting to the Dean

1. Quality Assurance and University Performance Division

General Information

Reporting line	Dean of the College, and technically the Quality Assurance and University Performance Department in the University Presidency
Qualification	A PhD or master's degree for the head of the Division, and at least a bachelor's degree for its staff.

Required Skills

1. Ability to analyse data and evaluate performance to identify strengths and weaknesses.
2. Knowledge of national and international institutional and programmatic accreditation standards for colleges of pharmacy.
3. Strategic planning skills and the ability to set and follow up improvement plans.
4. Review and audit skills for academic and administrative processes.
5. Leadership and teamwork skills and the use of technology in data analysis.

Tasks and Duties

1. Spreading a culture of quality and excellence among College staff and students.
2. Preparing the College self-assessment report and following up the resulting improvement plans.
3. Following up the programmatic accreditation requirements of the pharmacy programme and documenting evidence.
4. Following up the application of university performance evaluation standards and entering their data on time.

5. Following up the academic programme specification and course specifications and updating them.
6. Conducting periodic performance evaluations of faculty and staff using the approved forms.
7. Preparing satisfaction surveys for students, staff, graduates and stakeholders and analysing their results.
8. Following up laboratory quality and accreditation requirements.
9. Following up national and international rankings and submitting the College's data for them.
10. Receiving quality-related complaints and suggestions, analysing them and proposing solutions.
11. Organising quality assurance workshops and courses in coordination with the Continuing Education Division.
12. Submitting periodic reports to the Dean and to the Quality Assurance Department in the University Presidency.

2. Media and Government Communication Division

General Information

Reporting line	Dean of the College, and technically the Media and Government Communication Department in the University Presidency
Qualification	A bachelor's degree in media, communication or a related field.

Required Skills

1. Effective oral and written communication and press editing skills.
2. Managing social media and digital platforms.
3. Photography and media content production skills.
4. Commitment to professional ethics, credibility and transparency.

Tasks and Duties

1. Covering the College's scientific, cultural and sports activities and documenting them with photographs and video.
2. Preparing news and media statements and publishing them on the College website and official pages.
3. Managing the College's official social media pages in accordance with the University's media policy.
4. Organising the reception of delegations and guests and preparing for conferences and media events.
5. Issuing periodic newsletters and the College magazine reflecting its activities and achievements.
6. Communicating official announcements and decisions to students and staff.
7. Coordinating with the Media and Government Communication Department in the University Presidency.
8. Archiving media materials and preparing periodic reports on the Division's activities.

3. Student Activities Division

General Information

Reporting line	Dean of the College, and technically the Student Activities Department in the University Presidency
Qualification	A university degree in education, psychology, administration or a related field.

Required Skills

1. Ability to organise events and activities efficiently.
2. Strong communication skills with students, management and stakeholders.
3. Ability to motivate students, manage teams and develop new ideas for activities.

4. Evaluating and improving the effectiveness of activities.

Tasks and Duties

1. Preparing the annual plan for scientific, cultural and social student activities.
2. Organising cultural and scientific lectures, seminars and competitions for students.
3. Supporting student scientific and research clubs and innovation competitions.
4. Organising health and medication awareness campaigns and volunteer work for community service.
5. Discovering and nurturing student talents and providing opportunities to showcase their creativity.
6. Organising events that promote national and social values.
7. Coordinating with the Student Extracurricular Activities Division to secure the operational requirements of activities.
8. Evaluating activities, collecting student feedback and submitting reports on them.

4. Library Division

General Information

Reporting line	Dean of the College, and technically the University Central Library
Qualification	A bachelor's degree in library and information science or a related field.

Required Skills

1. Ability to catalogue and classify library materials according to approved systems.

2. Use of integrated library management systems and electronic databases.
3. Assisting users in searching for information.
4. Keeping up with developments in digital libraries.

Tasks and Duties

1. Organising, cataloguing and classifying pharmaceutical books, references and periodicals.
2. Providing lending and reading services to students and faculty.
3. Guiding users in the use of the virtual library and scientific databases.
4. Submitting the College's needs for up-to-date scientific resources in coordination with the scientific branches.
5. Keeping student graduation projects and faculty publications and archiving them electronically.
6. Organising introductory workshops on the use of the library and its resources.
7. Conducting periodic inventories of library holdings.
8. Preparing periodic statistics on library use.

5. University Follow-up Division

General Information

Reporting line	Dean of the College, and technically the University Follow-up Department in the University Presidency
Qualification	A bachelor's degree at least in a field related to the nature of the work.

Required Skills

1. Ability to manage tasks and organise work efficiently.
2. Effective communication with different bodies inside and outside the College.
3. Ability to analyse data and prepare reports and correspondence accurately.
4. Ability to deal with challenges and find appropriate solutions.

Tasks and Duties

1. Following up the regularity of lectures and practical classes and faculty adherence to timetables.
2. Following up staff attendance and their compliance with the instructions in force.
3. Following up the implementation of orders and directives issued by the University Presidency and the Ministry.
4. Conducting field visits to ensure the application of regulations and instructions in the College.
5. Following up the readiness and maintenance of halls, laboratories and facilities.
6. Following up guards, reception and facility security in coordination with the Services Division.
7. Receiving complaints from students and staff and following them up with the relevant bodies.
8. Preparing periodic reports on the progress of work and submitting them to the Dean and the University Follow-up Department.

6. University Psychological Counselling Unit

General Information

Reporting line	Dean of the College

Qualification	A bachelor's degree at least; a specialisation in psychology, educational counselling or sociology is preferred.

Required Skills

1. Listening and communication skills with students.
2. Maintaining the confidentiality of students' personal information.
3. Ability to analyse problems and propose appropriate solutions.

Tasks and Duties

1. Providing psychological and educational support and counselling to students.
2. Introducing new students to the College and its regulations and instructions.
3. Following up students with academic difficulties and frequent absences in coordination with the scientific branches.
4. Addressing students' educational and social problems.
5. Following up students with special needs and providing them with the necessary support.
6. Organising awareness seminars for students.
7. Submitting periodic reports on the Unit's activities while maintaining the confidentiality of cases.

7. Women's Affairs Unit

General Information

Reporting line	Dean of the College

Qualification	A bachelor's degree at least in a field related to the nature of the work.

Required Skills

1. Communication and organisational skills.
2. Familiarity with the instructions on women's empowerment and equal opportunities.
3. Maintaining confidentiality.

Tasks and Duties

1. Following up the affairs of female staff and students and providing them with support.
2. Spreading a culture of equal opportunities and women's empowerment in the College.
3. Organising seminars and workshops on women's empowerment.
4. Receiving related observations and complaints and following them up with the competent bodies.
5. Implementing the directives issued by the University and the Ministry in this regard.
6. Submitting periodic reports on the Unit's activities.

8. Examination Committee

General Information

Reporting line	Dean of the College; formed by an administrative order issued by the Dean at the beginning of each academic year
Formation	A chair from among the faculty holding an academic title of no less than Lecturer, a number of faculty members and a rapporteur; staff may be assigned to support printing and data entry.

Qualification	The chair and members are faculty members holding a PhD or master's degree.

Required Skills

1. Full familiarity with the examination instructions in force and the rules for calculating grades.
2. Accuracy, complete confidentiality, integrity and impartiality.
3. Use of electronic systems for entering grades and calculating results.
4. Ability to work under pressure and meet deadlines.

Tasks and Duties

1. Preparing and announcing the timetables for mid-term, final and second-round examinations in coordination with the scientific branches.
2. Allocating examination halls, preparing invigilation schedules and assigning invigilators.
3. Receiving examination questions from faculty, printing them and keeping them in complete confidentiality.
4. Supervising the conduct of examinations, applying the examination instructions and dealing with cheating cases according to the regulations.
5. Receiving, coding and delivering examination booklets for marking and following up their return.
6. Receiving, checking and entering coursework and final examination grades into the system.
7. Calculating results and decision grades, preparing final lists and presenting them to the College Council for approval.
8. Announcing results after ratification and considering requests for re-totalling and checking in accordance with the instructions.
9. Preparing lists of students who must resit, who have failed and who qualify for the second round.
10. Keeping and archiving examination records and documents and handing a copy to the Student Affairs and Registration Division.

11. Preparing a final report on the conduct of examinations and pass rates and submitting it to the Dean and the Quality Assurance Division.

Third: The Vice Dean for Scientific Affairs and Associated Units

1. Vice Dean for Scientific Affairs

General Information

Reporting line	Dean of the College
Academic title	Assistant Professor at least
Positions supervised	The Office of the Vice Dean for Scientific Affairs, the Scientific Affairs Division, the Student Affairs and Registration Division, the Continuing Education Division, the Studies and Planning Division, the Rehabilitation and Employment Unit, and the scientific branches in scientific matters
Qualification	A PhD in a pharmaceutical specialty, with teaching and administrative experience.

Required Skills

1. Extensive experience and good knowledge of university laws and examination instructions.
2. Knowledge of international ranking systems and programmatic accreditation standards.
3. Using the authorities granted in the best way and in accordance with the laws in force.
4. Extensive skills in electronic systems and experience in teaching and administrative work.

Tasks and Duties

1. Supervising the educational process and following up the implementation of study plans and timetables.
2. Supervising student affairs, admission, registration, transfer and hosting in accordance with the regulations.

3. Following up the work of the Examination Committee and the conduct of examinations, and announcing results after approval.
4. Following up the College's scientific research plan, graduation projects and scientific publication.
5. Following up the updating of curricula in line with scientific developments and accreditation requirements.
6. Supervising continuing education and training plans.
7. Supervising the preparation of the College's plans, statistics and studies.
8. Following up students' summer training and graduates' affairs and preparation.
9. Following up the readiness of scientific laboratories in coordination with the scientific branches.
10. Submitting periodic reports on the educational process to the Dean.
11. Any other tasks assigned by the Dean of the College.

2. Office of the Vice Dean for Scientific Affairs

General Information

Reporting line	Vice Dean for Scientific Affairs
Qualification	A first university degree, with no less than three years of experience.

Required Skills

1. Good conduct and appearance.
2. Ability to bear the workload and maintain complete confidentiality of information seen.
3. Tactful and sound interpersonal skills.

4. Familiarity with electronic software, archiving, correspondence and report writing.

Tasks and Duties

1. Scheduling the Vice Dean's appointments and preparing his meetings.
2. Receiving mail, following up outgoing and incoming letters and alerting the Vice Dean to urgent correspondence.
3. Directing the instructions issued by the office to the branches and scientific divisions and following up their implementation.
4. Preparing a dedicated file on the College's scientific activities.
5. Communicating with the Media Division regarding the office's activities.
6. Submitting weekly reports on completed work and work in progress.

3. Scientific Affairs Division

General Information

Reporting line	Vice Dean for Scientific Affairs, and technically the Scientific Affairs Department in the University Presidency
Qualification	A bachelor's degree at least; a master's degree is preferred for the head of the Division.

Required Skills

1. Planning, organising and following up research projects.
2. Understanding of legislation and instructions on scientific research and publication.
3. Accurate writing of scientific and administrative reports.

4. Ensuring integrity in research practices.

Tasks and Duties

1. Preparing the College's annual scientific research plan in coordination with the scientific branches.
2. Following up the research published by College faculty and documenting it in a database.
3. Following up scientific conferences and seminars and the procedures for participating in them.
4. Following up memoranda of scientific cooperation with universities and health institutions.
5. Following up the procedures for sabbatical leave, fellowships and scientific missions.
6. Following up and archiving student graduation projects.
7. Preparing and updating statistics on faculty members and their academic titles.
8. Submitting periodic reports on the College's scientific activity.

4. Student Affairs and Registration Division

General Information

Reporting line	Vice Dean for Scientific Affairs, and technically the Student Affairs and Registration Department in the University Presidency
Qualification	A bachelor's degree in administration, education or a related field.

Required Skills

1. Ability to manage multiple tasks and organise work efficiently.
2. Working with electronic registration systems and maintaining accurate records.
3. Understanding of academic and student instructions.
4. Maintaining the confidentiality of student information.

Tasks and Duties

1. Receiving and registering admitted students and organising their files.
2. Issuing university identity cards to students.
3. Keeping students' academic records accurately and confidentially and updating them regularly.
4. Following up the procedures for transfer, hosting, postponement, withdrawal and re-enrolment in accordance with the instructions.
5. Following up student absences and issuing warnings in coordination with the scientific branches.
6. Entering examination results into the system after their approval.
7. Issuing documents, confirmations and transcripts for students and graduates.
8. Preparing graduate lists and authenticating their certificates.
9. Preparing student statistics and submitting them to the University Presidency.
10. Handling student complaints related to registration and academic records.

5. Continuing Education Division

General Information

Reporting line	Vice Dean for Scientific Affairs, and technically the Continuing Education Department in the University Presidency
Qualification	A bachelor's degree at least; a master's or PhD degree is preferred for the head of the Division.

Required Skills

1. Planning and organising training programmes and courses.
2. Effective communication with lecturers and trainees.
3. Using technological tools and e-platforms in training.
4. Evaluating and improving programmes based on results.

Tasks and Duties

1. Preparing an annual plan of courses, workshops and seminars in coordination with the scientific branches.
2. Identifying the training needs of faculty, technicians and staff.
3. Organising teaching-methods and pedagogical qualification courses for new faculty members.
4. Organising training programmes for pharmacists and health-sector workers as a community service.
5. Cooperating with public and private institutions to deliver joint training programmes.
6. Issuing accredited certificates to participants and documenting and archiving activities.
7. Evaluating the effectiveness of training programmes through participant surveys.

8. Submitting quarterly and annual reports to the Vice Dean for Scientific Affairs and the University Continuing Education Department.

6. Studies and Planning Division

General Information

Reporting line	Vice Dean for Scientific Affairs, and technically the Studies and Planning Department in the University Presidency
Qualification	A bachelor's degree in statistics, administration, planning or a field related to analysis and planning.

Required Skills

1. Ability to analyse data and information to identify trends.
2. Understanding of statistical tools and use of modern analysis software.
3. Ability to develop strategic and operational plans.
4. Clear and accurate report writing.

Tasks and Duties

1. Participating in the preparation of the College's strategic plan and annual plans and following up their implementation.
2. Collecting and analysing statistical data on students, faculty, staff and graduates.
3. Preparing the annual admission plan in line with the capacity of halls, laboratories and staff.
4. Conducting studies on labour-market needs for pharmacy graduates.

5. Preparing periodic statistical reports (monthly, quarterly and annual).
6. Providing the University Presidency and the Ministry with the required statistical data.
7. Providing the data needed to support decision-making and quality and accreditation requirements.
8. Developing electronic databases to facilitate data collection and analysis.

7. Rehabilitation and Employment Unit

General Information

Reporting line	Vice Dean for Scientific Affairs, and technically the Rehabilitation and Employment Division in the University Presidency
Qualification	A bachelor's degree; administrative experience is preferred.

Required Skills

1. Ability to organise files, manage time and coordinate events.
2. Ability to interact effectively with graduates and employers.
3. Familiarity with computer software and database systems.
4. Ability to analyse labour-market needs.

Tasks and Duties

1. Preparing a registration form for College graduates and a robust database of them.
2. Communicating with health and pharmaceutical institutions regarding labour-market requirements.

3. Organising courses and workshops to develop graduates' skills in line with labour-market requirements.
4. Following up graduates after employment and collecting employment indicators.
5. Organising job fairs and employment forums with the public and private sectors.
6. Following up students' summer and field training in coordination with the scientific branches.
7. Preparing the Unit's annual plan and submitting periodic reports.

Fourth: The Vice Dean for Administrative Affairs and Associated Units

1. Vice Dean for Administrative Affairs

General Information

Reporting line	Dean of the College
Academic title	Assistant Professor at least, or Lecturer when necessary
Positions supervised	The Office of the Vice Dean for Administrative Affairs, the Student Extracurricular Activities Division, the Services Division and the Information Technology Unit
Qualification	A PhD or master's degree, with administrative and academic experience.

Required Skills

1. Ability to manage and direct administrative units in the best manner.
2. Broad familiarity with the Universities Law and the administrative instructions in force.
3. Ability to work under pressure and deal well with others.
4. Optimal use of the authorities granted under the laws in force.

Tasks and Duties

1. General supervision of administrative work in the College.
2. Providing administrative advice to the Dean.
3. Following up staff attendance and their adherence to working hours and the rules of professional conduct.

4. Following up the procedures for appointment, transfer, leave and assignment and staff files.
5. Following up the preparation of the College's annual needs and submitting them to the University Presidency.
6. Supervising services, cleaning, maintenance and facility security.
7. Supervising the Information Technology Unit and the College's electronic systems.
8. Proposing the formation of administrative and investigative committees and submitting them to the Dean.
9. Assigning heads of administrative divisions and units the required work and following up its completion.
10. Recommending rewards for distinguished staff.
11. Submitting periodic reports on administrative work to the Dean.
12. Any other tasks assigned by the Dean of the College.

2. Office of the Vice Dean for Administrative Affairs

General Information

Reporting line	Vice Dean for Administrative Affairs
Qualification	A bachelor's degree at least, with administrative experience.

Required Skills

1. Use of administrative and office software.
2. Efficient time management and accuracy in preparing reports.
3. Good appearance, conduct and tact in speech.

4. Familiarity with labour laws and archiving.

Tasks and Duties

1. Scheduling the Vice Dean's appointments and organising interviews.
2. Organising the Vice Dean's incoming and outgoing mail and alerting him to urgent correspondence.
3. Typing and archiving the office's official letters.
4. Coordinating with administrative divisions and units and following up the implementation of decisions.
5. Preparing the agenda items for the Vice Dean's meetings.
6. Preparing a weekly report on completed work and work in progress.

3. Student Extracurricular Activities Division

General Information

Reporting line	Vice Dean for Administrative Affairs
Qualification	A bachelor's degree at least; a specialisation in physical education or administration is preferred.

Required Skills

1. Planning and event-organisation skills.
2. Skills in communicating with and motivating students.
3. Ability to secure logistical resources for activities.

Tasks and Duties

1. Organising sports activities and student sports teams and participating in university championships.
2. Organising scientific and recreational trips and visits.
3. Securing the halls, facilities and supplies needed to carry out student activities.
4. Coordinating with the Student Activities Division in implementing the annual activities plan.
5. Encouraging teamwork and team spirit among students.
6. Documenting activities and submitting reports on them.

4. Services Division

General Information

Reporting line	Vice Dean for Administrative Affairs
Qualification	A diploma or bachelor's degree at least; an engineering or technical specialisation is preferred.

Required Skills

1. Technical knowledge of electrical, mechanical and civil maintenance work.
2. Ability to supervise work teams.
3. Familiarity with safety and security rules.

Tasks and Duties

1. Supervising the cleanliness of buildings, lecture halls, laboratories and facilities.
2. Following up the periodic and emergency maintenance of electrical, cooling and water systems.
3. Following up the soundness of fire-fighting systems, emergency exits and civil defence requirements.
4. Supervising guards, reception, service workers and craftsmen.
5. Preparing halls and supplies for examinations and official events.
6. Submitting needs and faults to the competent bodies and following up their resolution.

5. Information Technology Unit

General Information

Reporting line	Vice Dean for Administrative Affairs, and technically the Information Technology Division in the University Presidency
Qualification	A bachelor's degree in computer science, information technology, computer engineering or a related field.

Required Skills

1. Understanding of networking fundamentals, computer maintenance and operating systems.
2. Knowledge of cybersecurity and data protection principles.
3. Experience with content management systems and websites.
4. Ability to solve technical problems and provide user support.

Tasks and Duties

1. Maintaining and sustaining the College's computers and networks.
2. Managing the College page on the University website and updating its content regularly.
3. Managing the College's e-learning platform and supporting faculty and students in using it.
4. Providing technical support for approved electronic systems and electronic examinations.
5. Backing up data and protecting it from intrusion.
6. Training staff in the use of systems and software.
7. Submitting the College's technical needs to the competent bodies.

Fifth: Scientific Branches and Teaching Staff

1. Head of Scientific Branch

General Information

Reporting line	Dean of the College, and the Vice Dean for Scientific Affairs in scientific matters
Scientific branches of the College	Pharmaceutics; Pharmaceutical Chemistry; Pharmacognosy; Pharmacology and Toxicology; Clinical Laboratory Sciences; Clinical Pharmacy
Academic title	Lecturer at least
Qualification	A PhD or master's degree in the branch's specialty.

Required Skills

1. Teaching experience and familiarity with modern pharmaceutical curricula.
2. Ability to lead the academic team and coordinate work among its members.
3. Familiarity with examination instructions and quality and accreditation standards.
4. Planning, follow-up and reporting skills.

Tasks and Duties

1. Chairing the branch council, convening its meetings and submitting its recommendations to the College Council.
2. Distributing courses and laboratories among the branch's faculty.
3. Following up the delivery of course content and the specification and updating of the branch's courses.

4. Following up theoretical and practical classes and faculty adherence to timetables.
5. Following up the readiness of the branch's laboratories and the application of laboratory safety instructions.
6. Proposing branch committees and supervisors of graduation projects.
7. Following up the research activity of the branch's faculty and encouraging scientific publication.
8. Identifying the branch's needs for faculty, technicians and equipment and submitting them.
9. Following up the performance evaluation of the branch's faculty using the approved forms.

2. Branch Rapporteur

General Information

Reporting line	Head of Branch
Qualification	A master's degree at least in the branch's specialty.

Required Skills

1. Organisation, documentation and archiving skills.
2. Use of office software and electronic systems.
3. Accuracy and punctuality.

Tasks and Duties

1. Organising branch council meetings, recording their minutes and following up the implementation of their recommendations.

2. Preparing and archiving the branch's official correspondence.
3. Following up the branch's timetables and the distribution of teaching loads.
4. Organising course files (course specification, questions, results and evidence).
5. Preparing the branch's statistics and reports.
6. Performing the duties of the head of branch in his absence when officially assigned.

3. Faculty Member

General Information

Reporting line	Head of Branch
Qualification	A PhD or master's degree in a pharmaceutical specialty or a related scientific field.

Required Skills

1. Competence in theoretical and practical teaching and the use of modern teaching methods.
2. Ability to conduct scientific research and publish in peer-reviewed journals.
3. Commitment to academic and pharmaceutical professional ethics.

Tasks and Duties

1. Teaching the assigned courses, theoretical and practical, according to the approved content.

2. Preparing the course specification, teaching plan and electronic content of the course.
3. Preparing and marking examination questions and announcing grades in accordance with the instructions.
4. Supervising students' graduation projects and providing them with academic advising.
5. Conducting scientific research and participating in conferences and seminars.
6. Participating in academic and administrative committees, continuing education and community service activities.
7. Adhering to official working hours, timetables and the instructions in force.

4. Laboratory Supervisor

General Information

Reporting line	Head of Branch
Qualification	A faculty member holding a master's or PhD degree in the laboratory's specialty.

Tasks and Duties

1. Supervising practical classes in the laboratory according to the approved timetable.
2. Ensuring the availability of the materials and equipment needed for each experiment before it takes place.
3. Keeping laboratory records (equipment, chemicals and maintenance) and conducting periodic inventories.
4. Following up the compliance of students and technicians with laboratory safety and chemical storage instructions.
5. Submitting the laboratory's needs and faults to the head of branch.

Sixth: General Positions

1. Head of Division or Unit

General Information

Reporting line	The body to which it reports according to the organisational structure
Qualification	A bachelor's degree at least in a field related to the work of the division or unit.

Tasks and Duties

1. Managing the work of the division or unit and distributing tasks among its staff.
2. Preparing the annual plan of the division or unit and following up its implementation.
3. Following up the completion of work on schedule and submitting periodic reports.
4. Evaluating staff performance and identifying their training needs.

2. Administrative Employee

General Information

Reporting line	Head of Division or Unit
Qualification	A diploma or bachelor's degree according to the nature of the position.

Tasks and Duties

1. Carrying out the tasks assigned by the direct supervisor accurately and on time.

2. Preparing and archiving correspondence and records related to their work.
3. Adhering to official working hours, the instructions in force and the code of conduct.
4. Participating in training courses to develop their skills.

3. Laboratory Technician

General Information

Reporting line	Laboratory Supervisor
Qualification	A diploma or bachelor's degree in pathological analysis, chemistry, life sciences or pharmacy.

Tasks and Duties

1. Preparing the laboratory, materials and equipment before the practical class.
2. Assisting the faculty member in carrying out practical experiments.
3. Cleaning equipment and glassware and storing them after use.
4. Recording the consumption of materials and reporting faults and shortages immediately.

4. Craftsmen and Service Workers

General Information

Reporting line	Services Division

Qualification	A vocational certificate or practical experience in the craft.

Tasks and Duties

1. Carrying out the maintenance and cleaning work assigned to them.
2. Preserving College property and the tools used.
3. Reporting any faults or hazards they observe.
4. Adhering to working hours, the instructions of the direct supervisor and occupational safety rules.