

Job Description



1. Job Details:

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|-------------------|--|--------------------|-------------------------|
| Job Title: | Deputy Executive Director of Operations and Strategic Planning | Reports to: | Executive Director- QNL |
|-------------------|--|--------------------|-------------------------|

2. Job Purpose:

To support the Executive Director in the development and implementation QNL vision and mission. Contribute to strategic planning and future direction of the Qatar National Library. Provides leadership in delivering QNL vision and mission and building the Qatar National Library network. Provides Leadership in managing QNL operations and resources.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

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|---|----|--------------------------|--|------------------------------|----|
| Accountability for annual operating budget / project budget / sales revenue: | | | | | |
| Nature of financial accountability: | | | Magnitude of financial accountability: | | |
| Prime | | | QR 200,000–2m | | |
| # staff supervised: | 25 | # direct reports: | 4 | # contractors/others: | 65 |

4. Key Result Areas:

KEY RESULT AREAS

- Act as the Executive Director in his/her absence.
- Plan and manage QNL resources to ensure business continuity and efficiency.
- Oversee operational processes, policies and procedures to ensure smooth operations.
- Oversee and contribute to professional and strategic direction and planning within QNL.
- Manage program/project financial, operational, and human resources.
- Oversee and manage the hiring, training and evaluation process of QNL staff.
- Represent QNL with local, regional and international bodies and stakeholders.
- Monitor latest international library news, processes, developments and professional standards.
- Work with the Executive Director on QNL and QF Boards and committees on operation reporting progress.
- Review and approve and plan QNL fiscals and related processes.
- Ensure operations excellence in the areas of HR, Finance, Procurement and business support.
- Present to QNL and QF Boards and committees as required.
- Represent and promote the library formally and informally with different stakeholders.
- Building and maintaining relationships with different stakeholders.
- Participate actively in local, regional and international library activities and initiatives.
- Other responsibilities as assigned.

5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements. Regularly-scheduled evening and weekend work may be required. Travels regionally and internationally as required.

6. Communications and Working Relationships:

- QNL Executive Director – Regular reporting and consultation
- QNL/QF Boards – Presenting updates, issues and seeks advise
- QF management – Work closely to resolving issues and providing updates
- QF institutes – Collaborate to ensure support and provide services
- Qatar Institutes (Private and Government) –ensures supports and provide services and organize resources
- Regional and international institutes – Establish and maintain relations and collaborate in different areas

7. Problem Solving & Complexity:

- Proactively identifies problems that are inhibiting meeting organizational objectives

Deputy Executive Director of Operations and Strategic Planning

- Encourages both individuals and teams to solve problems through empowerment and effective delegation and review mechanisms
- Ensures the allocation of resources and invests in people and tools to optimize problem-solving and decision-making efforts
- Removes obstacles and facilitates information flow to support effective problem solving across the organization

8. Decision-Making Authority & Responsibility:

- Applies judgment to decide when to make swift decisions even in the absence of all necessary information
- Arrives at sound and timely decisions, based on past experience and an understanding of the current business environment and projected changes
- Considers the impact of decisions on various stakeholders and takes this into account
- Delegates decision making as appropriate to encourage and facilitate empowerment

9. Minimum Knowledge, Skills & Experience:

- Master's degree of Business Administration or equivalent is required.
- Bachelor degree in engineering or fiscal/economics studies or equivalent is preferred.
- 8 years of experience in similar roles.
- Excellent writing skills with the ability to draft and edit a variety of written reports and communications and to articulate ideas clearly and concisely; Arabic proficiency is an advantage
- Excellent communications skills
- Proficiency in MS Office applications
- Experience of managing staff and ability to lead by example and empower subordinates
- Ability to articulate Qatar Foundation values and professional culture in order to advance the positioning of the QNL at the regional and international level.
- Excellent management and organizational skills.
- Experience in planning, managing and communicating special projects.
- Ability to travel internationally.