

**Assistant Dean- Faculty of Business and Management
Muscat University**

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Posted Dec. 1, 2025, set to expire Apr. 14, 2026

Job Title	Assistant Dean- Faculty of Business and Management
Department	Faculty of Business and Management
Institution	Muscat University Muscut, , Oman
Date Posted	Dec. 1, 2025
Application Deadline	Open until filled
Position Start Date	Mar. 28, 2026
Job Categories	Associate Professor Associate/Assistant Dean
Academic Field(s)	Business - General
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Job Description

Purpose of the Position

The Assistant Dean supports the Dean in providing academic and administrative leadership for the faculty of Business and Management. The role ensures effective management of academia including academic quality assurance, research advancement, curriculum design and review and student and staff experience monitoring and enhancement. The Assistant Dean assists in operational oversight, and compliance with accreditation requirements while fostering collaboration within the faculty and with external stakeholders.

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Key Responsibilities

1- Academic Leadership and Quality Assurance

- Assist the Dean in overseeing the design, delivery, and continuous improvement of academic programs, ensuring alignment and compliance with the institutional strategy, OAAAQA requirements, local and international accrediting bodies, and relevant professional bodies.
- Oversee operational activities delegated by the Dean, ensuring smooth functioning of departments.
- Support the preparation of the faculty operational plan and ensure its alignment with the University's academic and strategic objectives.
- Assist in ensuring compliance with Institutional Standards Assessment (ISA) and Programme Standards Assessment (PSA), including preparation and submission of evidence.

2- Faculty and Staff Management

- Assist the Dean in faculty recruitment, workload allocation, and mentoring in line with institutional policies.
- Support the implementation of faculty development, research support, and mentoring frameworks.
- Coordinate staff development programs and training initiatives as delegated by the Dean.

3- Student Experience and Support

- Assist the Dean in developing initiatives to improve student retention, success, and employability.
- Support the monitoring of student engagement, addressing feedback mechanisms, and closing loop with grievance handling processes.
- Coordinate with student support services to ensure a positive student experience and monitor Alumni activities and their achievements.

4- Research Development and External Engagement

- Support the Dean in strengthening Student and staff research culture and securing funding opportunities for faculty and students.
- Assist in managing partnerships with industry, accreditation bodies, and professional associations.
- Promote external engagement activities, including seminars, conferences, and collaborations.
- Support the Dean in establishing, monitoring and assessing the Research and innovation centre and/or Incubator relevant to the faculty.
- Monitor addressing and incorporating viable Employer feedback into the program/student experience.

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5- Administrative and Operational Responsibilities

- Assist the Dean in managing budgets, resources, and infrastructure requirements for the faculty.
- Support preparation of reports, presentations, and documentation required by the Vice-Chancellor, University Council, or OAAAQA or any governing bodies
- Oversee operational activities delegated by the Dean, ensuring smooth functioning of departments.
- Monitor and follow up on action plans for continuous improvement across all departments.

Any other duties as deemed necessary by the Line Manager.

Educational Qualification:

- PhD in a relevant academic discipline with a minimum rank of Associate Professor.

Experience:

- Minimum 12–15 years of academic experience, including at least 5 years in a leadership role at a recognized institution.
- Proven record of teaching, research, and academic service.

Competencies and Skills:

- Strong knowledge of higher education Academic affairs, accreditation, and quality assurance.
- Leadership, team management, and decision-making skills.
- Excellent communication, interpersonal, and networking abilities.
- Commitment to student success, faculty development, and institutional advancement.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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Oman

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