



JOB DESCRIPTION

JOB TITLE: Transformation Advisor

DEPARTMENT/DIRECTORATE: TPMO

POSITION OBJECTIVE

Reporting to the TPMO Lead, the Transformation Advisor oversee the implementation of organizational transformation projects related to policy development, operating and governance modelling, processes and procedures development, and human capital alignment. The primary role of the Transformation Advisor will be project manage and report progress on transformation projects assigned by the TPMO Lead.

ACADEMIC QUALIFICATIONS

In support of Emiratization, HCT may exercise flexibility with the experience or education requirement in order to recruit UAE National candidates who show potential for success in the role.

- Master degree and/or professional certification in program, project, quality, or change management.

SKILLS AND EXPERIENCE

- Minimum 10 years of experience in managing organizational change and transformation programs and projects.
- Extensive experience in managing interactions with top tier management consulting firms.
- Most recent role should be at a Senior Manager, Director or Vice President level at the least.
- Experience within the UAE educational framework
- Strong ability to collaborate and influence
- Sound knowledge of communications, planning, change and project management
- Proven ability to oversee preparation of a wide range of written documentation, presentations, communications and agreements
- A high degree of computer literacy and demonstrated ability to generate, analyze and interpret complex documents from various sources
- Current knowledge of higher education practices, trends and issues
- Superior interpersonal skills as demonstrated by the ability to form professional relationships at all levels within the organization and with appropriate external stakeholders
- Highly developed organizational, communication and presentation skills
- Strong management or leadership skills as exhibited by experience in effectively leading a team and/or chairing committees
- Experience in budget planning and implementation would be advantageous
- Overseas work experience within a multi-cultural environment would be advantageous

LANGUAGE

- Fluency in written and spoken English is essential; Knowledge of Arabic preferred.

DUTIES AND RESPONSIBILITIES

- Develop change and communication management plans.
- Develop request for proposals for the scope of the transformation program.
- Develop program and project management charters, plans, and progress reports.
- Manage interdependencies between transformation program underlying projects.
- Assess and manage projects risks and issues.

- Participate in technical evaluations of consulting engagements and proposals.
- Manage interactions with the management consulting firms after being awarded parts of the transformation program scope.
- Develop deliverables' quality assurance procedures, forms, and templates.
- Manage budget utilization of the transformation program underlying projects.
- Provide coaching and mentorship to Emirati employees seconded to the Transformation Program Management Office.
- Conduct benchmarking, research, and feasibility studies in support of the Transformation program successful execution.
- Ensures compliance with applicable HCT policies and procedures
- Demonstrates a commitment to HCT's Emiratization program and professional development initiatives for UAE National employees
- Develops an awareness of and respect for the customs and cultures of HCT students and employees.
- Other duties as assigned by the TPMO Lead

REPORTS TO

- TPMO Lead

PROVIDES SUPERVISION TO

- None