**1. Job Details:**

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| **Job Title:** | Head of THIMUN - Qatar | **Academic/ Non Academic** | Academic |
| **Reports to:** | Executive Director of Academic Affairs | **Operations:****(School / PUE)** | School |

**2. Job Purpose:**

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| Lead and manage THIMUN (The Hague International Model United Nations) Foundation programs within Qatar Foundation and regionally. , with the aim to advance the interests of international education across national boundaries through the promotion of interaction and dialogue between young people from a variety of countries and school systems.   |

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

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| **Number of Staff Supervised:** | 2 | **Direct Reports:**  | 2 |

**4. Main Functions:**

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| **Strategic / Planning*** Liaise effectively with the Regional Office Advisory Committee (ROAC), THIMUN Foundation Board of Directors, and the QF Pre-University Education office to develop and recommend the objectives and strategies for the THIMUN-Qatar regional office.
* Contribute to the development of the annual budget for THIMUN programs, authorize disbursements, and develop budgeting procedures to ensure strict adherence to the budget.

**Operations*** Understand and support the mission of the THIMUN Foundation to develop a global awareness among young people, focusing on the formulation of peaceful resolutions to world problems.
* Understand and support the legal agreement that governs the THIMUN-Qatar Regional Office; develop and implement the THIMUN Foundation Administration Handbook and Rules of Procedure.
* Develop clear long-range plans consistent with population trends, cultural needs, the needs of ROAC, and THIMUN and QF objectives.
* Communicate to the THIMUN Foundation Board of Directors regarding any proposed procedure that would involve either departure from established policy or the development of a new project.
* Prepare agendas for THIMUN ROAC meetings in consultation with the committee president.
* Prepare and submit recommendations relative to matters requiring Board action, and provide the Committee with all relevant information to ensure informed decision-making.
* Initiate and develop new platforms to bring together thousands of young people from a wide variety of cultural and national backgrounds.
* Develop an effective public relations program to keep the broader community informed about the activities, needs and successes of the regional office.
* Oversee the production and distribution of press releases and other items of public interest regarding program activities and events.
* Liaise with the HR team to recruit, lead, supervise, and ensure the professional development of regional office personnel to ensure a competent workforce.
* Supervise program development to develop student leadership and ensure operational efficiency and educational achievement.
* Establish and maintain effective relations with regional schools, educational and governmental organizations, and community groups in order to strengthen partnerships and grow educational outreach.
* Oversee an annual international MUN conference, film festival, leadership conference and fundraising activities to support community and service projects.
* Facilitate partnerships with government and corporate bodies to obtain financial support and build knowledge partnerships.
* Guide the development and maintenance of QF schools' MUN programs.
* Lead development of administrative policies & procedures for the regional office.

**Reporting*** Ensure maintenance of accurate regional office records that include financial accounting, personnel records, program participation data, contracts, and media coverage history.
* Prepare and submit reports highlighting new initiatives undertaken by THIMUN Foundation to the Executive Director of Academic Affairs.
* Perform any other ad- hoc duties as assigned by the Executive Director of Academic Affairs.

**Key Outcome(s):*** Global awareness developed amongst the youth by the promotion of interaction and dialogue beyond national boundaries, through the effective design, implementation and continuous management of THIMUN Foundation programs.
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**5. Operating Environment, Framework & Boundaries:**

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| Head of Thimun- Qatar operates in standard office and educational environments with frequent work outside of normal business or school working hours, including weekends. Some travel is required. |

**6. Working Relationships:**

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| * Executive Director of Academic Affairs - frequent contact to update and progress of issues, financial reporting.
* Students - frequent contact to provide coaching & instruction and student leadership training.
* Regional MUN Directors - regular contact to communicate about programs, training, and evaluation.
* Regional school heads or directors - regular contact to keep informed about programs.
* THIMUN Regional Office Advisory Committee - regular contact on policy development & approval.
* THIMUN Foundation Board of Directors - contact as required to provide status updates and financial reporting.
* Corporate and institutional partners - regular contact for community programs and awareness of achievements.
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**7. Decision Making Authority & Responsibility**

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| * Accepts responsibility / accountability for own decisions and explains the rationale.
* Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment.
* Remains calm and resourceful when making difficult decisions, basing them on facts.
* Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight.
* Has full administrative & financial authority in accordance with the policy and budget as directed by supervisor and by contract with the THIMUN Foundation.
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**8. Qualification, Skills and Experience**

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| * Bachelor’s degree in a relevant field of study.
* Professional teaching qualification, license and/or certification.
* Master’s degree or equivalent in any relevant discipline will be preferred.
* Minimum 6 years of teaching or educational administration experience; international education experience preferred.
* Experience running MUN programs and conferences; THIMUN experience preferred.
* Excellent time and project management skills.
* Excellent interpersonal, negotiation, supervisory and negotiation skills.
* Excellent verbal and written communication skills in English is essential, and in Arabic is preferred.
* Proficiency in MS Office applications.
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**9. Personal Attributes:**

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| * Ability to establish positive relationships with people from various cultural and ethnic backgrounds, and navigate a wide range of cultural norms.
* Enthusiasm, empathy, patience and resilience.
* Dedication and flexibility, including towards non-office working hours.
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**10. Approvals:**

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| *Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.* |
| Approved: Designation | Signature: | Date: |
| Name: |  |  |