

In the name of Allah the most Gracious the most Merciful



White Nile University

Job Description

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Deputy of University:

Tasks and duties:

In addition to his duties stipulated in the law of the university, the principal, shall be responsible to the Rector for the following:

1. Good administrative performance for all administrative and financial departments of the university.
2. Coordination between the administrative and financial work of the different faculties and departments of the university.
3. Keeping university records, title deeds and any other property belonging to the University, and reviewing them from time to time and submitting reports thereon.
4. To provide assistance to the vice chancellor and his deputy in any order entrusted to him and to perform any other duties assigned by them.

Be a Rapporteur of the Board of Trustees.

Secretary of Scientific Affairs:

Tasks and duties:

a-The Secretary of Scientific Affairs shall be under the supervision of the Rector and shall be responsible for the good performance of the General Department of Scientific Affairs at the University.

b- The Secretary of Scientific Affairs shall have the following duties and responsibilities:

1. to carry out secretarial work for the Scientific Council and follow up the implementation of its decisions and recommendations.
2. To carry out training programs for professors, assistants, academics and technicians, to follow up on their reports and to carry out all relevant procedures.
3. Supervising the follow-up of cultural exchange programs.
4. Supervising the examinations at the university and making sure that they are

done according to the university regulations.

5. Preparation of degrees and certificates awarded by the university to its graduates.
6. Prepare all information and statistics related to academic affairs.
7. Prepare and supervise the annual graduation ceremony.
8. Supervising the editing of all official university publications.
9. Publish the college calendar annually in cooperation with the
10. Any tasks or assignment from the Rector of the University.
11. Approve the conversion and bridging of students from other universities as required by the internal regulations.
12. Updating the digital repository continuously as well as information about the college on the university's website.
13. To delegate some powers to the Vice-Dean or whoever he deems appropriate.
14. The Dean has the right to appoint or dismiss the faculty members after consultation with the Rector.
15. Any work assigned to him by the Rector.

Dean of the College:

Tasks and duties:

The Dean is the Chief Executive Officer before the Rector for the performance of the College, and the work to achieve its objectives and abide by the rules and regulations in force and without prejudice to all the above have the following terms of **Reference**:

1. Work on rationalizing the scientific and administrative performance in the college.
2. General supervision and directing studies at the College as determined by the Board of Trustees provided that this does not conflict with the general policies

established by the National Council for Higher Education and Scientific Research.

3. Good performance of the college and the preservation of the scientific, administrative, research and social system.
4. College representation as determined by the Rector.
5. To preside over the meetings of the College Council, the committees and the bodies that fall within its competence.
9. Preparation of studies and reports requested by the Director of the University.
10. Monitor the performance and behavior of all employees in accordance with the relevant laws.
11. Preparing the necessary reports on the conduct of lectures weekly and the performance of faculty and staff at the college.
12. Any other functions covered by the Regulations.
13. To pass the results of the quarterly and annual examinations through the College Council and announce that they are subject to the approval of the Council of Professors.
14. Participate in the development of proposals for the annual budget of the College as well as to propose the jobs needed by the College annually.
Sponsoring and developing the scientific journal of the college.

Vice Dean:

Tasks and duties:

1. The vice Dean shall assist the Dean in the performance of his duties, and shall have the duties and competencies specified by the regulations.
2. The vice Dean shall carry the Dean's duties in the event of his absence or

inability to perform his duties or vacate his office in accordance with the regulations.

3. Any work assigned to him by the Dean of the College.

Job Title: Assistant Secretary of Scientific Affairs

Tasks and duties:

1. Prepare the Office for examinations.
2. Maintain the confidentiality of the Office and organize and tabulate the files.
3. Save all outgoing and incoming higher education correspondence.
4. Follow up the transfer procedures for students.
5. Prepare and monitor the results and grades of students and save them.
6. Preparing students' statistics according to their specialties and levels.
7. Preparation and preparation of meetings of scientific councils and record the facts.
8. Any tasks assigned to him by his direct supervisor.

Administrators and Executives:

Tasks and duties:

The Executive Directorate consists of several departments, each headed by a Head of the Vice-Chancellor under his supervision and departments:

- a-Human resources management.
- b- Department of Finance.
- c- Department of Engineering Affairs.
- d- Management of services.

Secretary of Human Resources:

Tasks and duties:

- a- The head of the human resources secretary shall work under the supervision of the university vice president and shall be responsible to him through the Rector.
- b- The Human Resources **Department shall have the following duties and**

duties:

1. to carry out secretarial work and follow up the implementation of the decisions and recommendations of the faculty appointments committee.
2. Preparation of the first chapter of the annual budget in coordination with the Department of Finance.
3. Carry out all work related to the conditions of service of employees.
4. Management of insurance systems and funds and the benefits of post-service at the university and carry out all related works.
5. Completion of promotion procedures and transfers of non-academic staff and workers with the work related to the conditions of service, after being approved by the competent authorities.
6. Coordination with the administrations of the faculties in matters related to promotions and transfers, the granting of annual bonuses, the benefits of overtime and the accounting of employees and workers.
7. Develop and implement training programs for administrators, employees and workers.
8. Carrying out any other human resources tasks entrusted to it by the manager or the agent.

Department of Engineering Affairs:**Tasks and duties:**

The Head of Engineering Affairs shall be responsible to the Vice-Chancellor and through him the Rector for the good performance in the administration.

The Head of Engineering shall have the following duties and duties:

1. supervising the maintenance of buildings, gardens, workers' cafeterias, maintenance of vehicles, telephones and photocopiers at the university.
2. Design and oversee the implementation of new campus designs.
3. Supervision of the university workshops.

4. Carrying out any other work related to engineering work at the university entrusted to him by the director or the agent.
5. Coordination with the Department of Finance to develop the development budget.
6. Technical Committee for Buildings.

Chief Financial Officer:

Tasks and duties:

1. The Financial Manager shall be responsible to the Vice-Chancellor for the good performance in the accounts and submit them annually to the Finance and Administration Committee.
2. Monitor and control university accounts.
3. Monitor the expenditure on the budget to ensure that it has been in accordance with the financial regulations and regulations.
4. Collection of funds due to the University
5. Oversee and control the university's purchases.
6. Supervising the university's warehouses and supervising its validity to preserve the university's property.
7. Follow up the funding of university accounts abroad (if any).
8. Preparation of final statement of account for the previous fiscal year.
9. Any other duties assigned by the Vice Chancellor.

Accountant:

Tasks and duties:

1. Receiving the students' supplies for the fees, forms, etc., and dropping them in the university receipts.
2. Salaries and incentives for the employees of the university and the required procedures and steps to receive them from the beneficiaries.

3. Complete and continuous coordination and cooperation with the Department of collection, and expenses in the accomplishment of the provisions of paragraph (1) and (2).
4. Complete and continuous coordination with the Office of Admission and Registration and its assistance with regard to student registration procedures or any other procedures required by the work.
5. Work on the completion of any work or procedures required by the work or requested by the Finance Director and the Under-Secretary.

Head of Department:

Tasks and duties:

1. each specialization in the different faculties shall have a head of department who shall be responsible to the Dean of the College for the Department of the Department and to act in his approved budget in accordance with the College's financial regulations.
2. The head of the department shall have the authority to direct, coordinate and supervise the administrative and academic activity concerned by him.
3. The head of the department shall have the authority to approve all administrative decisions that fall within his powers within the department and to raise the rest of them to the competent authorities.
4. Preparation of lectures and seminars and follow-up of the lectures of the department.
5. Encourage students to establish cultural activities and academic associations and assist them in scientific trips.
6. Any duties or assignment from the Dean of the College.

Faculty Members:

Tasks and duties:

1. Conduct academic activity and seminars.

2. Performance of lectures according to the list of the college.
3. Directing and educating students.
4. Participate in the management of examinations in college.
5. Monitor and correct examinations.
6. Conduct the assessment and measurement process.
7. Interest in research and training.
8. Contributing in the scientific fields and various activities of writing the university book and writing scientific papers and others.
9. Contribute to the development and promotion of the institution.
10. Commitment to office hours stipulated in the regulations.
11. Any duties by the Head of Department or the Dean.

Director of Admissions Office:

Tasks and duties:

1. Following the process of admitting students.
2. Issue letters of acceptance, acceptance forms, bridging, resignations, transfer, in coordination with the deans of the faculties.
3. Reply to the correspondence on the above aspects.
4. Follow-up procedures for the issuance of university certificates in colleges and certificates of continuing studies and any other certificates approved.
5. Issuing the registration certificates as desired by the applicant after payment of the specified fees for the certificate.
6. Full and continuous coordination with the Secretariat of Scientific Affairs in respect of the liabilities of higher education, scientific research and civil and foreign education.
7. Any actions or correspondence required by the above paragraphs.
8. Receipt of statements of student income from the administration of accounts and inclusion in the computer registration program.

9. Preserve all the different offices of the Registrar.
10. Receipt of the Office of the Director of Finance of the prose and others.
11. Maintain the cleanliness and appearance of the Office of Admission and Registration University.
12. Good reception of parents of students and their families and not to contact students directly and rely on procedures only.
13. Provide any information relevant to the work of the Registrar's Office requested by the University Vice-Chancellor or its Director.
14. Coordination with the different departments of the faculties.
15. Any other duties assigned by the Under-Secretary and the Rector.

Academic Registrar:

Tasks and duties:

1. each college may have a special academic record for each college.
2. Perform all tasks of the Office of Admission and Registration at the College concerned.
3. Maintain student files in coordination with the Office of Admission and Registration.
4. Complete and continuous cooperation with the Office of Admission and Registration to complete its work.
5. Maintain the cleanliness and appearance of the registrar's office.
6. Good reception of parents of students and their families and not to contact students directly and rely on procedures only.
7. Procedures and steps required by tasks.

Dean of Student Affairs:

Tasks and duties:

1. Helping students to make the most of their scientific, social and educational benefits, their affiliation with the university and supervision of public behavior.

2. Ensure good performance and promotion in all departments of the Department of Student Affairs.
3. Implementation of the general policy for students in coordination with the competent authorities within the university.
4. Supervision of cultural and academic associations.
5. Supervising different aspects of student activity.
- 6 - Registration of students and follow up performance and maintain and take full care of their registration procedures in coordination with colleges and scientific affairs.
7. Supervision of boarding schools.
8. Any other duties assigned by the Rector.

Job Title: Secretarial:

Tasks and duties:

1. Perform the required office work according to the directives and save files in a neat manner.
2. Ensure that the daily hospitality services of the office are provided.
3. Maintain the confidentiality of the office.
4. Record appointments, schedule business and remind them of their appointments.
5. Preparing the office for the special meetings of the college councils.
6. Preserving office property during work.
7. Respond to phone calls from the office.
8. Any tasks assigned to him by his direct supervisor.

Laboratory Technician:

Tasks and duties:

1. Configure and prepare laboratories for students.
2. Provide the equipment with all programs that belong to students in different

classes.

3. Follow-up students in practical applications at all levels.
4. Set the working hours of the students to prepare the laboratory schedule for each semester.
5. Maintain the equipment and machinery within the factory during the working period.
6. Carry out maintenance work for the equipment and install the programs.
7. Prepare student lists for each semester and monitor attendance and absence.
8. Follow up the practical examinations and monitor grades at the end of each semester.
9. Any tasks assigned to him by the head of department.

Librarian:

Tasks and duties:

1. feed the library with references, periodicals and modern editions after coordination with deans of the faculties.
2. Full supervision of all technical works required by the work of libraries.
3. Fully supervise the updating of links to the electronic library.
4. Any other tasks assigned to him by the Rector.

Library Manipulator:

Tasks and duties:

1. Arranging books and references and returning them in their places daily at the end of work.
2. Customize the day of the week to arrange books and references.
3. Prepare the exams and submit them to the students when needed.
4. Maintain calm inside the library.
5. Maintain the property of the library and make sure to prepare it daily.
6. Contents of the library (books, references, chairs) the responsibility of the

library's administrators is fully accountable to the librarian.

7. Complete adherence to the dates of attendance and departure.
8. Arranging graduation research by specializations.
9. Any tasks assigned to him by his direct supervisor.

University Guard:

2 / Tasks and duties:

1. Maintaining the system within the university.
2. Adherence to official working hours.
3. Ensure that the student enters the university campus with the university card.
4. Application of the list of student affairs related to university students.
5. Provide the appropriate atmosphere and prevent chaos on campus.
6. Implementation of the directives of the University administration regarding the tuition fees for students.
7. Ensure that the poster content of the students is correct.
8. Coordinate with the guards who are present according to the shifts to provide full security day and night.
9. Any tasks assigned to him by his direct supervisor.

Gardening Technician:

Tasks Duties:

1. Taking care of the green spaces of the university.
2. Planting of seedlings and landscaping.
3. Clean and round tables and cut trees and clean them.
4. Watering trees and gardens.
5. Follow the damaged trees and get rid of them and replace them with another.
6. Any tasks assigned to him by his direct supervisor.

Hygiene Worker:

Tasks and duties:

1. Clean and meet daily office needs.
2. To clean the places that is determined for work.
3. Preserving office or hall premises during the cleaning process.
4. Delivery of office keys and halls to the university guard end of work.
5. To work according to instructions issued by the head of labor in relation to work

Director of Information , Media and Public Relations:**Tasks and duties:**

- 1 / Follow-up of the college's advertisements in the media of video, print, audio and social media.
- 2 / Develop an information plan covering all activities of the university during the year.
- 3 / Highlight the name of the university distinctly throughout the state in particular and in Sudan and the world in general.
- 4 / Creating distinguished relations with the clients with the university.
- 5 / any other work assigned to him by the Rector.

Service manager:**Tasks and duties:**

- 1 / Follow-up maintenance in buildings, furniture and laboratories.
- 2 / Provide necessary services for students, such as cold water and electricity.
- 3 / Provide official hospitality to the guests of the university, and take care of their comfort.
- 4 / supervising the university stores in different locations.
- 5 / any other work assigned to him by the agent.

2.

Director of the Coordination Office in Khartoum:

Tasks and duties:

- 1 / Receipt of various Correspondences to the University.
- 2 / Coordination of the meetings related to the University held in Khartoum.
- 3 / Coordination with the Office of Admission in Khartoum, what is the admission of new students and students bridging and conversion.
- 4- Facilitating the mission of the various delegations of the university.
- 5 / Purchase the different needs of the University of Khartoum State and then sent to the university headquarters in Kosti.
- 6 / Any other work assigned to him by the Rector or the Under Secretary.

Director of Health Unit:

Tasks and duties:

- 1 / supervising the health treatment of university staff as well as students.
- 2 / Work the medical examination of new students, and determine the eligibility to study.
- 3 / Provide the necessary advice to maintain public health at the university.
- 4/ any other work assigned to him by the Rector or the Vice Chancellor.

Investment Manager:

Tasks and duties:

- 1 / Making the necessary studies for investment projects that are compatible with the nature of the university.
- 2- Creating investment projects that generate income for the university and support its revenues.
- 3 / Supervision of training and continuing studies at the university.
- 4/ any other work assigned to him by the Rector or the Vice Chancellor.

3.

In the name of Allah the Merciful

White Nile University

Human Resource Management

Performance evaluation

Date:.....

No: ٢ /سرى /ن/أل/ت/ ك

"Say Work. God will see your work, and so will His Messenger, and the believers. Then you will be returned to the Knower of secrets and declarations, and He will inform you of what you used to do."

Great God Speaks Truth

The name:

Job title:

the college:

Job Number:

Date of filling the current position: / / 2 A.D.

Date of last performance evaluation: : / / 2 A.D.

Current evaluation date: : / / 2 A.D.

Instructions:

1. please evaluate the performance of the mentioned, in terms of the extent to which he fulfills the requirements of the position he currently occupies. Mark () the degree to which the performance of the work mentioned in each of the following is reflected more than any other, taking into account the following:

Excellent = very outstanding performance in all areas, and is superior to others.

Very good = High quality performance beyond job requirements.

Good = Good performance meets standards and job occupancy requirements.

Satisfactory = acceptable performance in some cases, but needs improvement.

Unsatisfactory = unsatisfactory performance and in need of substantial adjustment.

Evaluation factors

Measurement

1. Quality performance: Accuracy, comprehensiveness, acceptance of the individual's performance

. 90-100 - excellent

80-89 -very good

70-79- Good

60-69 - satisfactory

Less than 60 is- unsatisfactory

2. Productivity: The quantity and efficiency of an individual's work during the period specified for performance

. 90-100 - excellent
80-89 -very good
70-79- Good
60-69 - satisfactory
Less than 60 is- unsatisfactory

3. Knowledge of the job , the scientific and technical skills and information needed by the job.

. 90-100 - excellent
80-89 -very good
70-79- Good
60-69 - satisfactory
Less than 60 is- unsatisfactory

4. Reliability: To what extent can be depended on the individual to accomplish the tasks entrusted to him.

. 90-100 - excellent
80-89 -very good
70-79- Good
60-69 - satisfactory
Less than 60 is- unsatisfactory

5. Independence: To what extent can an individual complete the work alone without the need to supervise and follow others.

. 90-100 - excellent
80-89 -very good
70-79- Good
60-69 - satisfactory
Less than 60 is- unsatisfactory

The opinion of the head of the department or the director of the department:

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Dean's opinion:

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Principal's opinion:

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