

Job Description

Organizational Information	Job Title	Part time Sustainability Support Officer		
	Function			
	Reporting to	Dr. Imad Alsyouf	Line manager name	Dr. Imad Alsyouf
	Job holder name	Dr. Imad Alsyouf	ID: 10879	D.O.J: / /
Job Profile	Job Purpose	<p>The Sustainability office is seeking a part time Sustainability Support Officer to support and execute administrative tasks assigned by the Director of the Sustainability Office.</p> <p>As well as to work with projects related to sustainability and sustainability related research.</p>		
	Main accountabilities & expectations	<ol style="list-style-type: none"> 1. Conducting all the administrative duties needed to manage the daily operations of the Sustainability Office. 2. Collecting Data related to sustainability at campus 3. Performing Analysis of the collected data 4. Helping in writing technical reports 5. Helping in the preparations needed to apply for awards and international ranking systems such as the UI GreenMetric and STARS. 6. Assisting in the development and implementation of sustainability initiatives on campus. 7. Organizing events related to sustainability. 8. Planning and helping in the sustainability awareness campaign tasks 9. Designing of sustainability related brochures and other media materials 10. Other duties and responsibilities as assigned by the Director 		
	Job Specific Accountabilities	<p>Operational Plans</p> <ol style="list-style-type: none"> 1. Participate in developing the Sustainability Office's operational and business plans, and contribute to the execution of the same in line with the Office's strategy in order to support the achievement of the Office's strategic objectives. <p>Continuous Improvement</p> <ol style="list-style-type: none"> 2. Provide input to enhance the Office's policy and procedures, and follow all relevant processes, standard operating procedures, and instructions to ensure that work is carried out in a controlled and consistent manner. <p>Systems, Processes and Reports</p> <ol style="list-style-type: none"> 3. Generate relevant reports and ensure that they are prepared timely and accurately, and meet the Office's requirements and standards. 		
	Required Skills	<ul style="list-style-type: none"> ▪ Excellent verbal and written communication in business in both Arabic and English. ▪ Proficiency in MS office applications. 		

Preferred Qualification & Experience	<ul style="list-style-type: none"> ▪ Bachelor of Science in Sustainable and Renewable Energy Engineering, Industrial Engineering and Engineering Management or equivalent 	
Job Location	University of Sharjah	
Competencies	<u>Behavioral Competency</u>	<u>Description</u>
	Integrity & Respect	<ul style="list-style-type: none"> • Promote an openness, honesty and sincerity work environment in all communications with both internal and external customers. • Respect UOS core values, the dignity and culture-diversity of all members of the university's community.
	Adaptability	<ul style="list-style-type: none"> • Demonstrate flexibility in the face of change and respond positively to unexpected and rapidly changing work conditions. • Open to new ideas and initiatives relevant to own area of work.
	Communication	<ul style="list-style-type: none"> • Able to communicate effectively with a wide range of colleagues, by showing interest and carefully listening to their needs. • Keep people accurately informed and up to date. • Use clear, understandable language appropriate to the receiver.
	Organization	<ul style="list-style-type: none"> • Time Management: Determine the appropriate allocation of time. • Task Management: Balance conflicting priorities in order to manage workflow, ensure the completion of essential tasks, and meet critical deadlines.
	Conflict Management	<ul style="list-style-type: none"> • Address conflicts by focusing on the issues at hand to develop effective solutions when disagreements occur. • Work to resolve conflict among team members by showing respect for others' opinions and working toward agreeable solutions.
	Accountability & Accuracy	<ul style="list-style-type: none"> • Deliver work of a high standard of quality and according to procedures, rules and regulations. • Accept full responsibility for self and contribution as a team member. • Display a strong commitment to organizational success.