



QS **SUSTAINABILITY**

Northern Border University

2024

General Administration for Strategic Planning and Vision Achievement

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Organizational Link:

Reports to the University President.

Overall Objective:

To develop the strategic and operational plans for the university, ensuring integration and alignment of plans and objectives with the Kingdom's Vision 2202 and development targets.

Tasks:

- Prepare plans for the activities of the General Administration and monitor their implementation after approval.
- Provide administrative and technical supervision to organizational units affiliated with the General Administration, ensuring integration of their activities and maximum utilization of available resources.
- Supervise the preparation of the strategic plan and regularly update it with new developments.
- Supervise work teams and committees responsible for preparing operational plans and provide necessary support.
- Participate in the university's annual budget planning and align it with initiatives and activities outlined in the strategic plan.
- Manage the development process of key performance indicators in line with the university's objectives and strategic plan.
- Coordinate with all relevant units including colleges, deanships, and departments to identify performance indicators and goals for performance evaluation.
- Supervise the implementation of the university's annual plans according to annual monitoring reports.
- Coordinate and collaborate with the Ministry of Education to provide data and statistics for university planning.
- Enhance cooperation and coordination with relevant entities to achieve the university's goals in planning and development.
- Direct the university's initiatives to serve national needs and the objectives of the Kingdom's Vision, contributing to achieving the goals of vision programs.
- Supervise the results of performance indicators and present them to the University President and the University Council.
- Cooperation with local and international entities regarding university planning.

- Identify performance indicators for all activities related to the General Administration, review and continuously develop them.
- Identify the General Administration's needs for human resources, equipment, and materials, and monitor their provision.
- Identify the training needs of General Administration employees to nominate them for suitable training programs.
- Prepare regular reports on the activities of the General Administration and its affiliated organizational units, their achievements, and proposals for performance improvement.
- Any other tasks assigned within the scope of responsibility.

Office of Vision and Initiatives

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Organizational Linkage:

Linked to the General Administration of Strategic Planning and Vision Achievement.

Overall Objective:

To motivate all university units to provide quality initiatives in line with the university's strategic directions, the Kingdom's vision, and the initiatives of the Ministry of Education.

Tasks:

- Implement approved plans and programs.
- Collaborate with the Strategic Planning Administration to prepare the university's strategic plan.
- Regularly review all plans and directives to ensure alignment with the Kingdom's vision and development targets.
- Gather strategic initiatives and projects aligned with the Kingdom's vision, classify and evaluate them, prioritize them, and link them to strategic goals and indicators.
- Resolve problems facing developers and implementers of vision initiatives and provide necessary support.
- Submit regular reports to the Ministry's Vision Achievement Office on the results of education indicators assessment.
- Coordinate and maintain continuous communication with the Ministry of Education's Vision Achievement Office.

- Explain concepts and objectives of education indicators to the university's internal community.
- Conduct workshops and training sessions on university-related initiatives.
- Encourage university staff to submit initiatives aligned with the university's strategic directions.
- Adopt quality initiatives, obtain Ministry approval, and monitor their implementation.
- Participate in committees and task forces related to initiatives.
- Participate in identifying needs for human resources, equipment, and materials, and provide them.
- Participation in identifying the training needs of office employees to nominate them for suitable training programs.
- Preparation of regular reports on the activities and achievements of the office, along with proposals for performance improvement.
- Any other tasks assigned within the scope of jurisdiction.