

Job Description

General Information			
Job Title	Strategy Specialist	Job Code	For HR use only
Division	Strategy and Performance	Department	
Section			
Reporting Relationships			
Reports to		Supervises	
Strategy and Performance Director		None	
Job Summary and Key Responsibilities			
Job Purpose			
The Strategy Specialist works closely with different functions, to support the development of strategic and operational plans in alignment with the overall strategy of QLC to become a world-class centre for national leadership development, aligned with Qatar National Vision 2030. The post holder helps lead the evaluation of all aspects of QLC performance in the context of understanding national needs and external changes impacting on leadership development. The incumbent contributes to the development of strategic and organizational responses that further the achievement of QLC objectives.			
Key Responsibilities			
- Help develop the corporate strategy, strategic goals and objectives of QLC. - Ensure strategic and operational plans are clearly communicated, understood and adopted within QLC. - Work with other directors in establishing operational, business and strategic plans which translate QLC's strategic priorities to specific, measurable and realistic goals and targets. - Works closely with Directors to integrate the corporate strategy into operational execution by contributing to the development of efficient and effective operating and management processes. - Coordinate with Research to understand the external and internal environment, QLC strengths and challenges and propose refinements to QLC strategy in response to, and anticipation of, developments. - Take an empowering and collaborative approach to strategy development and evaluation, and promote efficient communication and interaction between Directors in this work. - Develop key performance indicators for both core program functions and operational functions, and monitor the performance of QLC accordingly against QLC's goals and objectives. - Identify corrective measures and recommendations for the consideration of QLC leadership; escalate any issues related to the performance of both core program functions and operational functions and seek resolution. - Develop processes and tools to manage and monitor strategic risks and issues, and identify mitigation strategies including early warning signals, proactive measures, preventive procedures,			

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etc. • Provide support for monitoring the overall quality of programs and participant experience; recommend and follow up on corrective actions. • Coordinate and develop quarterly and annual performance reports to include data and analysis of performance related to strategic plan goals and objectives. • Actively follow and promote relevant QLC policies and procedures. • Perform other tasks and duties that may from time to time be required in order to meet the requirements of the role and the objectives of QLC.	
Key Performance Indicators	
• Participant Satisfaction • Strategy Alignment • Strategy Awareness • Performance of Core Program Functions • Performance of Operational Functions • Risk Management	
Work Interactions	
Internal Relationships	External Relationships
• All departments	• None
Qualifications	
Education and Certifications	
• Bachelor's Degree in Business Administration, Strategic Management or related field, or equivalent experience. • Master's Degree is preferred. • Relevant Professional Certification is a plus.	
Experience	
• Normally a successful candidate would have a minimum of four years of related work experience in an Education or research institution or similar service provider. • Experience in institutional planning. • Experience in performance management • Experience in risk management.	
Skills	
• Commitment and enthusiasm for QLC's organizational vision and objectives for national leadership development, good understanding of QLC's short and long-term plan and vision and the ability to identify opportunities and actions that will help better achieve QLC's vision. • Ability to apply institutional planning strategies and frameworks. • Ability to negotiate and implement performance management measures and strategies. • Ability to develop risk management strategies and frameworks • Experience in translating strategic intent into department strategies and business plans.	

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- Communication and interpersonal skills, with an ability to logically and persuasively outline and present thoughts, ideas, and specifications through oral communications and in writing.
- Analytical and critical thinking with the ability to analyze input data in a logical manner and apply problem-solving techniques to produce clear conclusions.
- Strong business acumen and ability to interpret business and education-related data measures.
- Customer-oriented, able to demonstrate concern for participant needs and preferences in decisions made, policies implemented, and strategic planning in consultation with Participants, and Partners.
- Quality-oriented, able to use quality management methods, tools and techniques to create and support an environment that meets the needs of the organization.
- Committed to actively pursue ongoing efforts to improve performance and increase one's ability to fulfill requirements.
- Excellent planning and organizing skills.
- Experience in change management and transitioning people/ organizations from a current state to a future state by planning, monitoring, effectively communicating and proactively acting on change.
- Ability to use relevant computer software.
- Fluent in English; Arabic is preferred.

APPLICATIONS

- Interested qualified candidates please apply by submitting your resume by email to HR Manager Noora Al Naemi no later than 26th June
E: noalnaemi@qlc.org.qa