



جامعة قطر
Qatar University

Administrative Newsletter

Issue No. 1



جامعة قطر
QATAR UNIVERSITY

WELCOME FROM VICE PRESIDENT FOR ADMINISTRATION

Dear Colleagues,

In an effort to fulfill our mission of raising communications awareness and fostering interaction amongst diverse administrative departments and staff, I am pleased to welcome you to the first issue of our quarterly Administrative online newsletter.

In this issue, the Newsletter will bring you our latest news and events since April, 2012. We will provide you information about the new services that have been launched, new appointments, and promotions, across the different administrative departments and a lot much more.

I hope you find this newsletter informative and useful.

Sincerely,

Dr. Homaid Al-Madfa



APPOINTMENTS

The Office of the Vice President for the Administrative Affairs has announced the following appointments:

1. Ms. Sara Rashid Al Marri - Associate Vice President of Administration, effective April 22, 2012.
2. Ms. Amna Mohammed A J Al-Ansari - Director of Administrative Services, effective April 22, 2012.
3. Mr. Tamam Khadduri - Section Head of Business Process Management, effective April 22, 2012.

The Human Resources Department has announced the following appointments:

1. Mr. AbdulAziz Abdulla - Section Head Career Counseling Centre, effective June 26, 2012.
2. Ms. Fatema Alsaïdi - HR Advisory Section Head of Administration.

The Information Technology Services has announced the appointment of its' former Director Mr. Saeed Al-Athba as the Associate Chief Information Technology Officer effective July 01, 2012.

The Procurement Department has announced the following appointments:

1. Mr. Mohammad Al-Saadi - Director of the Procurement Department ,effective July 01, 2012.
2. Mr. Abdulla Al-Romaihi - Purchase Service Manager of the Procurement Department, effective May 01, 2012.
3. Mr. Nithyananda Rao - IT & Media Section Head of the Procurement Department ,effective June 01, 2012.

The Finance Department has announced the appointment

of Mr. Ali Sepiddast as a Section Head of Budgeting, effective March 01, 2012.

NEWS

Creation of new Departments

In light of the ongoing growth and development to meet QU objectives and strategic planning goals, the Office of the Vice President for Administration has been restructured, adding the Office of the Associate Vice President for Administration to work closely with the office the Associate Vice president for IT & Facilities towards achieving the targets set by QU.

The Administrative Service Department is a new department that has been created under the umbrella of the Associate Vice President for Administration Office to support and improve all administrative services within QU.

Office of the Associate Vice President for Administration

The Associate Vice President for Administration assists the vice president in all matters pertaining to the efficient management and coordination between the financial and administrative departments' workflow and cooperation. He/she is responsible for the departments of Human Resources, Finance, Procurement, Housing, and Administrative Services, where a high level of cooperation and organization is required due to the frequent interaction between the these departments.



The Office of the Associate Vice President for Campus Facilities and Information

The Office of the Associate Vice President for Campus Facilities and Information Technology headed by Dr. Khalid Kamal Najji, has decided to establish three Project Management Offices (PMOs) in order to carry out the projects within Business Operation and IT sectors. Two executive PMOs in BO & ITS departments, and an Enterprise PMO (EPMO) at the AVP office level as well to restructuring to the best international practices in academic institutions. The BO Department opened a new position for Environmental Health & Safety Manager who shall oversee all internal safety operations. Similar to BOD, the new ITS structure will be headed by a Chief Information technology Officer (CIO) position who will join QU soon on September 2012.

Moreover, the new Strategic Planning focus of both departments is becoming much more oriented towards customer-focused rather than service oriented only.

Administrative Services Department

The Administrative Services department works closely with all departments in QU as a support unit, by providing a variety of technical and administrative services. The objective of the Department is to ensure that best practices are applied at all times, as well improve and develop the different methods and processes followed - ultimately enhancing efficiency & leading to better customer service and higher levels of employee satisfaction.

The Launch of Oracle 12

The Human Resources, Finance, and Procurement departments have successfully launched Oracle12 in April 2012.

This new system comes with a variety of services that save time and effort, and help complete requests efficiently.

Tools include the HR Employee Self Service, through which you can update both your personal and family records. You can also plan a leave of absence, or apply for different type of leaves, all via Self Service. This system ensures that your financial benefits are provided accurately, including leaves, allowances, health insurance and any other related financial benefits. iExpense is another service, introduced by the Finance Department to facilitate the reconciliation and settlement of p-card expenses online.

Simultaneously, a new online service offered by the Procurement Department enables the flow of requests for stationery, hospitality supplies and toners, as well as the shifting, replacement, or retiring of assets to all be done via the Oracle system.

Trainings & Workshops

Administrative departments have conducted intensive training sessions on the use of the new Oracle12 and the newly introduced services. The Human Resources Department has conducted Employee Self Service training sessions, which covered steps on how to update your own records, dependents' records, leaves, Exit Permit requests, and iRecruitment. The Finance Department has also conducted training sessions, on iExpense and P-card Introduction, and so has the Procurement Department on how to submit assets and stationery requests online.

Relocating to the Administrative Affairs Building

By July 15th 2012, the Human Resources Department, Finance Department and Procurement Department will have all moved to the new Administrative Affairs Building (AAB) (old School of Business building).

This building provides more space and privacy to enhance job productivity and hence sustainability. Also, It has numerous parking spaces for visitors' convenience and peace of mind. Furthermore, every department has a designated and spacious area for a well-trained helpdesk team to facilitate the receiving and processing of requests, and ensure they provide excellent customer service.

New Services

A number of Administrative Offices have announced several new services provided to our University since the launch of Oracle12 in April 2012. Human Resources has introduced the online Exit Clearance requests through HR Self Service. This is considered a further step towards automating manual requests of all types to speed the process of different services and streamline them.

HR has also launched the iRecruitment System. This system is designed to facilitate both QU internal users in creating and tracing the vacancies and relevant applicants throughout all the stages of the recruitment process. Also, it provides the external users with a speedy and easy way to browse the website for the vacancies.

iExpense is another service that has been recently unveiled by the Finance Department. It aims to facilitate the process of hierarchies and approval for the reconciliation and settlement of the p-card expenses online.

Last but not least we will have more services coming in the near future ...

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EVENTS

Celebrating the Success of Oracle's Implementation

The office of the Vice President for Administration has celebrated the success of the Oracle implementation on April at the University men's section swimming pool. Our male colleagues from the various administration departments attended the event and enjoyed dinner in a social and informal atmosphere.



Together towards Green with Business Operation Department

The Business Operation's Department organized the event "Together towards Green " under the slogan "Towards a healthy environment and disease-free," on Monday, April 30.

The aim of this event was to raise awareness about the environment of Qatar. It provided an opportunity to discuss ways to protect and maintain the natural balance, in order to achieve sustainable development for future generations. Furthermore, it aimed to clarify the effective role of the university pioneering in the use of natural and environmentally friendly cleaners instead of harmful chemicals.

The event was attended by a number of distinguished university students, faculty members, and a number of guests from the Ministry of Environment in the State of Qatar

Housing Department Activities

The Housing department has been very active recently, with a number of activities having been arranged by the housing team. For example, the women's dormitory has enjoyed exploring Shaikh Faisal's Museum, where they felt the spirit of Qatar's history. Furthermore, they spent a fabulous day at the Safliyah Island, having ferried on a ship from the Marriott Hotel. The trip was full with the enthusiasm of sports and photo shooting.

In addition, the Housing men's department had spent one day at Sea Line, enjoying the beautiful weather in April. Attendees participated in sports and recreational activities, and prizes were distributed by the Director of the Housing Department, Mr. Yousef Al-Sada, who accompanied students on the trip. Moreover, the men's department had arranged for Omra for 10 selected students from different nationalities. They visited Mecca and Madina, and had the opportunity to visit the holly milestones such as Arafat, Qiba Mosque and Baqi Cemetery.

Omra Trip



Sealine Trip

