

- Supervise workflow procedures of the Agency's units, and develop operational plans to raise the level of performance.
- Develop the rules of workflow procedure in the agency, and the general description of employees duties, and the mechanism of coordination between the units.
- Supervise the implementation of the operational plan of the Agency.
- Preparation and implementation of the developmental plans of the Deanship.
- Follow-up of educational, administrative, financial, and technical aspects of the Deanship, in an effort to adjust all processes in order to achieve quality assurance.
- Identify the Deanship employees' training needs, and its implementation, and communicate and coordinate with the authorities inside and outside the university in terms of quality and training programs and development programs.
- Recommendation for those from faculty members or others who need the agency services, in the development, training, quality systems, according to the university.
- Submit agency reports and achievements periodically to the Dean for approval.
- Execute the assigned mission by the Chairman of the Deanship Board.
- General supervision of the administrative and financial affairs work at the deanship and its subordinate units and coordination between them to ensure proper performance