

Participate in developing the main objectives of administrative affairs, developing and implementing plans, programs and projects that contribute to achieving these objectives, and ensuring the existence of accurate frameworks and standards to determine the level of achievement of these plans and objectives.

Supervising the processes of preparing and preparing summaries and reports that show general achievement rates with regard to administrative affairs and presenting them to senior management, informing them of various challenges and developments, and consulting them on various important .future issues and initiatives