University of Nizwa

Employee Handbook 2016

Table of Contents

And say: "Work (righteousness): soon will Allah observe your work, and His Messenger and the Believers"

Al Tawba verse (105)

Chancellor's greeting

It is my pleasure to welcome all of you to the University of Nizwa, and I do expect your participation in the construction of this vital and important institution. The University of Nizwa's first council of trustees believes that the success of this project comes as a natural result of good planning and execution. This is why we shall make this view come true through:

- Team-work inside the university and while interacting with the society.
- Effective response to workplace needs and emphasis on academic programs quality which should provide for a good building up of the individual and his preparation for the sake of a changing the world that requires a positive interaction with its components.
- Enhancement of interaction with the society at all levels, institutions and individuals to fulfill the objectives of sustainable development.
- Establishment of strong bases for academic and professional cooperation with a range of well grounded and leading universities across world continents which would prove to be of great benefit primarily for the joining students as well as for the good worldwide citizenship.
- Activate more than 45 university specialties whose ingredients you will find on the University website.
- Emphasis on the fact that whatever specialty the student chooses, we shall grant him/ her the opportunity of computer literacy as well as life skills strengthening with a special focus on skills such as interaction, team work, and initiative taking as well as generosity, and good planning.

May Peace and God's Mercy and Blessings be upon you.

T.H Prof. Ahmed bin Khalfan Al-Rawahi
Chancellor, University of Nizwa

Welcome to the University of Nizwa

Congratulations on your new position at the University of Nizwa. The University's pursuit of excellence begins with a commitment to teaching, research, and community service. We welcome you to our team, look forward to discovering your talents, and value your contributions as essential to the University learning community. Your time and commitment to the University of Nizwa play a significant role in achieving the University's commitment towards excellence.

The University of Nizwa

The University of Nizwa was established in 2002 by ministered decision according to the Decree of His Majesty the Sultan Qaboos as the first non-profit university in the Sultanate of Oman; it remains the only institution of its kind in the nation. Upon the satisfaction of all requirements set forth by the Ministry of Higher Education and the Higher Education Council, the University of Nizwa was granted legal status by ministerial decision No. 2004/1 on January 2004 ,3.

Vision

The University of Nizwa aspires to be a beacon (minaret) of knowledge and enlightenment as a prominent higher education institute of excellence. It is to achieve a worldwide reputation for the quality of its programs and graduates and, furthermore aspires towards international distinction for innovation, progress and development.

Mission

The University of Nizwa is a non-profit academic institution; which is governed by its faculty. It shall promote positive thinking; preserve the nation's Islamic and cultural heritage and identity, faith in Allah and loyalty to the country and His Majesty. Its purpose is to broadly educate students and equip them with values, knowledge, and life skills needed to enrich their lives and enable them to meaningfully contribute to the progress of society. To achieve its mission, the University shall develop dynamic integrative programs which provide high quality academic training, research and intellectual development.

Values

- Academic Excellence
- Leadership through Research and Technology
- Quality Management
- Sustainable Development

Human Resources Department

Administering human resources is undoubtedly among the most significant administrative tasks within any organization.

The Human Resources Department at the University of Nizwa aims to recruit and hire the most talented employees, and retain them by offering best benefits and services.

Our Vision

To create a strong human resources base

Mission

To ensure that qualified and highly motivated employees are focused on achieving the strategic goals of the University of Nizwa through the development and management of cost-effective and results-oriented human resources policies, services, and practices that adhere to operational codes of excellence and fairness.

Objectives

- **Staffing and Recruitment:** Getting the right people for the appropriate roles and positions;

- **Evaluating and Rewarding:** Setting a system of evaluating performance and ensuring adequate returns and rewards;

- **Motivating, Mentoring and Counseling:** Keeping employees happy with their roles and good work environment, and minimizing dissent or conflicts;

- **Developing and Maintaining a unique culture:** Developing the University›s unique character, values, ethics and principles;

- **Managing and controlling:** In the administrative capacity, to ensure that policies and standards are appropriately implemented;

Academic Concerns

The University of Nizwa follows the American credit system. A faculty member is expected to carry out various duties outlined in the University Quality Teaching Management System including but not limited to the preparation of course syllabus, conducting classes, assessing students performance, students academic advising, research activities, administrative duties and community service.

Teaching

The University of Nizwa (UoN) programs are almost all taught in English. Students undergo a yearlong intensive General Foundation Program in English to prepare them to meet the English entrance requirements as set by the University; before they can enroll in courses in their respective major. The broad scope of the University intercollegiate programs serves the established and emerging needs of the region, particularly those of the local society and economy. The UoN is committed to the provision of "outcome-based education," and to the production of graduates demonstrating the convergence of program-specific knowledge, values, and general life-skills demanded by the career market. The satisfaction of these ends is guaranteed by a comprehensive process of self-assessment to ensure continuous improvement in the quality of academic courses and degree programs.

Academic Schedule

Classes are conducted from the beginning of the university working week, Sunday through to Thursday (the weekend is on a Friday and Saturday). However, some classes and exams may be conducted on a Friday. The University of Nizwa closes for National holidays and Islamic religious holidays. There is usually an opportunity to take approved leave between academic semesters in addition to approved annual leave commonly taken at the end of an academic year.

Students

Students at the University of Nizwa are like students everywhere in many ways: some are highly motivated, knowledgeable in advance of the course of study they will pursue, while others are undecided.

They have a variety of reasons for choosing the University of Nizwa:

- *Well-known non-profit educational institution*
- *Offers quality curriculum in all programs*
- *Proximity to their home communities*
- *A low student/faculty ratio*

The University of Nizwa students will tell you they chose 'Nizwa' because their families and they were highly enthusiastic and supportive of a higher education at an Omani university, which is coeducational and formed on an American model. Being a part of the founding student body is a source of great pride for many students on campus.

For many of the students, their secondary education emphasized memorization and teacher directed learning. Instructors at the University of Nizwa emphasize independent but disciplined thinking, class discussions, and continuous assessment in a student centered learning environment. As cultural tradition requires young people to show respect for the authority of their elders, including professors, some students may also be more reluctant about expressing opinions, asking questions or joining in class discussions. Therefore, students may require encouragement and support in developing future academic and life skills that will influence their university years and forthcoming careers.

Library

The main University of Nizwa library is housed in Building 21 on the Initial Campus and consists of 3 large halls. The halls are divided by gender for study purposes and privacy only. Academic and administrative staff as well as, students of both genders shares library facilities in search of required learning resources. The central hall houses reference collections, general circulating collections, reference desks, a circulation desk, OPACs, self-check-out stations, and photocopiers.

The Main Library uses the VIRTUA Library System for all its operations and services. The system is web-based and has an integrated solution that addresses all the information requirements of the university community. OPAC (Online Public Access Catalog) terminals are available in all halls and provide easy access to the main library resources. The central hall also houses the Self Check-Out Station through which the faculty, staff, and students may borrow and return library materials on their own without intervention from the library staff at the circulation desk.

The Main Library uses Library of Congress Subject Headings (LCSH) to catalog all its print as well as all other library materials (such as videos, audios, DVDs/CDs, etc.) available in the library. Presently, the Main Library has a collection of more than 30,000 print materials, both in Arabic and English, and approximately 1,000 audio-visual materials. The Main Library also subscribes to 8 electronic databases for the benefit of students and faculty members to get the latest information from internet resources. Reference Collections are meant for use in the Main Library only; however, in exceptional cases, reference material may be issued to faculty members and students for weekend use only. For the benefit of faculty members and students, an Audio-Visual Room is also available in the Main Library, which houses equipments used for accessing videos, audios, DVDs/CDs, academic films, etc.

The Main Library remains open from 8 AM to 8 PM during weekdays (Sunday - Thursday) and 9 AM to 4 PM on Saturday. The library is closed on Fridays.

For more information on available CIS services please refer to:

https://sites.google.com/a/unizwa.edu.om/library/

Computer Support Service

The Center for Information Systems (CIS) strives to empower the University community to fully utilize technologies appropriate to their disciplines. They continually research and implement Information Technology solutions as strategic resources while focusing on optimum user experiences for all members of the University of Nizwa community.

CIS provides its services through four main units:

- Helpdesk Unit provides an on-campus space where all members of the University can get solutions and consultation for their IT issues. The Helpdesk also troubleshoots printing services, learning support technologies (interactive whiteboards, headsets, cameras, etc), and various other hardware and software solutions;

- Systems and Application Unit supports a variety of administrative applications that serve the University's core business operations including the Learning Management Portal (EduWave), The Enterprise Resource Planning (WaveERP), The Library Management System (Virtua LMS), Student Support System (Maeen), Student Council Election System, and other supportive applications;

- Network and Security Unit maintains the Network Infrastructure, Communication and Security services for the University. These services include the following; CCTV, proxies, IDS, IPS, AV, firewalls, VPN, voice communication, and wired and wireless networks;

- Learning Technology Unit provides members of the University of Nizwa with access to course materials and learning methods in an on-demand fashion. Tools and applications used in the Learning Technology branch are: EduWave, Moodle, Google Apps, workshops, seminars, and consulting.

If instructors need help with publishing course information online, troubleshooting problems in classrooms, or ICT office equipment; CIS can help. CIS offers events and workshops that present information about multimedia classrooms and technology to assist in and out of the classroom. In addition, CIS Virtual Training provides opportunities for faculty and staff members to learn about the use of information technology, to increase productivity, and to engage in discussions about technology›s role and impact on the University missions.

For more information on available CIS services please refer to:

https://sites.google.com/a/unizwa.edu.om/cis/

Induction

Welcome to Oman. To insure a good start, please complete these steps to ensure a smooth move to the University of Nizwa. Please contact us via 25446609 or 25446249 to arrange an appointment to receive and complete the necessary paperwork on or before the first day of your employment.

The following table will guide you through your first days of your employment:

First day on the Job	First Week	Announced as Scheduled
• Complete the following forms in the Human Resources Department: √ Commencement form √ Employment forms √ Emergency form √ Heath Insurance form √ Confidentiality Agreement • A tour of the campus and department with your supervisor.	• Activate your email account. • Contact your department to ensure systems and software is set up accurately. • Start the process of residence card through Public Relation Department.	• Attend the new employee orientation session.

Work Visa and Dependent Visa

The main entry requirement of obtaining a visa in the Sultanate of Oman is that your passport is valid for six months before your arrival.
All employees must enter the country with a Work Visa, and the dependents as specified in the contract must enter with a Family Joining Visa which will be obtained after the arrival of the employee and obtaining the resident card. These visas will be valid for six months from the date of issue. Upon entering the country on the basis of the work visa, the University will assist with the arrangement to complete the formalities of issuing the employee's residence card.

The Public Relations Department is responsible for overseeing the Work Visa, Oman Resident Card, and Family joining Visa.   The process of obtaining Oman Resident Card and Family joining Visa must proceed through ministry agencies and takes approximately one month to two months after employee's arrival. All expenses incurred for employee residence card and the dependents as per specified in the contract will be covered by the University.

Authentication

Authentication is a guarantee that the documents contain truthful and accurate information. It is also a legal requirement in most Middle Eastern countries, including the Sultanate of Oman, to have authenticated copies of important legal documents.

Authenticated documents are required as a condition of employment with the University of Nizwa. Authentication of marriage certificates, children's birth certificates and any other family related documents cannot be waived. These authenticated documents are required in obtaining Family Joining Visa(s) and for the employee's family status eligibility.

Medical Checkup

All expatriates sponsored by the University of Nizwa are required to undergo a government-controlled medical screening prior to the issue of a resident card. Public Relation department is responsible to take the employee to the hospital to conduct the medical checkup and follow up on the result.
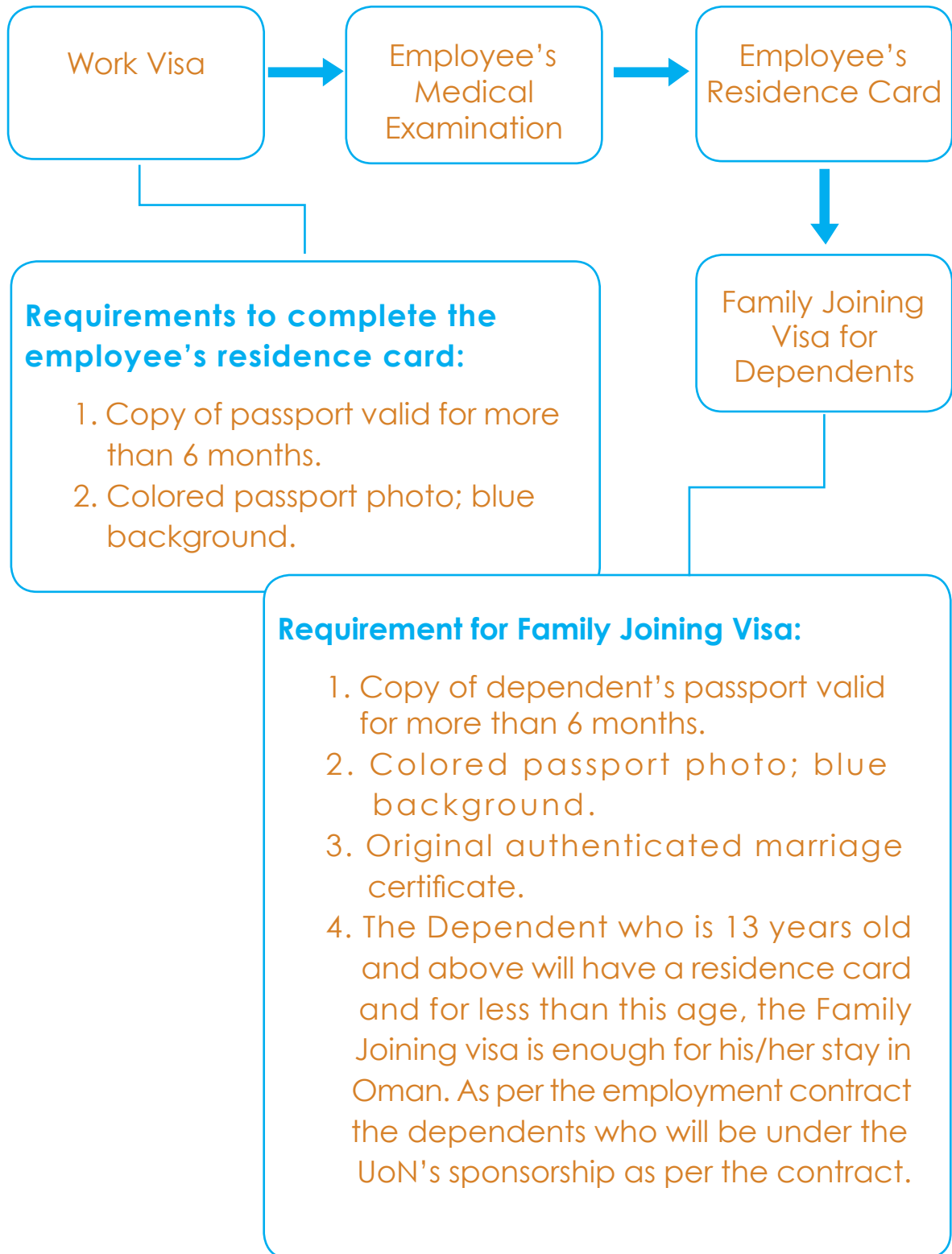
Resident Card

The Public Relations Department with the help of the Human Resources Department will assist you with the application of the Resident Card (ID) with the appropriate government bodies provided that you have successfully passed the medical fitness screening. The following documents are required:

- Signed application form obtained from Human Resources;
- Copies of passport and employment visa;
- Original letter of certification of the medical fitness screening test *done through PR department;*
- Two colored passport size photos with blue backgrounds.
  For Dependents
- Signed application forms obtained from the Human Resources
  Department copies of:

(i) Employee's passport and a copy of his/ her residence card;
(ii) Authenticated marriage certificate;
(iii)Authenticated children›s birth certificates (if applicable).

- Each dependent's original passport with a copy of Family Joining Visa.
- Original copy of the dependent's medical fitness screening test results.
- Two colored passport size photos with a blue background for each dependent.

The graph below shows the process of getting the residence card and Family joining visa:

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┌─────────────┐     ┌─────────────┐     ┌─────────────┐
│  Work Visa  │ ──▶ │ Employee's  │ ──▶ │ Employee's  │
│             │     │  Medical    │     │ Residence   │
│             │     │ Examination │     │   Card      │
└─────────────┘     └─────────────┘     └─────────────┘
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Requirements to complete the employee's residence card:

1. Copy of passport valid for more than 6 months.
2. Colored passport photo; blue background.

Family Joining Visa for Dependents

Requirement for Family Joining Visa:

1. Copy of dependent's passport valid for more than 6 months.
2. Colored passport photo; blue background.
3. Original authenticated marriage certificate.
4. The Dependent who is 13 years old and above will have a residence card and for less than this age, the Family Joining visa is enough for his/her stay in Oman. As per the employment contract the dependents who will be under the UoN's sponsorship as per the contract.

Arrival to Sultanate of Oman

The University of Nizwa will make the arrangements for a representative to greet you at **Muscat International Airport**. The UoN's representative will be holding a University of Nizwa's sign. The representative will guide the employee through immigration and customs.

Below are some details about employee's accommodation upon the arrival:

- The University will be responsible for hotel room charges for up to three nights;
- The University will be cover the expenses for three meals during this perioed for total maximum price 9 R.O.;
- The University will not cover the expenses internet charges, phone calls,laundry, self-serve laundry, and dry cleaning services;
- Any other concerns about hotel accommodation, please contact the housing unit through landline *+968-2544607* or email on *housing unizwa.edu.om;*
- On the first day of your orientation, you can submit the receipt for your shipping to Human Recourses Department;
- Submit original passport and two (2) passport photos of yourself, with a blue background, to the Human Resources Department;
- Submit any authenticated documents to the Human Resources Department;
- During the first two days of your arrival, a housing representative will show you your assigned accommodation;

Airline Ticket

The Human Resources Department is responsible to issue employee's E-ticket before arrival after written notification of the nearest airport and applicable travel dates by the employee.

Shipping Personal Belongings

The following extra air cargo allowance for the shipment of personal effects shall be paid only to the employee, at the beginning of employment and at the end of the contract.
Unaccompanied employee without family in Oman during the employment period OMR 150 (One hundred and fifty Omani Rials)
Employee accompanied by family OMR 300 (Three hundred Omani Rials)
If the employment is terminated by the employee for reasons that are not acceptable to the University or when terminated by the University for reasons of misconduct or willful breach of the contract by the employee, in such cases the University is under no obligation to bear the cost of extra air cargo allowance.

Employee Card

The University's ID card is a vital part of the campus security and identification system. The University issues all students, faculty members, instructors and staff members with an Identification or Employment Card. The Employment Card is issued for an employee after issuing the residence card through HR Department. The card is non-transferable and may not be used by anyone other than the employee or student to whom it belongs. Employees are asked to submit their Employment Cards when they leave the University.

There are no charges for an Employment Card. However, a **10 OMR fee** applies to all requests for replacement cards (lost or stolen) or if you want a different picture on the card. If an employee loses his/her card, he/she should notify the Human Resources Department immediately so that they can deactivate the card to prevent anyone from using it. Damaged or defective cards are replaced at no cost.

An employee's Employment Card will allow him/her to take advantage of the following services:

- *Cashing personal checks at the University's Finance Department;*
- *Accessing secured buildings. (If employees need this feature, their managers must ask the Center for Information Systems to activate it on their cards);*
- *Checking books and other services at the University Library.*

Health Insurance

Health Care Policy

The University of Nizwa employees are medically insured with the National Life & General Insurance Company SAOC (NLG) (www.nlicgulf.com).

The medical health insurance covers the employee the joining family as specified in the contact. The health insurance card will be effective once it is issued by the company.

Health Care Card Requirements

- **For The Employee:**
    - Health Insurance Form.
    - Copy of the Employee's passport.
    - Blue Background Photo.

- **For the Family**
    - Health Insurance Form;
    - A copies of the University of Nizwa dependant visa and passports for the employee's family who are entitled for the health care coverage;
    - Blue background photo of the family members;

The Health Care Card covers all medical cases EXCEPT:

1. Self –inflicted injury while sane or insane.
2. Alcoholism & Addiction treatment.
3. Desensitization and allergy test.
4. AIDS test and AIDS related diseases and treatment.
5. Psychiatric disorders, Insomnia.
6. General weakness, Fatigue, Laziness.
7. Injury or illness resulting from insurrection or war.
8. Cosmetic surgery and\or related medicines and product.
9. Dental examination, X-ray, extractions, filling, and general dental care supply of fitting of eyeglasses& lenses.
10. Any disability which originated prior to the effective date of the insured's coverage.
11. Maternity expenses.
12. Lymphtaic Drainage message.
13. Physiotherapy unless recommended by orthopedist.
14. Medical treatment not related to the diagnosis of an illness or accidental injury which include but are not limited to :-
• Durable medical appliances (e.g. nebulizer).
• Anorexia, obesity, hair loss treatment, hirsutism nicotine cassation treatment.
• Contraceptive measures
• Ovulation induction,
• Food Supplements (e.g. vitamins), herbal medicines.
• Preventive treatment and vaccination, neonatal circumcision.
• Sexual disorders.
15. All expenses and treatment not reasonable, customary and necessary for the treatment of an injury or illness.
16. Any claim arising from the insured occupation and covered under workman's compensation.
17. Optical lenses, Cataract,Diabetic Retinopathy,Retinal detachment, Glaucoma or other Opthalmic conditions
17. Dietician consultation and services.
18. Acupuncture.

Important Note:

- All medical cases should have referred letter from Gana Polyclinic owned by the University of Nizwa.
- The health care card covers the treatment in all private hospitals, polyclinics and centers(Appendix 1) for all cases expect for *Muscat Private Hospital* and *StarCare Hospital* which covers **only** inpatient and surgical operations;
- In cases of an emergency, employees can get treatment in government hospitals without using a health care card;
- Each employee must pay **2 OMR** for consulting a physician.
- In special cases the employee can be treated in the governmental hospitals, in this case the employee is requested to obtain an official letter from HR Department to get the treatment.
- There is a charge of an amount of **2 OMR** for Health Care Card. However, a **4 OMR fee** applies to all requests for replacement cards (lost or stolen) or if you want a different picture on the card.

Accommodation

The University of Nizwa provides the facility of accommodation to the staff with specific prices and services.

University housing is assigned based on the following:

- Availability and prices;
- Desired time of occupancy;
- Single or married;
- Number of dependents who will be living with the employee.

Based on the availability, price, and family size the types of accommodation available are:

- Detached houses;
- Apartments.

The accommodation must be in the same condition as it was upon occupancy. The employee are responsible to pay for all bills of water, electricity and gas, damage to property, furniture and/or equipment due to misuse, uncleanliness and inappropriate use.

The employee are requested to insure that:

- All floors throughout the unit must be clean.
- Kitchen walls and floors must be clean and free of surface grease.
- The cooker and oven must be clean and free of all grease and drippings.
- Refrigerator must be defrosted and clean, all food must be removed. If the electricity is turned off please leave the refrigerator door open. Otherwise, leave the refrigerator running and the door closed, cab nets must be emptied of all food and personal belongings.
- The keys of the accommodation must be returned to the University Housing Unit.

Maintenance

For furniture maintenance (fridge, cooker, bed, table, etc) you are advised to contact Housing Unit.

For normal maintenance (water leakage, air condition, painting, electric issues), you are advised to fill service request to contact **fdd-maintenance@unizwa.edu.om.**

For emergency condition (water disconnected, no electric power), you are advised to contact Maintenance Supervisor **(Mobile. 00968-98050041)**

Be advised that the University maintenance team may enter facilities during reasonable hours to perform routine maintenance inspections or repairs after receiving a maintenance request from a resident or after giving prior written notice as to date of entry. However, in the event of an emergency, representatives from the University Housing Unit may enter facilities at any time without prior notice.

Transportation

The University provides transportation for the faculty to and from the University charging a minimum fee (10 OMR per month).

For more information, kindly send an email to housing@unizwa.edu.om also, you can contact the staff of Housing Unit through **+968-25446219 or +968-25446407**.

Financial Concerns

Salary payment

Payment of each employee's salary is made usually at the end of each month. Salaries are credited to the employee's bank account. The employee upon arrival can apply for a salary advance for the initial current month to help him/her in settling in the country.

Bank

The new employee will be responsible for establishing a bank account on his /her own.
The following documents are required for opening a bank account:

- A copy of your passport ;
- A copy of your Work Visa;

In order to ensure prompt deposit of the salary payment, the new employee is responsible for ensuring that the Human Resources Department is given the correct bank account details for direct deposit of his/ her monthly salary.

Currency

The Omani Rial, denoted by OMR, is the official currency of Oman.

General Information

Clothing

In respect of the Omani culture and religion, expatriates are advised to dress conservatively. In consideration of the culture and climate, below are some clothing guidelines for expatriates.

- Men should always wear a shirt in public;
- Women should keep their shoulders covered, preferably wearing long or mid-sleeve tops and wear loose fitting slacks/pants, long skirts or dresses;
- Women should avoid exposing their knees or have low-cut necklines;
- Shorts are generally not acceptable for men or women at the University;
- All professionals are expected to wear suits or jackets in business meetings.

Driving licenses

To apply for an Omani driving license you will need the following:

- *Two passport size photos with a blue background;*
- *A copy of your home country license (the Royal Oman Police will need to see the original at the police station);*
- *20 OMR;*
- *An employer non-objection letter (the University will prepare this for you upon your request).*

They may ask for a copy of a blood test showing your blood type. The test will cost 2 OMR.

- o *You will have to take an eye test at the police station. You will also be fingerprinted;*
- o *You may get your license on the same day or you may have to return to pick it up;*
- o *If you don›t have a license or cannot locate yours, there are driving instructors available for acquiring an Omani license.*

Frequently Asked Questions (FAQ)

How will my shipment expenses be reimbursed?

You will pay in advance and upon arrival in Oman submit a receipt to the Human Resources Department for reimbursement. You will only be reimbursed as per the term of contract related to shipment.

What size passport photos do you require?

The photos should be approximately 3x4 inches with a blue background.

When do I get our education certificates and marriage certificate authenticated?

Education certificates and marriage certificates must be authenticated before coming to Oman.

Will the University reimburse the cost for authentication of documents?

No. The University of Nizwa does not reimburse for authentication of documents.

Can I purchase my air ticket myself and get reimbursed when I arrive?

In exceptional cases, yes after the approval from HR Department. You will be reimbursed up to the amount the University would have paid for your ticket from your point of origin- Economy class and Receipts will be required upon arrival.

How long will it take for my employment visa before the arrival to be processed?

The process of employment must be processed through Higher Education Ministry, Manpower Ministry and Omani Royal Police and takes approximately two to three months. The applicant is advised to provide HR Department with the required documents stated in the offer to avoid the delay in the issuing the employment visa.

How long will it take for my Residence Card after the arrival to be processed and start the process of family joining visa?

The process of finalizing the residence card and family joining visa takes approximately 2 months after arrival. Taking in a consideration that all expenses incurred will be covered by the University.

When can I get a salary advance?

You can get salary advance only after arrival; hence you should cover your finances accordingly.

Useful Websites

The Royal Oman Police: *https://www.rop.gov.om*

Oman News Agency: *http://www.omannews.gov.om*

Main Newspapers in Oman
Times of Oman: *www.timesofoman.com*
Oman Observer: *www.omanobserver.com*

Tourism in Oman
www.omanaccess.com/explore_oman/tourist_info.asp.
www.destinationoman.com/touroperators.html
www.globaltoursoman.com.

Contact List

NAME	DESIGNATION	TELEPHONE	FAX	EMAIL	Department/ College/ Center
Muna Al Mammari	HR Director	25446294	25446315	muna@unizwa.edu.om	HR Director
Shamsa Al Hawqani	Deputy Director, HR	25446249	25446315	Shamsa.alhawqani@ unizwa.edu.om	Employment
Ayoob Al Tobi	HR Staff	25446609	25446315	ayoob@unizwa.edu.om	Leave/end of service
Saif Alshukaili	HR Staff	25446675	25446315	saif@unizwa.edu.om	Ticketing
Halima Alharsi	HR Staff	25446615	25446315	Halima@unizwa.edu.om	Health Insurance
Ahmed Khamis	HR Staff	25446291	25446315	ahmedrawahi@unizwa. edu.om	Leave/end of service
Mohammed Alabri	HR Staff	25446613	25446315	mohammedabri@ unizwa.edu.om	Employee carde/ letters /Contracts
Mahmood Al Rawahi	PR Director	25446226	25446486	mahmoodrawahi@ unizwa.edu.om	Public Relations Department
Issa Al Saqri	Staff	25446407	25446446	alsaqri@unizwa.edu.om	HousiWng Unit
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Narges Alrashdi	Admin Director	25446348	....	narges@unizwa.edu.om	Foundation Institute
Mohammed Aslam	Director of,library	25446216	25446372	aslam@unizwa.edu.om	Library
Help desk- Center for Information Systems	Center for Information Systems	25446343	....	helpdesk@unizwa.edu. om	Center for Information Systems

قاعات تدريسية
Class Rooms

BLDG
2A
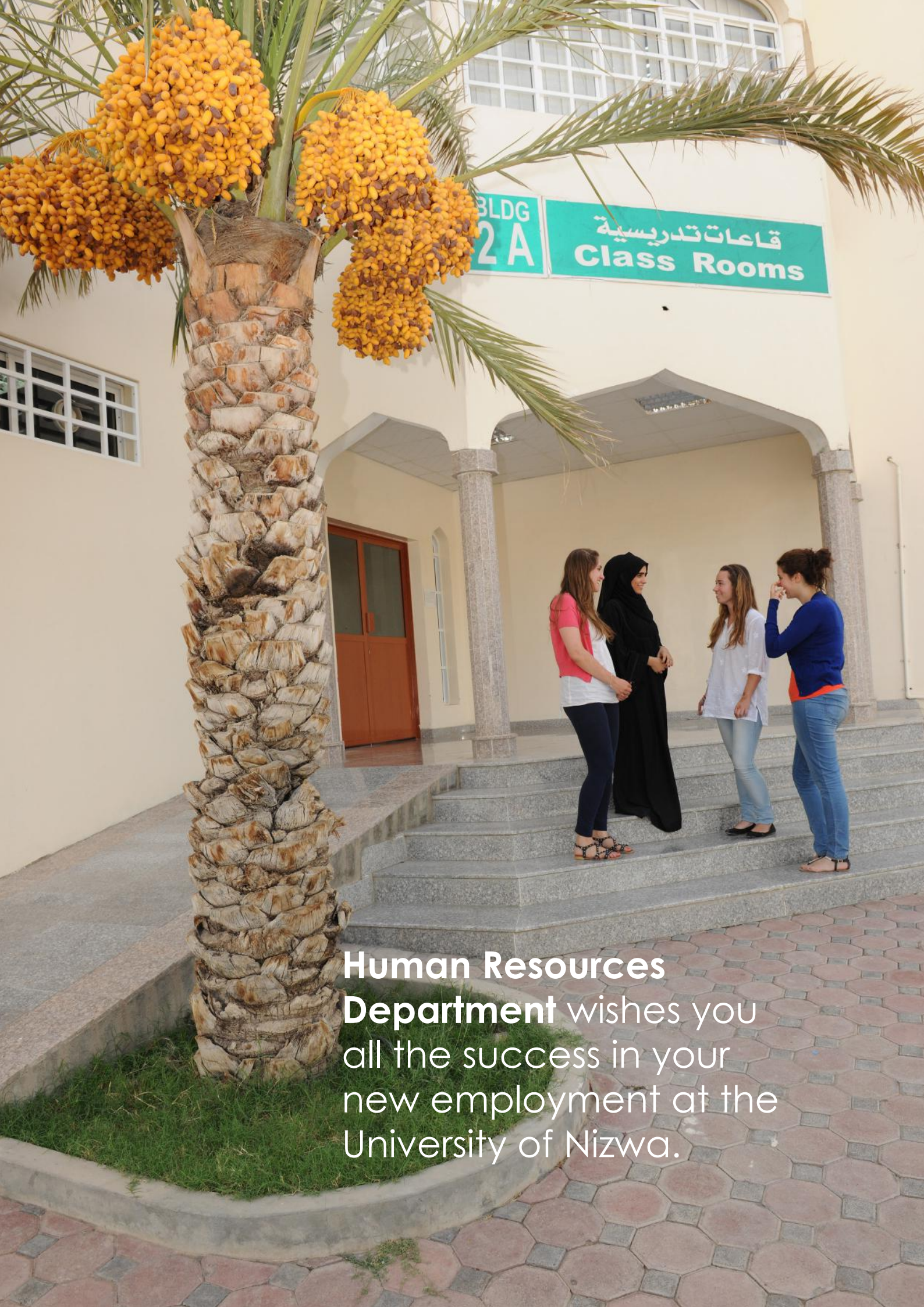
**Human Resources
Department** wishes you
all the success in your
new employment at the
University of Nizwa.

www.unizwa.edu.om

www.facebook.com/unizwaoman

twitter.com/unizwaoman