

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Villa College QI Campus, Rah Dhebai Hingun,
Male', Maldives

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POSITION DESCRIPTION

POSITION	Administrative Officer
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Laam Gan Campus Centre for Open and Distance Learning
LOCATION	QI Campus, Male'
DATE ADVERTISED	March 29, 2022
DEADLINE FOR APPLICATION	April 04, 2022

BROAD PURPOSE

Responsible for providing general day-to-day Faculty/Centre/Department's Administration support across the organization.

Reports to: Lecturer cum Manager, Villa College Laam Gan Campus

Salary: MVR 5,000/-, **Allowance:** MV 4,000/-

Time: 09:00 - 05:00 (Sunday to Thursday and Saturdays where necessary)

MAIN DUTIES AND RESPONSIBILITIES

- Be of support to the assigned classes and the lecturers
- Prepare the attendance sheets of the class
- Ensure that the classes are ready (Boards wiped, table and chairs cleaned and arranged, projectors set and ready, air condition systems and lights turned on and other stations and teaching materials ready for the lecture) prior to the lecturer's arrival
- Stay on call throughout the assigned class
- Prepare students attendance reports
- Prepare daily class reports
- To file the processed entries and correspondence related to the faculty
- Make request for stations and provide the stationeries to all the staff of the faculty as needed
- Be an administrative support to the faculty
- To answer phone calls
- Redirect calls as appropriate and take messages
- Receive and dispatch letters and mails
- To provide the right information to students and other customers
- To be informed and be updated with the program updates
- To prepare/draft documents such as letters, reports, minutes and messages

- Ensure that the faculty is always clean, hygienic and organized and hospitable to students and lecturers at all the times
- Attend the necessary training sessions
- Report any damage/maintenance work of college building
- To develop, draft and prepare routine documents for correspondence
- To distribute prospectus, flyer and applications to customers
- To maintain stock of the faculty
- To prepare requisition forms and purchase orders if required
- To print duplicate course materials and other faculty documents
- To ensure that there is ample letter heads and other printing materials available (including cartridges) make certain that the printers are filled with paper
- Ensure printing area of the college is always clean (keep the printers free from used paper at all times)
- To fill certificate issue forms
- To help and participate in events of the college when needed
- To arrange tea and other short eats etc. for meeting and guests when needed
- Arrange and handle guest and staff related protocol activities (arranging accommodation, transport, food, send and receiving) of visiting delegates and college employees when needed
- To maintain staff and student notice boards
- To maintain and take care of the resources of the faculty and college
- To assist in typing and revising documents
- To assist in student registration
- Other task assigned by the Faculty College

	<p><u>Education</u></p> <ul style="list-style-type: none"> - A' Level <p><u>Experience</u></p> <ul style="list-style-type: none"> - Experience in administration or in a related field <p><u>Skills and Competencies</u></p> <ul style="list-style-type: none"> - Advanced speaking and writing skills in English and Dhivehi - Proficient in MS Excel, MS Word and MS PowerPoint <p><u>Character requirements / general attributes</u></p> <ul style="list-style-type: none"> - Good interpersonal skills to develop and maintain effective working relationships - Ability to work under pressure, handle multiple tasks and meet tough deadlines - Must be organized - Take initiative in tasks - Attention to detail
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