



Villa College QI Campus, Rah Dhebai Hingun,
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POSITION DESCRIPTION

POSITION	Administrative Officer
EMPLOYMENT TYPE	Full-time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	VCare Counselling and Psychotherapy Centre
LOCATION	QI Campus
DATE ADVERTISED	22 July 2024
DEADLINE FOR APPLICATION	28 July 2024

BROAD PURPOSE

To handle Day to day appointments and keep daily logs. Calling up clients and scheduling appointments and coordinating with VCare therapists. Making monthly reports and attending to clients' queries

Reports to: Director, VCare Counselling and Psychotherapy Centre

REMUNERATION	
Basic Salary:	MVR 5,000
Service Allowance:	MVR 4,000
Total Remuneration:	MVR 9,000
Working Hours:	13:00 – 21:00

CORE RESPONSIBILITIES

Quality Assurance and Enhancement

- Update and maintain the following with respect to the VCare protocols;
 - Client records
 - Assessment reports
 - Cancellation by therapist/ Clients

Prioritize the well-being of staff and students by establishing and maintaining a safe and secure work environment that promotes a healthy lifestyle and protects against physical and emotional harm

- Conduct awareness sessions among staff on VC policies and procedures developed for maintaining a safe and secure work environment
- Conduct awareness session on mental health and wellbeing
- Provide flexibility for all full-time lecturers for their working hours

Education and Experience:

Essential

- A Level (essential) or diploma
- Experience in a related field would be an added advantage

Skills and Competencies

- Proficient knowledge and Skills in use of Microsoft Excel
- Proficient knowledge and skills in use of Microsoft Word
- Fluent in English and Dhivehi typing
- Effective communication skills

Character requirements / general attributes

- Ability to work under pressure
- Ability to pay attention to details
- Non-judgmental, friendly personality