



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	Institute for Academic Development
LOCATION	QI Campus
DATE ADVERTISED	14 November 2024
DEADLINE FOR APPLICATION	23 November 2024

BROAD PURPOSE

Provide the administrative, support and sales services to the department and college

Reports to: Curriculum Developers, Institute for Academic Development

REMUNERATION	
Basic Salary:	MVR 5,000
Service Allowance:	MVR 4,000
Total Remuneration:	MVR 9,000
Working Hours:	09:00 – 17:00 (8 hours per day)

CORE RESPONSIBILITIES

Main Duties

- Carryout administrative functions of the department.
- Feedback reports for each module prepared for every semester by the 5th week of the next semester.
- Plan and conduct activities related to collecting student / teacher feedback, analysis, and dissemination of findings.
- All reports disseminated by 7th week of next semester.
- Annual plan /calendar prepared for staff development by the 5th week of the first semester.
- Plan and coordinate professional development activities for academic staff.
- At least, one PD session conducted in each semester.
- Plan and coordinate student learning support programme as advised by the head of the department.
- With the help of the respective academics conduct student learning support courses/seminars for students in each semester.
- All records are compiled, filed, and stored safely for easy retrieval.
- Maintain accurate records of all Pre-qualifying Criteria (PQCs), approvals and all related paperwork and back-ups.

- A needs assessment report prepared once a year, preferably by the 5th week of the first semester.
- Liaise with faculties and departments to do regular assessment of professional development needs.
- Keep all records of activities conducted and response received.
- Liaise with faculties and departments to coordinate student support activities that have IAD involvement.
- Project Evaluation Report prepared for each project.
- Undertake special projects within the scope of IAD as directed by the department head.
- Any other duties/responsibility assigned by the head of the department

	<p><u>Education and Experience:</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> - O'Level (essential) - Experience in a related field would be an added advantage <p><u>Desired</u></p> <ul style="list-style-type: none"> - A Level/ Diploma Level - Experience in providing administrative support preferably in an educational <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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