

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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ފަރާތުން، ރާއްޖޭގެ
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POSITION DESCRIPTION

POSITION	Faculty Manager
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Institute for Research and Innovation
LOCATION	QI Campus, Male'
DATE ADVERTISED	22 July 2024
DEADLINE FOR APPLICATION	31 July 2024

BROAD PURPOSE

To provide the necessary administrative support in administering the functions related to students and staff (full time and Part time), and to oversee all the program-related admin work and facilitate the process of the smooth running of the Faculty.

Reports to: Dean, Faculty of Health Sciences

REMUNERATION	
Basic Salary:	MVR 10,000
Service Allowance:	MVR 4,700
Responsibility Allowance:	MVR 2,000
Total Remuneration:	MVR 16,700
Working Hours:	10:00 – 18:00 or 14:00 – 22:00 (Sunday to Thursday and Saturdays where necessary)

MAIN DUTIES AND RESPONSIBILITIES

To engage in FHS Management and other related Activities

- Plan and execute tasks related to managing project activities
- Contribute to annual reports for the project and to the Audit process
- Managing documentation by recording weekly meeting highlights and actionable for the faculty

Maintain classroom attendance, duster, markers, Multimedia projector, lighting and sound (if needed)

- Share the classroom booking schedule 1 hour before the class time with students and lectures.
- Ensure to give Moodle orientation sessions for all full-time and part-time lecturers at the beginning of the semester.
- Ensure all lecturers mark the registers daily.

- Check for the condition of Multimedia projector lighting and sound before the commencement of every class
- Seek help from the IT department immediately if anything is not in place

Maintain a record of classes attended by lecturers and cancellation

- Keep a record of the classes attended and cancelled
- Book rooms for the classes cancelled.
- Call the lecturers and reschedule the cancelled classes
- send SMS to relevant students, lecturers, and faculty staff

Maintain monthly attendance of lecturers and students

- Keep a record of the attendance every week, check for any inconsistencies, and call the respective lecturer and student for verification of the records
- Printing lecture notes and distributing them to students
- Check for any notes by lecturers before the session.
- Place the order with the required no. of copies in the printing room.
- Keeping a record of lecturer working hours and sharing it with HR each semester or in need
- Check the reporting time of each lecturer and share records

Preparations for marking

- Collect answer scripts from Examination Department
- Hand over the papers and assignments to the respective lecturers
- keep a signed record hand over and of reception of these items
- Help to release results as per the calendar
- Call the lecturers and check for progress of marking, collect the marked papers assignments handover to the coordinators to prepare marks sheets for endorsements

Attend things related to atoll travelling arrangements and communication-related to the administration of the faculty

- Work with CODL to ensure that lecturers travelling related administrative work is completed and queries of students in the atolls have been attended

Accurate and timely communication of changes to the timetable to students on time

- Students are informed via SMS on time
- Communicate classroom allocation for rescheduled classes.

Prepare employment contracts for all the part-time academic staff

- Ensure all part-time staff sign the employment contracts
- Collect, retain and file

Schedule FAC for marks endorsement

- Collect all marks sheets of visiting lecturers and support coordinators to enter marks in the system
- Participate in the mark's endorsement meetings

Prepare error reports for endorsed marks

- Prepare error reports for submission to the Registration Department

Supervising admin staff and updating all the required data for appraisal

- Maintaining the records of admin work and guiding as per the work plan of admin staff under supervision

Attend and maintain accurate and reliable records relating to student assessments and other areas

- Ensure records relating to student assessments are maintained.
- Ensure the minutes of the meeting are completed on time.

Ensure all students have access to Moodle

- Working with IT support, ensure all registered students have access to Moodle

Other responsibilities

- Providing administrative support to the faculty
- Prepare the attendance and student's attendance reports
- Stay on call throughout the assigned class
- To file the processed entries and correspondence related to the faculty
- Make requests for stationeries and provide the stationeries to all employees of the faculty as needed
- Attend phone calls and Re-direct calls as appropriate and takes messages
- Receive and deliver letters/paper bundles and mail
- 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 times
- Attend the necessary training sessions when invited
- Report any damages/maintenance work of FHS.
- To develop, draft, and prepare routine documents for correspondence.
- To maintain stock of the faculty
- To prepare requisition forms and purchase orders if required
- To print or duplicate course materials and other faculty documents. (all campuses)
- All campuses preparation and printing and packaging of material
- Registration of students during registration days.
- To ensure there are always ample letterheads and other printing materials available (including cartridges) and make certain that the printers are filled with paper
- To help and participate in events of the college when needed.
- To maintain and take care of the resources of the faculty and the college.
- Preparation of moderation kit for each semester
- Extra class arrangements or cancellation of classes
- Printing block assignments and handing it over to respected lecturers.
- Attending Saturdays' duty and Block classes duty
- Exam paper distribution and collection from lecturers
- Past semesters packing of papers and assignments
- Prepare pay sheet for lecturer exam paper and assignment marking
- Assignment extension form handovers and making copies.
- Sending Lecturer details to HR every semester
- Prepare mark sheet, finalize it and report to the Faculty Head.
- Supervising admin staff and updating all the required data for appraisal.
- Register students and develop FHS students list.
- Other ad hoc tasks assigned by the faculty/college.

Education

- Bachelor's degree in a field related to Education/Management/Administration
- Masters in a relate field will be an added advantage

Experience

- Minimum 1 year of work experience in a related area

Skills and Competencies

- Proficient knowledge and Skills in the use of Microsoft Excel (including the use of Formulas and other advanced functions)
- Proficient knowledge and skills in the use of Microsoft Word (including mail merging etc.)
- Knowledge in the use of databases
- Fast typing skills English and Dhivehi

Character requirements / general attributes

- Ability to work under pressure
- Ability to work for long hours if required
- Meticulous and ability to pay attention to details