

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Villa College QI Campus, Rah Dhebai Hingun,
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POSITION DESCRIPTION

POSITION	Manager
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Office of Examinations
LOCATION	QI Campus, Male'
DATE ADVERTISED	08 July 2024
DEADLINE FOR APPLICATION	14 July 2024

BROAD PURPOSE

The broad purpose is to play an active role in preparing annual plans of the Examinations Office and executing the plan.

Reports to: Chief of Examinations, Office of Examinations

REMUNERATION	
Basic Salary:	MVR 10,000
Service Allowance:	MVR 4,7,00
Responsibility Allowance:	MVR 2,000
Total Remuneration:	MVR 16,700
Working Hours:	09:00 – 17:00 (Sunday to Thursday and Saturdays where necessary)

MAIN DUTIES AND RESPONSIBILITIES

- Prepare examination timetables
 - Examination timetable for both main and resit should be prepared as per the process laid in both Examination Regulation and Procedure on Assessment and Learning
- Make all necessary arrangements to conduct examinations
 - Paper printing and ensuring its securities

- Liaise with Physical Facilities and IT department to ensure examination venues are prepared for examinations
- Invigilators training
- Liaise with all campuses regarding examinations
- Ensuring all examination scripts are handed over to respective faculties on time
- Preparation of examination report after each examination session within 3 weeks' time
 - Analysis of invigilators' report
 - Analysis of incident report
 - Presentation of reports to Assessment Committee or any other relevant committee/s
- Make necessary arrangements to conduct IELTS examinations
 - Liaise with the British Council in preparing the annual schedule of the examination
 - Facilitate to conduct the examinations, like venue arrangements
 - Requests received from candidates to register for IELTS examination should be completed within 2 working days of the request received
- Attending to examination clash forms

- Make arrangements for students with examination clashes in consultation with the

Ensure examination clashes arrangements are informed to the student within 2 working days

	<p><u>Education</u></p> <ul style="list-style-type: none">• Bachelor’s degree• Diploma with experience will be considered <p><u>Experience</u></p> <ul style="list-style-type: none">• Minimum 1 year of work experience with a Bachelor’s Degree• Minimum 6 years of work experience with a diploma <p><u>Skills and Competencies</u></p> <ul style="list-style-type: none">- Proficient knowledge and Skills in the use of Microsoft Excel- Proficient knowledge and skills in the use of Microsoft Word <p><u>Character requirements / general attributes</u></p> <ul style="list-style-type: none">- Ability to work for long hours if required- Meticulous and ability to pay attention to details Good interpersonal skills to develop and maintain effective working relationships- Ability to work under pressure, handle multiple tasks and meet tough deadlines- Pleasant personality
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Assistant Manager

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