

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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POSITION DESCRIPTION

POSITION	Administrative Officer
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Faculty of Health Sciences
LOCATION	QI Campus, Male'
DATE ADVERTISED	08 December 2024
DEADLINE FOR APPLICATION	15 December 2024

BROAD PURPOSE

To coordinate the activities in the Nursing and Pharmacy Skill Laboratory including scheduling, record keeping, maintenance of equipment and supplies and assisting faculty and students in the use of lab resources.

Reports to: Dean, Faculty of Health Sciences

REMUNERATION	
Basic Salary:	MVR 5,000
Service Allowance:	MVR 4,000
Responsibility Allowance:	MVR 9,000
Total Remuneration:	
Working Hours:	10:00 – 18:00 or 18:00 – 22:00 (Sunday to Thursday and Saturdays where necessary)

MAIN DUTIES AND RESPONSIBILITIES

Equipment and supply

- Prepares and clears equipment and supplies for nursing skills lab classes
- Orders Lab Kits to correspond with college laboratory course offerings
- Keeps track of equipment warranties and repairs
- Keeps inventory of capital and expendable items
- Keeps strict inventory of syringes
- Maintains an inventory of lab equipment/supplies and reorders supplies in collaboration with the department head and department secretary

Maintenance and record-keeping

- Ensures the lab is clean, safe, and organized.
- Provides assistance to faculty and students in the use of laboratory resources
- Continually assesses the functioning of laboratory equipment and arranges repairs/maintenance with vendors
- Completes calibration of simulators/mannequins prior to skills lab delivery

Coordination and communication

- Communicates with nursing faculty in preparation for skills lab, simulations, and competency preparations
- Communicates and coordinates with equipment and supply vendors

Safety and cleanliness

- Ensures the lab is clean, safe, and organized
- Promotes safe lab practices

Admin Support

- Participates in department meetings and department accreditation activities
- Participates in nursing budget meetings with the department head and department
- Participates in skills lab preparation meetings for all courses

Other responsibilities

- Lab class scheduling
- Supervision of students during individual lab practice hours
- Inventory management and Record-keeping,
- Maintenance of equipment and supplies
- Assisting faculty and students in the use of lab

	<p><u>Education</u></p> <ul style="list-style-type: none">• O Level / A Level is essential• O Level or A Level in Science Stream is desired <p><u>Experience</u></p> <ul style="list-style-type: none">• Experience in a related area would be an added advantage <p><u>Skills and Competencies</u></p> <ul style="list-style-type: none">- 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.)- Fluent in English and Dhivehi <p><u>Character requirements / general attributes</u></p> <ul style="list-style-type: none">- Sound work ethic- Honest and trustworthy- Respectful, possess cultural awareness and sensitivity- Flexible
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