



Villa College QI Campus, Rah Dhebai Hingun,  
Male', Maldives

+960 3303200

+960 3303299

info@villacollege.edu.mv

www.villacollege.edu.mv

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## POSITION DESCRIPTION

<b>POSITION</b>	Administrative Officer
<b>EMPLOYMENT TYPE</b>	Full time
<b>FACULTY/CENTER/INSTITUTE/DEPARTMENT</b>	FET/SCS
<b>LOCATION</b>	QI Campus, Male'
<b>DATE ADVERTISED</b>	15 October 2024
<b>DEADLINE FOR APPLICATION</b>	20 October 2024

## BROAD PURPOSE

To ensure reliable, timely, and efficient administrative support is provided to the Head of the Faculty, academic staff, students, and related departments of the College.

**Reports to:** Head of School, FET

**Salary:** MVR 5,000/-, Allowance: MVR 4,000/-

**Time:** 14:00 - 22:00 or 13:00 to 21:00 (Sunday to Thursday and Saturdays where necessary)

## OVERALL RESPONSIBILITIES

- Support the academic staff and the head of school in executing the faculty's business.
- Provide administrative assistance to Coordinators, senior staff, and academic staff of the faculty.
- Assist staff and students with FET-related reception services.
- Prepare attendance sheets for classes.
- Stay on call throughout the assigned class.
- Prepare student attendance reports.
- File processed entries and correspondence related to the faculty.
- Request and provide stationeries to all faculty employees as needed.
- Answer phone calls and re-direct calls as appropriate, taking messages.
- Receive and deliver letters/paper bundles and mails.
- Provide accurate information to students and other customers.
- Stay informed and updated with program updates.
- Prepare/draft documents such as letters, reports, minutes, and messages.
- Ensure the faculty is always clean, hygienic, organized, and hospitable.
- Attend necessary training sessions.
- Report any damages/maintenance work of FET.

- Develop, draft, and prepare routine documents for correspondence.
  - Maintain stock of the faculty.
  - Prepare requisition forms and purchase orders if required.
  - Print or duplicate course materials and other faculty documents for all campuses.
  - Assist in registration of students during registration days.
  - Ensure ample letterheads and other printing materials are available.
  - Participate in college events when needed.
  - Maintain staff and student notice boards.
  - Take care of the resources of the faculty and the college.
  - Assist in typing and revising documents.
  - Prepare moderation kits for each semester.
  - Arrange or cancel extra classes.
  - Collect assignments from the reception box and hand them over to lecturers.
  - Print block assignments and hand them over to lecturers.
  - Attend Saturday duties.
  - Distribute and collect exam papers from lecturers.
  - Pack past semester papers and assignments.
  - Prepare pay sheets for lecturer exam paper and assignment marking.
  - Hand over assignment extension forms and make copies.
  - Send lecturer details to HR every semester.
  - Prepare mark sheets, finalize them, and report to the Faculty Head.
  - Register students and develop FET student lists.
  - Other ad hoc tasks assigned by the faculty/college.
- Maintain student records, retention, and progress status

**Education**

- GCE A' level (Essential)
- Diploma in Office Administration or equivalent is desired

**Experience**

- Prior 1 year of experience in providing administrative support , preferably in an educational institute
- Prior experience in student record maintenance is desired

**Skills and Competencies**

- Proficient in both written and spoken language (English and Dhivehi)
- Proficient knowledge and Skills in use of Microsoft Excel (including use of Formulas and other advance functions) Proficient knowledge and skills in use of Microsoft Word (including mail merging etc..)
- knowledge in use of databases
- fast typing skills English Dhivehi and Arabic

**Character requirements / general attributes**

- 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
- Meticulous and ability to pay attention to details