

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Villa College QI Campus, Rah Dhebai Hingun,
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POSITION DESCRIPTION

POSITION	Senior Administrative Executive
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	CICT
LOCATION	QI Campus, Male'
DATE ADVERTISED	14 November 2024
DEADLINE FOR APPLICATION	23 November 2024

BROAD PURPOSE

To increase the overall efficiency of the IT department and to keep the administrative work up to date.

Reports to: Director, CICT

Salary: MVR 9,000/-, Allowance: MVR 4,200/-

Time: 09:00 to 17:00 (Sunday to Thursday and Saturdays where necessary)

OVERALL RESPONSIBILITIES

- Maintain daily work log of CICT staff
- Produce policies and procedures for CICT villa College.
- Developing internal documents fort daily operation.
- Active involvement in developing and conducting marketing researches and surveys
- Communicate with target audiences and build and develop relationships
- Help with CICT plans
- Provide support to CICT staff in delivering agreed activities
- Maintain and update works
- Develop and manage all CICT work

Education

- Diploma in a relevant field Or equivalent qualification with training and experience

Experience

- Prior experience in policy and procedure writing will be added advantage.

Skills and Competencies

- Ability to organize and coordinate
- New idea generation
- Fluency in the both English and Dhivehi writing

Character requirements / general attributes

- Flexibility
- Enthusiasm to learn
- Willingness to get involved
- Taking initiative and teamwork