



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

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POSITION DESCRIPTION

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