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## Administrative Officer

Faculty of Engineering Technology

Vacancy Type: Full-time

Remuneration: MVR 5,000 per month Service Allowance: MVR 4.000 per month

Working Hours: 14:00 - 22:00 or 13:00 - 21:00

Oualification: A'Level

Benefits: Health Insurance, Attendance Bonus and Overtime as per Policy

Interested candidates may fill the Google Application Form Link: https://forms.gle/cYBBKWcVxcdrZpQA8

before 1300hrs of 04 January 2025

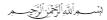
Google Application Link and Position Description will also be available from VC website: http://www.villacollege.edu.mv/careers/vacancies

For more information:



**(C)** 330 3200







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

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چونخ منوجی مونځ نتوچ، مهر درد مادکاس تدکوکاد رسکاند دی دردرشدن

#### **POSITION DESCRIPTION**

POSITION	Administrative Officer
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	FET
LOCATION	QI Campus, Male'
DATE ADVERTISED	25 December 2024
DEADLINE FOR APPLICATION	4 January 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

#### **Experience**

• Prior experience 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