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## Senior Administrative Executive

Faculty of Engineering Technology



Vacancy Type: Full-time

Remuneration: MVR 9,000 per month

Service Allowance: MVR 4,200 per month

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

Qualification: Diploma in a relevant field (essential)

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

Interested candidates may fill the Google Application Form

Link: <https://forms.gle/VMM2mFSHj3evzWkx9>  
before 1300hrs of 04 January 2025

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

For more information: ☎ 330 3200



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## POSITION DESCRIPTION

<b>POSITION</b>	Senior Administrative Executive
<b>EMPLOYMENT TYPE</b>	Full time
<b>FACULTY/CENTER/INSTITUTE/DEPARTMENT</b>	FET/SCS
<b>LOCATION</b>	QI Campus, Male'
<b>DATE ADVERTISED</b>	25 December 2024
<b>DEADLINE FOR APPLICATION</b>	04 January 2025

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

**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

	<p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>• Degree in a relevant field Or equivalent qualification with training and experience</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Prior experience in student record maintenance is desired</li> </ul> <p><b><u>Skills and Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Proficient in both written and spoken language (English and Dhivehi)</li> <li>• 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..)</li> <li>• knowledge in use of databases</li> <li>• fast typing skills English Dhivehi and Arabic</li> </ul> <p><b><u>Character requirements / general attributes</u></b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills to develop and maintain effective working relationships</li> <li>• Ability to work under pressure, handle multiple tasks and meet tough deadlines</li> <li>• Must be organized</li> <li>• Take initiative in tasks</li> <li>• Meticulous and ability to pay attention to details</li> </ul>
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