



## Managers of Higher Education Institutions

Managers of higher education institutions are responsible for the management of higher education institutions that includes management of the faculties and academic affairs, as well as improving standards of teaching.

Optional Job Titles:

Basic Salary (monthly in MVR):

26,387

- Deputy Vice Chancellor, Academic Affairs
- Deputy Vice Chancellor, Administration & Finance
- Deputy Vice Chancellor, Research & Innovation
- Deputy Vice Chancellor, Research & Enterprise

MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
1345	4	12	Educational Service	3	409	15,112	17,379	19,646
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.			These posts are classified as senior management posts under Article 34 (a) of the Maldives Employment Act (2008). Thus, the occupant of these posts are not entitled for overtime payment and extra payment for working during public holidays.			
<b>Education qualification and work experience</b>		<ol style="list-style-type: none"> <li>Maldives National Qualifications Framework level 10 qualification in a related field of study; and minimum 12 years of relevant work experience, that is inclusive of minimum 4 years' experience in a managerial role.</li> <li>OR;</li> <li>Maldives National Qualifications Framework level 9 qualification in a related field of study; and minimum 16 years of relevant work experience, that is inclusive of minimum 4 years' experience in a managerial role.</li> </ol>						
<b>Field of study (recruiting institution to select a field or fields depending on the job description)</b>		Higher Education Administration, Administration of Higher Education, Higher Education, Higher Education & Management, Higher Education Management & Development, Higher Education & Leadership, Tertiary & Higher Education, Tertiary Education, Higher Education & Student Affairs, Student Affairs, Student Affairs Administration, Innovation & Higher Education.						

	<p>Education Management, Leadership in Education, Education Entrepreneurship, School Management, School Leadership, Inclusive Education, Leadership &amp; Digital Education, Educational Psychology, Teaching, Postgraduate degrees related to teaching subjects, Curriculum &amp; Instruction.</p> <p>Research, Research Studies, Research Methods, Analytics, Educational Research, Health Research, Social Research, Post graduate degrees with a research methodology major, Critical Thinking, Business Administration, Business Management, Management, Development Studies, Political Science, Public Administration, Public Policy, Social Policy, Economics.</p> <p>Public Finance, Finance, Accounting, Accounting &amp; Finance, Financial Management, Financial Markets, Financial Planning, Banking, Islamic Finance, Islamic Banking &amp; Finance, Financial Engineering, Financial Economics, Commerce, Business, Shari'ah &amp; Law, Islamic Studies, Linguistics, Qiraath, Usul al-Deen, Islamic Jurisprudence, Philosophy.</p>
<p><b>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</b></p>	<p>Managerial, policy or technical functions in a higher education institution, or an educational institution, or a government organization with higher education related mandate, or an organization recognized by the university.</p>
<p><b>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</b></p>	<p><b><u>Deputy Vice Chancellor, Academic Affairs</u></b></p> <ol style="list-style-type: none"> <li>1. Govern academic units established by the University Council in accordance with the prescribed policies.</li> <li>2. Make arrangements for the review of the courses and programmes of the University; formulate plans for the introduction of additional courses and educational programmes; advise the Vice-Chancellor on the design of courses for teaching at different stages of education.</li> <li>3. Review the responsibilities and duties of the heads of academic units and provide guidance on improvements.</li> <li>4. Arrange regular meetings with the heads of academic units and plan and implement strategies to improve the quality of teaching.</li> <li>5. Collaborate with overseas universities and oversee work related to acceptance of university courses in those overseas universities.</li> <li>6. Assist the University Centers in relations to teaching, conducting courses and designing courses.</li> <li>7. Govern academic units established with the permission of the University governing bodies in accordance with the prescribed policies.</li> <li>8. Organize academic meetings.</li> <li>9. Organize and coordinate the meetings of the Academic Board and the Examination Committee.</li> <li>10. Design skills development programmes to enhance the academic skills and abilities of teaching staff and conduct such programmes at least once every semester.</li> <li>11. Monitor the courses, research work and other scientific activities undertaken by the academic units.</li> <li>12. Arrange for consultation and advice from lecturers and other foreign academic experts.</li> <li>13. Meet with student representatives on matters relating to their studies and behavior and establish a mechanism to receive complaints and address those.</li> <li>14. Facilitate scholarship opportunities from foreign educational institutions for the students at the University.</li> <li>15. Ensure that University lecturers are taking teaching hours in accordance with University workload policy.</li> </ol>

16. Upon advice of the Academic Board, determine the criteria for scholarships and educational awards to be awarded to high achieving students, and oversee work related to maintaining relevant records.
17. Coordinate courses conducted in other educational institutions with the permission of the University.
18. Perform any responsibility assigned by the Vice-Chancellor in connection with the academic affairs of the University.
19. Conduct an academic audit on the advice of the Vice-Chancellor at least once a year with the aim of improving the academic standard of the University.
20. Submit the results of the graduating students to the Academic Board; and submit the approved results to University Council for validation.
21. Submit the statistics of the results obtained by the students in the various modules to the Academic Board of the University.

ARCHIVED

Optional Job Title:						Basic Salary (monthly in MVR):		23,202	
<b>Registrar</b>									
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)			
						Step 1	Step 2	Step 3	
1345	4	11	Educational Service	3	360	13,289	15,282	17,275	
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.			This post is classified as a senior management post under Article 34 (a) of the Maldives Employment Act (2008). Thus, the occupant of this post is not entitled for overtime payment and extra payment for working during public holidays.				
<b>Education qualification and work experience</b>		<ol style="list-style-type: none"> <li>Maldives National Qualifications Framework level 10 qualification in a related field of study; and minimum 8 years of relevant work experience, that is inclusive of minimum 4 years' experience in a managerial role.</li> <li>OR;</li> <li>Maldives National Qualifications Framework level 9 qualification in a related field of study; and minimum 12 years of relevant work experience, that is inclusive of minimum 4 years' experience in a managerial role.</li> </ol>							
<b>Field of study (recruiting institution to select a field or fields depending on the job description)</b>		<p>Higher Education Administration, Administration of Higher Education, Higher Education, Higher Education &amp; Management, Higher Education Management &amp; Development, Higher Education &amp; Leadership, Tertiary &amp; Higher Education, Tertiary Education, Higher Education &amp; Student Affairs, Student Affairs, Student Affairs Administration, Innovation &amp; Higher Education.</p> <p>Education Management, Leadership in Education, Education Entrepreneurship, School Management, School Leadership, Inclusive Education, Leadership &amp; Digital Education, Educational Psychology, Teaching, Postgraduate degrees related to teaching subjects, Curriculum &amp; Instruction.</p> <p>Research, Research Studies, Research Methods, Analytics, Educational Research, Health Research, Social Research, Post graduate degrees with a research methodology major, Critical Thinking, Business Administration, Business Management, Management, Development Studies, Political Science, Public Administration, Public Policy, Social Policy, Economics.</p> <p>Public Finance, Finance, Accounting, Accounting &amp; Finance, Financial Management, Financial Markets, Financial Planning, Banking, Islamic Finance, Islamic Banking &amp; Finance, Financial Engineering, Financial Economics, Commerce, Business, Shari'ah &amp; Law, Islamic Studies, Linguistics, Qiraath, Usul al-Deen, Islamic Jurisprudence, Philosophy.</p>							
<b>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</b>		Managerial, policy or technical functions in a higher education institution, or an educational institution, or a government organization with higher education related mandate, or an organization recognized by the university.							

**Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)**

1. Take the lead role and work with the faculties in accordance with the Strategic Plan, Business Plan and Action Plan to recruit students for the courses.
2. Administrative selection of students for courses and registration of students in accordance with the academic calendar and university rules.
3. Maintain personal and academic records of students participating in university courses.
4. Serve as a resource to the university community on student information system issues.
5. Establish a robust online student information system from which all relevant records can be retrieved
6. Preparation and issuance of academic transcripts of students and issuance of certificates in case of loss or damage or replacement of certificates.
7. Maintain records of awards handed to students, and facilitate arrangements to maintain students' records for the long-term that is readily available and easy to access.
8. Maintain information on alumni and changes in the university's teaching facilities, the structure of courses offered by the university and accreditation processes.
9. Take the lead role in activities related to the courses and student information management system. This includes assisting with system design, ensuring backup work, documentation and updating.
10. Implementation of rules and policies regarding courses and academic matters. These include, checking students' academic standing, exiting and admitting students, registering students from one term to another, and compiling the honor list of deans and heads of centers.
11. Oversee the work of the staff working in the Student Services Department, assign work to them, train them, resolve problems, evaluate their performance and make necessary recommendations to the Personnel Section. Part of this work is to raise the morale of the employees and encourage them to provide the most desirable service.
12. Processing academic transcripts, coordinate graduation related information, preparing certificates on special programmes, collecting statistics and preparing reports.
13. Respond to requests for information about student grades and resolve issues regarding student records.
14. Develop working methods and priorities to ensure the most desirable operation of the student services sections.
15. Participate in the formulation of the policies, objectives and plans of the University and formulate and implement small projects to achieve them.
16. Promote new and existing programmes and represent the Student Services Department or the University at internal and external meetings.
17. Determine and develop policies and working methods to strengthen the work of the Student Services Department.

Optional Job Titles:				Basic Salary (monthly in MVR):		21,123		
• Dean			• Head of Centre			• Dean of Research		
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
1345	4	10	Educational Service	3	327	12,097	13,912	15,727
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.			These post are classified as senior management posts under Article 34 (a) of the Maldives Employment Act (2008). Thus, the occupant of these posts are not entitled for overtime payment and extra payment for working during public holidays.			
<b>University Enrolment Allowance</b>		<ol style="list-style-type: none"> <li>If full time equivalent student population is 1200 or above, a monthly allowance of MVR 6000.</li> <li>If full time equivalent student population is between 800 and 1199, a monthly allowance of MVR 5000.</li> <li>If full time equivalent student population is between 400 and 799, a monthly allowance of MVR 4000.</li> <li>If full time equivalent student population is between 1 and 399, a monthly allowance of MVR 3000.</li> <li>If no student enrolled, an allowance is not entitled.</li> </ol>						
<b>Education qualification and work experience</b>		<ol style="list-style-type: none"> <li>Maldives National Qualifications Framework level 10 qualification in a related field of study; and minimum 4 years of relevant work experience, that is inclusive of minimum 2 years' experience in a managerial role. OR;</li> <li>Maldives National Qualifications Framework level 9 qualification in a related field of study; and minimum 8 years of relevant work experience, that is inclusive of minimum 2 years' experience in a managerial role.</li> </ol>						
<b>Field of study (recruiting institution to select a field or fields depending on the job description)</b>		Educational fields related to the subject taught in the faculty or centre.						
<b>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</b>		Managerial, policy or technical functions in a higher education institution, or an educational institution, or a government organization with higher education related mandate, or an organization recognized by the university.						

**Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)**

**Dean / Head of Centre**

1. Develop strategic plan, business plan and action plan to achieve the objectives of the faculty/centre. Review the plans at specified periods and operate the faculty/centre accordingly.
2. Establish an excellence and efficiency (completeness and effectiveness) management system at the faculty/centre.
3. Show inspiring leadership in operating the institution and resolving obstacles; holding regular meetings and making decisions accordingly.
4. Establish a culture of responsibility and respect for rules.
5. Formulate an agile administrative structure for harmonious running of the daily activities of the faculty/centre.
6. Prepare and send reports requested by private bodies, government and university administration on various matters.
7. Monitor and coordinate the work of the departments within the faculty/centre.
8. Advise the university administration to strengthen the policies of the University.
9. Objectively review all aspects of the faculty/centre and make necessary corrective changes within a specified period.
10. Establish close working relationship with all faculty/centre staff and university officials.
11. Take the lead in recruiting students for courses, assist students to progress in their courses and work to resolve problems encountered by students.
12. Establish relationships with key government institutions with the aim of securing placements for students, experiential opportunities for staff and students and increasing the prestige and resources of the organization.
13. Establish close professional relationship with the faculty/center Advisory Board and those individuals who can facilitate the work of the faculty/center.
14. Recruitment of excellent students for the faculty/centre and oversee public relations.
15. Advertise and market courses offered by the faculty/centre.
16. Represent the faculty/center among external agencies, organizations and the public.
17. Explore ways to strengthen relations with foreign universities and make such submissions to the Vice-Chancellor.
18. Introduce faculty/centre for foreign students and provide opportunities to foreign students in accordance with the policies of the University.
19. Actively participate in committees and groups as required within the University and outside the University.
20. Facilitate training and professional development for the staff and enhance the capacity of the staff.
21. Assist in the planning and procurement of new physical spaces.
22. Assist in the formulation of the budget, monitoring the expenditure of the budget and obtaining the necessary resources.
23. Strengthen the IT infrastructure in order to achieve the strategic objectives.
24. Facilitate ways to raise funds and resources for the faculty/center in various ways.

25. Conduct the necessary procedures for the initiation, renewal and dissolution of academic programmes and activities.
26. Develop and conduct quality courses required for the labor market and national development and to establish strong academic standards.
27. Teaching courses and participating in academic activities.
28. Develop, conduct and promote the faculty's educational and academic assistance programmes.
29. Assist in recruiting lecturers to teach subjects and people to conduct various activities; assess the quality of teaching and conduct examinations.
30. Take a leading role in proposing, approving and implementing new education policies.
31. Conduct research in the field in collaboration with the Research Center and disseminate such research.
32. Strengthening relationships with other faculties/centres and conducting courses in collaboration with them.

ARCHIVED



<b>Optional Job Titles:</b>					<b>Basic Salary (monthly in MVR):</b>		18,664	
• <b>Dean of Students</b>			• <b>Academic Director, Local &amp; International Relations</b>					
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
1345	4	9	Educational Service	3	289	10,689	12,292	13,895
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.			These posts are classified as senior management posts under Article 34 (a) of the Maldives Employment Act (2008). Thus, the occupant of these posts are not entitled for overtime payment and extra payment for working during public holidays.			
<b>Education qualification and work experience</b>		<ol style="list-style-type: none"> <li>Maldives National Qualifications Framework level 10 qualification in a related field of study; and minimum 2 years' experience in a managerial role.</li> <li>OR;</li> <li>Maldives National Qualifications Framework level 9 qualification in a related field of study; and minimum 4 years of relevant work experience, that is inclusive of minimum 2 years' experience in a managerial role.</li> </ol>						
<b>Field of study (recruiting institution to select a field or fields depending on the job description)</b>		<p>Higher Education Administration, Administration of Higher Education, Higher Education, Higher Education &amp; Management, Higher Education Management &amp; Development, Higher Education &amp; Leadership, Tertiary &amp; Higher Education, Tertiary Education, Higher Education &amp; Student Affairs, Student Affairs, Student Affairs Administration, Innovation &amp; Higher Education.</p> <p>Education Management, Leadership in Education, Education Entrepreneurship, School Management, School Leadership, Inclusive Education, Leadership &amp; Digital Education, Educational Psychology, Teaching, Postgraduate degrees related to teaching subjects, Curriculum &amp; Instruction.</p> <p>Research, Research Studies, Research Methods, Analytics, Educational Research, Health Research, Social Research, Post graduate degrees with a research methodology major, Critical Thinking, Business Administration, Business Management, Management, Development Studies, Political Science, Public Administration, Public Policy, Social Policy, Economics.</p> <p>Public Finance, Finance, Accounting, Accounting &amp; Finance, Financial Management, Financial Markets, Financial Planning, Banking, Islamic Finance, Islamic Banking &amp; Finance, Financial Engineering, Financial Economics, Commerce, Business, Shari'ah &amp; Law, Islamic Studies, Linguistics, Qiraath, Usul al-Deen, Islamic Jurisprudence, Philosophy.</p>						
<b>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</b>		Managerial, policy or technical functions in a higher education institution, or an educational institution, or a government organization with higher education related mandate, or an organization recognized by the university.						

**Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)**

#### **Dean of Students**

1. Identify the needs of all students studying at the University and provide necessary assistance to students in collaboration with the management.
2. Improve the quality of services provided by the student services department and to expand the scope of services provided.
3. Monitor the service of the call center and ensure their services functions harmoniously with the students' administrative services.
4. Connect students with management and faculty; orient students to the University services; and assistance to students' progress in their studies.
5. Provide necessary assistance to students by conducting orientation programmes, academic programmes, academic assistance, psycho-social support, admission to hostels, identifying the status of students in incidents and disasters and providing necessary assistance.
6. Participate in all activities conducted by the University to recruit students.
7. Provide assistance to university students in finding employment opportunities, to connect employers and students and to guide students who want to find employment.
8. To oversee the work of the University's alumni and to give guidance to the Alumni Association on all matters required to promote the affairs of the Alumni.
9. Perform all necessary duties to monitor the functioning of the Students' Association.
10. Participate in the formulation of rules and regulations relating to students and take the initiative in formulating new rules and regulations as required.
11. Before the end of December of each year, submit a report on the main work done on student services and the steps taken to strengthen and develop the administration.
12. Compile student services statistics and submit them to the relevant authorities by the end of December.

---

#### **Academic Director, Local & International Relations**

1. Coordinate with the heads of the university's departments to define and determine the university's international and local strategies.
2. Under the guidance of the DVC, coordinate with the heads of faculties and centres in formulating the international agenda.
3. Formulate policies to strengthen the University's international and national corporate relations; coordinate matters relating to such policies; and plan and implement consultancy matters. And seek scholarship opportunities for the University and maintain relevant documentation.
4. Seek various international opportunities for the staff and students of the University and to determine the rules to be followed in such matters.

5. Establish MOUs with local and foreign universities, government institutions, NGOs and private sector. Strengthen relations with them and coordinate the work to be undertaken through such MOUs. Formulate various proposals for the development of the University and arrange for visiting delegations from local and overseas institutions.
6. Maintain mutually beneficial relations with universities and establish networks with such universities.
7. Act as a liaison between the University and the community in conducting scientific research and other activities and initiatives in a mutually beneficial manner.
8. Strengthen relations with various institutions and facilitate joint research and other activities.
9. Expand international partnership opportunities in collaboration with the heads of faculties and centres, along with the guidance of DVC.
10. Design and implement various programs to introduce the profile of the University to local and international institutions.
11. Take a leading role in establishing and facilitating processes for joint programs and international accreditation in collaboration with Academic Affairs.
12. Collaborate with the departments of the relevant universities to attract and enroll students from foreign universities.
13. Maintain high level communication with national and international institutions for enhancing the credibility of the University.
14. Lead and coordinate key projects in international relations.
15. Orient other departments about the work of local and International relations of the University, and disseminate up-to-date information on the activities of the department.
16. Promote the university in the international arena; consult with recruitment agencies to recruit foreign students; and undertake relevant travels.
17. Teach as determined by the university, or undertake equivalent academic research.

Optional Job Titles:					Basic Salary (monthly in MVR):		17,896	
• Campus Manager			• Assistant Registrar					
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
1345	4	8	Educational Service	3	226	8,351	9,604	10,857
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.			These posts are classified as senior management posts under Article 34 (a) of the Maldives Employment Act (2008). Thus, the occupant of these posts are not entitled for overtime payment and extra payment for working during public holidays.			
<b>Education qualification and work experience</b>		<ol style="list-style-type: none"> <li>Maldives National Qualifications Framework level 9 qualification in a related field of study.</li> </ol> <p>OR;</p> <ol style="list-style-type: none"> <li>Maldives National Qualifications Framework level 7/8 qualification in a related field of study; and minimum 4 years of relevant work experience.</li> </ol>						
<b>Field of study (recruiting institution to select a field or fields depending on the job description)</b>		<p>Higher Education Administration, Administration of Higher Education, Higher Education, Higher Education &amp; Management, Higher Education Management &amp; Development, Higher Education &amp; Leadership, Tertiary &amp; Higher Education, Tertiary Education, Higher Education &amp; Student Affairs, Student Affairs, Student Affairs Administration, Innovation &amp; Higher Education.</p> <p>Education Management, Leadership in Education, Education Entrepreneurship, School Management, School Leadership, Inclusive Education, Leadership &amp; Digital Education, Educational Psychology, Teaching, Postgraduate or undergraduate degrees related to teaching subjects, Curriculum &amp; Instruction.</p> <p>Research, Research Studies, Research Methods, Analytics, Educational Research, Health Research, Social Research, Post graduate degrees with a research methodology major, Critical Thinking, Business Administration, Business Management, Management, Development Studies, Political Science, Public Administration, Public Policy, Social Policy, Economics.</p> <p>Public Finance, Finance, Accounting &amp; Finance, Financial Management, Financial Markets, Financial Planning, Banking, Islamic Finance, Islamic Banking &amp; Finance, Financial Engineering, Financial Economics, Commerce, Business, Shari'ah &amp; Law, Islamic Studies, Linguistics, Qiraath, Usul al-Deen, Islamic Jurisprudence, Philosophy.</p>						
<b>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</b>		Technical or administrative work at a higher education institution or an educational institution or a government organization with higher education / education related mandate.						

**Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)**

### **Campus Manager**

1. Organize and implement campus activities in accordance with the University's Strategic Plan and Operation Plan.
2. Plan and manage all campus activities to achieve the objectives set for the campus.
3. Assign work to employees, supervise work and take necessary measures to evaluate the performance of employees.
4. Establish a thorough and effective management system on campus.
5. Take the lead in resolving issues, holding meetings, and take decisions as necessary.
6. Establish a culture of responsibility and respect for rules and obligations on campus.
7. Set an example in compliance with University policies and procedures.
8. Prepare timely reports requested by private bodies, government, university administration and other centres of the University.
9. Oversee the structural development and maintenance of the campus, the work of the staff and the implementation of the programmes.
10. Formulate the strategic plan of the campus, and take the lead role in implementation of plan.
11. Provide guidance to the staff of the campus regarding the policies of the University.
12. Expand the profile of the courses on campus, strive to start new courses, and aim to recruit students for all the courses offered on campus.
13. Lead the recruitment of students for courses, assist students on campus to progress in their courses and provide assistance to students to the problems they encounter.
14. Establish relationships with other campuses, faculties/centres, government and key institutions of the country with the aim of securing placements for students, experiential opportunities for staff and students and enhancing the prestige and resources of the institution.
15. Establish and maintain close professional relationships with those who may facilitate campus work.
16. Represent the campus among external agencies, organizations and the public.
17. Maintain inventory of campus property; repair and maintain structural facilities (classrooms and other spaces) and utilize them. Additionally assist in the planning and procurement of new physical spaces.
18. Assist in the formulation of the campus budget; budget monitoring; and procurement of resources in accordance with budget expenditure controls.
19. Visit hostels and other accommodation provided for students, identify the problems encountered and resolve such problems accordingly.

---

### **Assistant Registrar**

1. Take a lead role in activities related to the courses and student information management system. This includes assisting with system design, ensuring backup work, documentation and updating.
2. Serve as a resource to the university community on student information system issues.

3. Implementation of rules and policies regarding courses and academic matters. These include, checking students' academic standing, exiting and admitting students, and registering students from one term to another.
4. Oversee the work of the staff working in the Student Services Department, assign work to them, train them, resolve problems, evaluate their performance and make necessary recommendations to the Human Resources Section under the direction of the Registrar. This includes encouraging employees to provide the most desirable service.
5. Processing academic transcripts, coordinate graduation related information, preparing certificates on special programmes, collecting statistics and preparing reports.
6. Respond to requests for information about student grades and resolve issues regarding student records.
7. Assist the Registrar in formulating working processes, prioritizing work and developing the student services department in the most desirable manner.
8. Participate in the formulation of the policies, objectives and plans of the University and formulate and implement small projects to achieve them.
9. Promote new and existing programmes and represent the Student Services Department or the University at internal and external meetings.
10. Assist the Registrar in formulating and developing policies and working procedures to strengthen the work of the Student Services Department.

Optional Job Title:						Basic Salary (monthly in MVR):		14,599	
<b>Assistant Campus Manager</b>									
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)			
						Step 1	Step 2	Step 3	
1345	4	7	Educational Service	3	184	6,813	7,835	8,857	
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.			This post is classified as a senior management post under Article 34 (a) of the Maldives Employment Act (2008). Thus, the occupant of this post is not entitled for overtime payment and extra payment for working during public holidays.				
<b>Education qualification and work experience</b>		Maldives National Qualifications Framework level 7/8 qualification in a related field of study; and minimum 2 years of relevant work experience							
<b>Field of study (recruiting institution to select a field or fields depending on the job description)</b>		<p>Higher Education Administration, Administration of Higher Education, Higher Education, Higher Education &amp; Management, Higher Education Management &amp; Development, Higher Education &amp; Leadership, Tertiary &amp; Higher Education, Tertiary Education, Higher Education &amp; Student Affairs, Student Affairs, Student Affairs Administration, Innovation &amp; Higher Education.</p> <p>Education Management, Leadership in Education, Education Entrepreneurship, School Management, School Leadership, Inclusive Education, Leadership &amp; Digital Education, Educational Psychology, Teaching, Undergraduate degrees related to teaching subjects, Curriculum &amp; Instruction.</p> <p>Research, Research Studies, Research Methods, Analytics, Educational Research, Health Research, Social Research, Critical Thinking, Business Administration, Business Management, Management, Development Studies, Political Science, Public Administration, Public Policy, Social Policy, Economics.</p> <p>Public Finance, Finance, Accounting, Accounting &amp; Finance, Financial Management, Financial Markets, Financial Planning, Banking, Islamic Finance, Islamic Banking &amp; Finance, Financial Engineering, Financial Economics, Commerce, Business, Shari'ah &amp; Law, Islamic Studies, Linguistics, Qiraath, Usul al-Deen, Islamic Jurisprudence, Philosophy.</p>							
<b>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</b>		Technical or administrative work at a higher education institution or an educational institution or a government organization with higher education / education related mandate.							

**Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)**

1. Assist in organizing and implementing campus activities in accordance with the University's Strategic Plan and Operation Plan.
2. Assist in planning and managing all campus activities to achieve the objectives set for the campus.
3. Assist in the establishing a thorough and effective management system on campus.
4. Take the lead in resolving issues, hold meetings, and assist in making decisions when required.
5. Establish a culture of responsibility and respect for rules and obligations on the campus.
6. Set an example in compliance with University policies and procedures.
7. Prepare timely reports requested by private bodies, government, university administration and other centres of the University.
8. Oversee the structural development and maintenance of the campus, the work of the staff and the implementation of the programmes.
9. Take a lead role in the formulation and implementation of the strategic plan of the campus.
10. Expand the profile of the courses on campus, strive to start new courses, and aim to recruit students for all the courses offered on campus.
11. Lead the recruitment of students for courses, assist students on campus to progress in their courses and provide assistance to students to the problems they encounter.
12. Establish relationships with other campuses, faculties/centres, government and key institutions of the country with the aim of securing placements for students, experiential opportunities for staff and students and enhancing the prestige and resources of the institution.
13. Establish and maintain close professional relationships with those who may facilitate campus work.
14. Maintain inventory of campus property; repair and maintain structural facilities (classrooms and other spaces) and utilize them. Additionally assist in the planning and procurement of new physical spaces.
15. Assist in the formulation of the campus budget; budget monitoring; and procurement of resources in accordance with budget expenditure controls.
16. Visit hostels and other accommodation provided for students, identify the problems encountered and resolve such problems accordingly.