

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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ފަރާތުން، ރާއްޖޭގެ
ސަރުކާރުގެ ރިސޯސް
ދަށުން، ދިވެހިސަރުކާރުގެ

POSITION DESCRIPTION

POSITION	Senior Administrative Executive
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Centre for information and Communication Technology
LOCATION	QI Campus, Male'
DATE ADVERTISED	10 October 2024
DEADLINE FOR APPLICATION	15 October 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

REMUNERATION Basic Salary: Service Allowance: Responsibility Allowance: Total Remuneration:	MVR 9,000 MVR 4,200 MVR 13,200
Working Hours:	09:00 – 17:00 (Sunday to Thursday and Saturdays if necessary)

MAIN DUTIES AND RESPONSIBILITIES

Overall Responsibilities

- Maintain daily work log of CICT staff.
- Produce policies and procedure for CICT and Villa College.
- Developing internal documents for daily operation.
- Active involvement in developing and conducting marketing researches and surveys.

Main Duties and Functions

- 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 manage all CICT work

	<p><u>Education</u></p> <ul style="list-style-type: none">• Diploma• Diploma in a related field is desired <p><u>Experience</u></p> <ul style="list-style-type: none">• Experience in a related area would be an added advantage <p><u>Skills and Competencies</u></p> <ul style="list-style-type: none">- Proficient knowledge and Skills in the use of Microsoft Excel (including the use of Formulas and other advanced functions)- Proficient knowledge and skills in the use of Microsoft Word (including mail merging etc.)- Fluent in English and Dhivehi <p><u>Character requirements / general attributes</u></p> <ul style="list-style-type: none">- Sound work ethic- Honest and trustworthy- Respectful, possess cultural awareness and sensitivity- Flexible
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