



Unofficial Translation

Functional Professionals of Higher Education Institutions

Revised Date: 1

1 March 2023

Functional professionals of higher education institutions are entrusted with the tasks related to maintaining the academic standards of the faculties and centers of higher education institutions.

Optional Job Titles:					Basic Salary (monthly in MVR):			21,050		
Quality Assu	rance Contro	Introller Attendance Benefit (daily in MVR) Vel Public Service Rank Job Family Institutional Category Attendance Benefit (daily in MVR) Job Allowance (monthly in MVR) 10 Educational Service 3 326 12,055 13,863 15,671 Institutional A specific license, if required, in relation to the job requirements. 1 Maldives National Qualifications Framework level 10 qualification in a related field of study, and minimum 4 years of relevant work experience.								
MISSCO Code	Skill Level		Job Family		Benefit (daily in	Job Allowance (monthly in MVR)				
						Step 1	Step 2	Step 3		
2425	4	10	Educational Service	3	326	12,055	13,863	15,671		
Licenses and professi Education qualificati		1. Maldives Natio		related field of s	tudy, and minin	num 4 years of	relevant work	experience.		
experience		OR; 2. Maldives National Qualifications Framework level 9 qualification in a related field of study, and minimum 8 years of relevant work experience.								
Field of study (recruit to select a field or fie on the job description	lds depending	& Development, Hi Student Affairs Adm Education Manager & Digital Education,	Iministration, Administration of Higher Education, Highe gher Education & Leadership, Tertiary & Higher Educat ninistration, Innovation & Higher Education. nent, Leadership in Education, Education Entrepreneurs Educational Psychology, Teaching, Post graduate degre Studies, Research Methods, Analytics, Educational Rese	tion, Tertiary Edu ship, School Man ses related to tea	ucation, Higher agement, Schoo ching subjects,	Education & St ol Leadership, Ir Curriculum & Ir	udent Affairs, nclusive Educat nstruction.	Student Affairs, ion, Leadership		
		Research, Research Studies, Research Methods, Analytics, Educational Research, Health Research, Social Research, Post graduate degrees with a rese methodology major, Critical Thinking, Business Administration, Business Management, Management, Development Studies, Political Science, P								

	Administration, Public Policy, Social Policy, Economics, Accounting, Finance, Commerce, Shari'ah & Law, Islamic Studies, Linguistics, Qiraath, Usul al-Deen, Islamic Jurisprudence, Philosophy.
Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)	Technical or administrative work at a higher education institution or an educational institution or a government organization with higher education related mandate.
	1. Identify and share with the relevant stakeholders the activities that can be undertaken regarding quality assurance of the academic activities of the University.
Examples of core job duties (note: The examples specified here are	2. Identify the role of various stakeholders in improving the quality of services provided by the University and to communicate with them the standards that the various faculties of the University should seek to uphold.
possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to	3. Undertake continuous monitoring to ensure the courses offered by the various faculties/centres of the University meet the standards of the Maldives National Qualification Framework and internationally recognized benchmarks.
make necessary amendments for each job)	4. Review quality assurance policies and existing policies and make necessary changes and submit them to the Academic Senate and Council.
	5. Participate in the implementation of policies approved by the Council and ensure compliance with those policies.
	6. Review potential challenges related to policies for students and staff and advise the Vice-Chancellor on how to address such issues.

				Basic Salar	sic Salary (monthly in MVR):		18,838			
Controller of Examination										
	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)					
Skill Level					Step 1	Step 2	Step 3			
4	9	Educational Service	3	292	10,789	12,407	14,025			
Licenses and professional trainings		A specific license, if required, in relation to the job requirements.								
Education qualification and work experience		 Maldives National Qualifications Framework level 10 qualification in a related field of study. OR; Maldives National Qualifications Framework level 9 qualification in a related field of study, and minimum 4 years of relevant work experience. 								
Field of study (recruiting institution to select a field or fields depending on the job description)										
select the	Technical or administi related mandate.	rative work at a higher education institution or an educ	cational institut	ion or a govern	ment organiza	tion with high	er educatior			
d here are nt for a job matrix. The required to	 the examinations in accordance with that schedule. Take necessary measures to maintain the quality of examinations given by the University in collaboration with the relevant stakeholders of the relevant faculties/schools/centres. These arrangements include preparing the examination, accepting the examination papers, upholding the 									
	Skill Level 4 al trainings and work	Skill LevelPublic Service Rank4949al trainingsA specific license, if re 0R; 2. Maldives Nationa 0R; 2. Maldives Nationa 0R; 2. Maldives Nationa 0R; 2. Maldives Nationa 0R; 2. Maldives Nationa dependinginstitution dependingHigher Education Ad Management & Deve Student Affairs, Stude Education Manageme & Digital Education, Education, Public Deen, Islamic Jurisprusexperience o select the dependingTechnical or administr related mandate.uties (note: here are nt for a job matrix. The required to diments for1. Planning the sche the examinations 2. Take necessary r relevant facultie integrity of the examination	Skill LevelPublic Service RankJob Family49Educational Serviceal trainingsA specific license, if required, in relation to the job requirements.and work1. Maldives National Qualifications Framework level 10 qualification in a rela OR; 2. Maldives National Qualifications Framework level 9 qualification in a rela Management & Development, Higher Education & Leadership, Tertiary & Hig Student Affairs, Student Affairs Administration, Innovation & Higher Education Education Management, Leadership in Education, Education Education, Education, Educational Psychology, Teaching, Post graduate degrees or Research, Research Studies, Research Methods, Analytics, Educational Research methodology major, Critical Thinking, Business Administration, Business Mar Administration, Public Policy, Social Policy, Economics, Accounting, Finance, O Deen, Islamic Jurisprudence, Philosophy.experience depending1. Planning the schedule of examinations included in the subjects of the cour the examinations in accordance with that schedule.atties (note: depending1. Planning the schedule of examinations included in the subjects of the cour the examinations in accordance with that schedule.atties for integrity of the examinations, pointing out areas for correction, printing t	Skill Level Public Service Rank Job Family Institutional Category 4 9 Educational Service 3 al trainings A specific license, if required, in relation to the job requirements. 3 and work 1. Maldives National Qualifications Framework level 10 qualification in a related field of stud OR; 3 2. Maldives National Qualifications Framework level 9 qualification in a related field of stud OR; 4 9 3. Madives National Qualifications Framework level 9 qualification in a related field of stud OR; 4 9 4. Maldives National Qualifications Framework level 9 qualification in a related field of stud OR; 4 9 5. Maldives National Qualifications Framework level 9 qualification in a related field of stud OR; 4 9 6. Maldives National Qualifications Framework level 9 qualification in a related field of stud OR; 4 9 6. Madives National Qualifications Framework level 9 qualification in a related field of stud OR; 4 9 7. Maldives National Qualifications Pramework level 9 qualification in a related field of stud OR; 4 9 8. Digital Education Administration, Administration, Innovation & Higher Education. Education Management, Leadership in Education, Education and Research, Health Resear methodology major, Critical Thinking, Business Administration, Business Management, Mar Ad	Skill Level Public Service Rank Job Family Institutional Category Attendance Benefit (daily in MVR) 4 9 Educational Service 3 292 al trainings A specific license, if required, in relation to the job requirements. 3 292 and work 1. Maldives National Qualifications Framework level 10 qualification in a related field of study. OR; 0 2. Maldives National Qualifications Framework level 9 qualification in a related field of study, and minimum 0 Higher Education Administration, Administration of Higher Education, Higher Education, Higher Education, Higher Education, Higher Education, Tertiary Educa Student Affairs, Student Affairs Administration, Innovation & Higher Education. Education Management, Leadership in Education, Education Entrepreneurship, School Management, School L & Digital Education, Educational Psychology, Teaching, Post graduate degrees related to teaching subjects, Cu Research, Research Studies, Research Methods, Analytics, Educational Research, Health Research, Social Resear methodology major, Critical Thinking, Business Administration, Business Management, Management, Deve Administration, Public Policy, Social Policy, Economics, Accounting, Finance, Commerce, Shari'ah & Law, Isl Deen, Islamic Jurisprudence, Philosophy. experience s select the related mandate. 1. Planning the schedule of examinations included in the subjects of the courses conducted by the University the examinations in accordance with that schedule. 1. Take necessary measures to maintain the quality of examinations given by the Univ	Skill level Public Service Rank Job Family Institutional Category Attendance Benefit (dially in MVR) Job Allow Step 1 4 9 Educational Service 3 292 10,789 al trainings A specific license, if required, in relation to the job requirements.	Skill Level Public Service Rank Job Family Institutional Category Attendance Benefit (daily in WNR) Job Allowance (monthly Step 1 Step 2 4 9 Educational Service 3 292 10.789 12,407 al trainings A specific license, if required, in relation to the job requirements.			

- 4. Formulate, approve and enforce the rules for administering examinations in an equal and fair manner.
- 5. Provide prompt notice to the students taking the examination and to implement it equally and fairly.
- 6. Make all necessary arrangements for the conduct of examinations, arrange the resources required for the examination in collaboration with the relevant faculty/school/centre/campus/learning centre/department/sections and arrange all the necessary arrangements for students to sit the examinations.
- 7. Make necessary arrangements for the students taking the examination, including changing the campus and absence related cases. Subsequently notify all the relevant parties regarding such changes.
- 8. Make all necessary arrangements for invigilation during the examination periods.
- 9. Arrange for safe return of papers to the concerned faculty/ school/ center after the examinations.
- 10. At the end of each examination, prepare a report based on the findings and submit it to the appropriate bodies to try to correct all the issues that can be corrected.
- 11. To strive to prevent any violation of the rules and procedures and to correct any such opportunity.
- 12. Prevent complaints and unwanted incidents related to examinations and ensure the validity of examinations given by the University.
- 13. Submit to the relevant bodies, measures to be taken to maintain the quality of subjects taught and corresponding examinations.
- 14. Prepare the schedule of licensing examinations requested by the Government and other associations and conduct all matters relating to the conduct of such examinations.
- 15. Scheduling and announcing licensing examinations, making all administrative arrangements, making arrangements for the examination and overseeing all matters related thereto.
- 16. If the University decides to facilitate examinations by other associations, take all necessary steps to conduct such examinations in collaboration with such associations.
- 17. If the University decides to facilitate the examination of a student studying in a foreign university/ college, arrange and conduct the necessary matters in collaboration with the relevant faculty/ school/ centre.
- 18. Collect and provide statistics on examinations required by the University.
- 19. Advice the supervisor to take necessary actions identified by the statistical analysis.
- 20. Upload and maintain the previous examination papers of the subjects on the website as directed by the Deputy Vice-Chancellor (Academic Affairs) for the benefit of the students.
- 21. Recruitment and training of invigilators.