



Functional Professionals of Higher Education Institutions

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 Assurance Controller				• Chief Quality Assurance Officer				
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
2425	4	10	Educational Service	3	326	12,055	13,863	15,671
Licenses and professional trainings		A specific license, if required, in relation to the job requirements.						
Education qualification and work experience		<div>1. Maldives National Qualifications Framework level 10 qualification in a related field of study, and minimum 4 years of relevant work experience.</div> <div>OR;</div> <div>2. Maldives National Qualifications Framework level 9 qualification in a related field of study, and minimum 8 years of relevant work experience.</div>						
Field of study (recruiting institution to select a field or fields depending on the job description)		<div>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.</div> <div>Education Management, Leadership in Education, Education Entrepreneurship, School Management, School Leadership, Inclusive Education, Leadership & Digital Education, Educational Psychology, Teaching, Post graduate degrees related to teaching subjects, Curriculum & Instruction.</div> <div>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</div>						



	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.
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)	<ol style="list-style-type: none"> 1. Identify and share with the relevant stakeholders the activities that can be undertaken regarding quality assurance of the academic activities of the University. 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. 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. 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.



Optional Job Title:				Basic Salary (monthly in MVR):		18,838		
Controller of Examination								
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
2425	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		1. Maldives National Qualifications Framework level 10 qualification in a related field of study. OR; 2. 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)		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. Education Management, Leadership in Education, Education Entrepreneurship, School Management, School Leadership, Inclusive Education, Leadership & Digital Education, Educational Psychology, Teaching, Post graduate degrees related to teaching subjects, Curriculum & Instruction. 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, 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.						
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. Planning the schedule of examinations included in the subjects of the courses conducted by the University and taking all necessary steps to organize the examinations in accordance with that schedule. 2. 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 integrity of the examinations, pointing out areas for correction, printing the papers, etc. 3. Ensure the safety and security of examination papers and take all necessary measures to prevent paper leakage.						

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. Advise 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.

