



Career Opportunity

SINU seeks to recruit a senior administrator of University's academic services.

Title	Principal Academic Services Officer
Institute/Department	Office of Pro-Vice Chancellor (Academic)
Reports to	University Academic Registrar
Location/Campus	Kukum Campus

Position Responsibilities

The primary responsibilities of the appointee are to be carry out all work relating to student services. These include (a) ensuring completeness of documentation, compliance with and custody of all programme documents, (b) providing entry and exit requirements for various programmes to the Student services sections and ensuring compliance with the same; (c) responsibility for all examinations and assessments at all levels, including ensuring integrity in documentation for considerations by the University Senate; (d) responsibility for all student records in hardcopy as well as student (electronic) database in the area of responsibilities; (e) ensuring all matters that are listed for Senate consideration are compliant with University's academic, and programme development & review policies; (f) drafting critical documents for eventual consideration by the Senate, and (f) handle all academic grievances relating to student assessments and exams.

This position reports to the University Academic Registrar. A core team of academic officers and assistants report to the PASO.

Minimum Qualification and Experience Requirements:

- A Masters degree in a field of study which emphasizes quantitative analysis and logical thinking with a minimum of 6 years of work experience at an officer level or above in an academic setting, or a minimum of 3 years of work experience as an academic or a researcher at a University.
- In exceptional circumstances, applicants who do not have a Masters degree, but have at least 10 years of work experience in an academic setting which experience includes at least 2 years of excellent knowledge and applications of qualifications frameworks (SINU, SITESA, AQF or similar), credit point systems, and programme reviews, in dual sector institutions (Higher Education and TVET), may be considered.
- In exceptional circumstances also, applicants who do not meet the Masters degree requirement, but have at least 3 years of good quality demonstrated experience with IT-based student management systems (including digitalization of academic processes), and who have a passion for quality of qualifications, may be considered.
- People with teaching experiences at a University are strongly encouraged to apply for this position.

Other essential requirements are: Ability to work under pressure; demonstrated experience in rapid turnaround of high quality documents; work discipline with no room for tardiness; ability to work long hours and in the weekends or public holidays with demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills (including high degree of proficiency in MSExcel); excellent IT skills, and excellent written and verbal communication skills.

Desirable: Possession of a valid driving license would be desirable.

Remuneration: A total annual remuneration including salary and gratuity in the General Support Services Manager grade of \$106,175 - \$132,632 is payable to the appointee. In exceptional circumstances where the appointee brings Masters qualifications and the necessary experiences, as well as excellent student management system and qualifications framework skills, the remuneration may be in the Technical Support Services Principal Officer grade of \$135,572 - \$147,331 per annum.

Applications: Applications clearly addressing each aspect of the Position Responsibilities given above, and the qualification and experience requirements, are to be sent by **21 September 2020** to: sinu.recruitment@sinu.edu.sb