



## VACANT POSITION

**Jobsplus permit number 177/2019**

### Head of Admissions

**Contract:** Definite - 36 months

**Hours of Work:** Minimum 40 Hours per week

**Qualifications:** A first degree at MQF level 6 minimum 180 ECTS **and** Applicants must be in possession of a recognized Master's qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) preferably in Management. In addition those holding also a Computer Science qualification over and above the other two qualifications will be preferred.

**Experience:**

- A minimum 3 years' experience in the domain of admissions in educational institutions;
- A thoroughgoing knowledge of legislation and policy;
- A thoroughgoing knowledge of legislation and policy on all areas related to accredited courses and eligibility criteria;
- Knowledge of regulations, structures and practices of an educational institution;
- Fluent in Maltese and English written and spoken;
- Digitally literate.

**Salary:** €35,215 and a performance bonus of up to 15%, €1630 expense allowance, €4658 car allowance and €1,600 communication allowance.

**Job Description:**

- a) To plan, organize, implement, and administratively manage all activities related to the Office of the Head of Admissions and academic advising, including serving as official custodian of student records, in a manner that is consistent with the Institute's mission and accreditation standards.
- b) To develop appropriate eligibility criteria and procedures for all courses.
- c) To provide leadership, management and coordination for the daily operations of the Head of Admission's Office to ensure security, maintenance, and integrity of the manual and electronic student records/data.
- d) To provide academic advising.

- e) To lead the enrolment and retention of students consistent with the Institute's mission and policies and procedures.
- f) To provide direction for registration and registration reporting processes.
- g) To provide accountability for implementing and monitoring policies concerning student enrolment, enrolment verification, academic records, grade reporting and processing, academic progress, graduation, certificate and degree certification.
- h) To develop and manage annual departmental programme review including integration of units' plans and assessments with institutional planning and assessment initiatives.
- i) To monitor operational activities to meet goals, ethics and guidelines, and to ensure compliance with national regulations, and accreditation standards.
- j) To establish verification processes and regulations and follow such regulations to ensure learning programmes reach high quality standards.
- k) To examine yearly the fitness for purpose and effectiveness of the eligibility criteria and processes related to student services.
- l) To examine the regulatory compliance of the Institute for Education.
- m) To implement recommendations included in internal and external quality assurance audits.
- n) To promote a quality culture among course participants and ensuring standards are kept high.
- o) To develop strategies for the implementation of the objectives of the Institute for Education.
- p) To keep updated with international developments and translate such knowledge into ideas and projects that further improve the work of the Institute.
- q) To liaise with NCFHE re eligibility requirements of accredited learning programmes.
- r) To seek standardisation and simplification in all procedures related to the Institute.
- s) To establish and monitor structures for the admission, progression, recognition and certification of participants into learning programmes according to the predefined and published regulations.
- t) To develop appropriate recommendations for the implementation of related technology applications in support of enhanced services offered through the Office of the Head of Admissions.
- u) To maintain, generate and analyse data and reports, to support assessment and development of a culture of continual quality improvement.
- v) To organize and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow through.
- w) To handle sensitive and confidential information appropriately and with discretion.
- x) To analyse and synthesize data from a wide variety of sources, and present the resulting information in a clear summary.
  - a. Provide information periodically on the status and results of the annual audit report and the sufficiency of resources;

- b. Report significant issues related to the processes concerned with IfE activities, including potential improvements to those processes,
  - c. Coordinate with and provide oversight of other control and monitoring functions (compliance, legal, ethics, external audit).
  - d. Report should be available to the CEO whenever requested.
- y) To maintain contact with the Chief Executive Officer by giving regular updates on the activities related to quality assurance and make proposals that enable the Institute to achieve better performance and improve accountability.
  - z) To Manage other responsibilities as may, from time to time, be assigned by the Board and advise the Chief Executive Officer on any matter they may refer to him/her or on any matter which he/she considers necessary or expedient;

**Interested applicants are requested to submit their CVs by not later than the 20<sup>th</sup> March 2019 (noon) via email on [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt)**