

Job Title: Academic Registrar
Organisation: IGAD Sheikh Technical Veterinary School
Project location: Sheikh, Sahil region, Somaliland
Starting date: August 2018
Contract: One year renewable

Duties and responsibilities of the academic registrar

The Academic registrar will carry out the following academic and administrative duties:

- To direct the implementation of regulations governing student's admission requirements for all programmes, ensuring that all students admitted to the various courses at ISTVS have the required qualifications.
- To coordinate the implementation of all academic policies and procedure approved by the Governing Council.
- To direct the safe custody of all documents and data relating to admissions, examinations and academic results.
- In collaboration with the heads of departments, oversee the preparation of timetables for teaching and examinations in different programmes.
- To coordinate timely preparation and setting of examinations.
- To direct compliance with approved schedules for setting and marking examinations and release of results.
- To coordinate the marking of examinations and making arrangements for submission to external examiners.
- To oversee mechanism to ensure that there is no examination leakages or malpractices.
- To coordinate and ensure that the ISTVS Academic Board approves all results before they are released.
- To maintain a data bank of all results for ISTVS students.
- To organise and coordinate the ISTVS Alumni.
- To provide Secretariat services to the Academic and Examination Board at ISTVS.

Education and technical expertise

- Must possess a Bachelor's degree in Education, Arts with Education or Science with Education,
- Human Resource Management, Public Administration, Management Studies from a recognized Institution or first degree with Post Graduate Diploma in Education.
- A Masters in a relevant field in education is an added advantage.

Work experience

- At least 3 years' working experience.
- Should be 28 – 35 years of age at the time of application.

Languages

- Fluency in written and spoken English.
- Knowledge of Somali and /or Arabic is an advantage.

Competencies

- Unquestionable integrity and good managerial skills.
- Strong leadership and Communication skills.
- Proficiency in computer applications.

Nationality

- Preference is given to candidates of IGAD member states (Djibouti, Eritrea, Ethiopia, Kenya, Uganda, Somalia, Sudan, South Sudan).
- Possess a certificate of Good Conduct or No criminal conviction or equivalent from country of domicile
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How to apply

Only candidates who meet the profile of the minimum qualifications, experience and core competences stated above can apply. Application accompanied by the candidate's detailed CV, copies of both academic and professional certificates and testimonials, names and addresses of three reputable referees and give the candidate's contact details must be addressed to the following address and must be e-mailed / submitted in such a way that they are received on or before **5:00pm on 20th July 2018**. Any application received after this deadline will not be considered. The application with the subject line "**Academic Registrar – ISTVS**" should be made to:

The Director, Administration & Finance, IGAD,
Avenue Georges Clemenceau,
P. O. Box 2653

E-mail: hr@igad.int,

Copy to: antony.kosgei@igad.int and rose.tsuma@igad.int
Djibouti, Republic of Djibouti

IGAD is an equal opportunity employer. Female candidates are encouraged to apply.