



Vacation Time: 5.00 per month

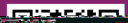
Compensation: MVR 5,000 per month

Service Allowance: MVR 4,000 per month

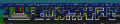
Working Hours: 09:00 to 17:00 hrs

Qualifications: Graduate / Graduate in Education

Benefits: Health Insurance, Attendance Bonus and Quarterly Bonus



Ministry of Education, Youth and Sports



<http://www.mey.gov.mv>

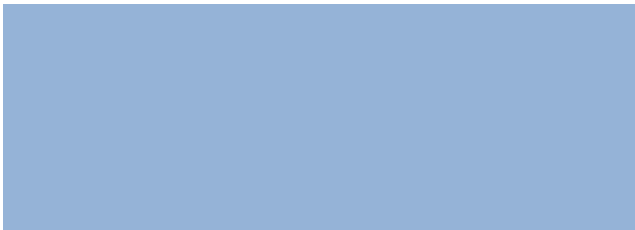


	Administrative Officer, Record-keeping
	Full-time
	Registration Department
	QI Campus
	14 November 2024
	23 November 2024



To provide necessary secretarial and administrative support in administering the functions related to admission and enrollment.

Manager, Admissions



Student file/record-keeping

- Ensure all students' enrollment and graduate details are filed correctly

Preparing program commencement forms and sent to MQA

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