



Job Description

Role Title:	Manager – Office of the Registrar
Line Reporting to	Registrar

General Duties

- Assist the Registrar as may be necessary
- Lead and mentor all desk officers within the office of the registrar
- Attend all Registrar Meetings as may be necessary
- Attend BOS meetings as may be necessary
- Monitor and supervise all tasks related to Certification, Transcripts, Europass Certificates/Diploma Supplements of all Full-Time, Non-Full-time, and Part-Time programmes
- Liaise with all Institute Senior Management Teams and course coordinators on matters related to certification and transcript/europass diploma purposes
- Organise and oversee Reception Duties at the Office of the Registrar Reception Desk
- Collate, compile and keep record thereof of all data related to Graduation lists
- Responsible for all matters related to data collection/extraction from CMIS
- Liaison with Information System department on difficulties encountered with all data, reports and processes in CMIS
- Organise and manage all logistics (among which - seating in hall/online graduands invitation list/graduands information booklet/ graduations schedule) involved in the preparation of annual Graduation Ceremonies in November/December of each academic year
- Liaise with the Data Protection Officer in regards to Data Protection related queries
- In charge of maintenance requests within the Office of the Registrar
- In charge of procurement within the Office of the Registrar (including tendering processes)
- The list of duties is not exhaustive and can change according to the exigencies and demands of MCAST within the same grade of the post.