Job Description

Job Title	Director (Deputy Registrar)
Department/Institute	Office of the Registrar
Reporting to	Head of Registrar
Main Objective	To assist the Head of Registrar in the management of the day-to-day administration of the department

The Deputy Registrar serves as the administrative support to the Registrar, assuming full responsibility for the office's operations in their absence while managing critical academic administration functions across examination coordination, student services, and institutional compliance.

Key Responsibilities

Executive Leadership & Deputy Functions

- Act as Registrar designate, assuming full operational authority and decision-making responsibilities during the Registrar's absence
- Provide strategic support to the Registrar in policy development and implementation across all academic administration functions

Examination Administration & External Relations

- Oversee comprehensive examination operations including application issuance, scheduling, and coordination for Transport Malta and ACCA examinations
- Manage invigilator recruitment, assignment, and payment processing for all examination sessions
- Serve as primary liaison with Transport Malta and ACCA, ensuring compliance with audit requirements and maintaining strategic partnerships
- Coordinate all examination logistics, quality assurance, and reporting functions

Academic Records & Certification Management

- Lead certification and transcript services, ensuring accuracy and timely processing of all academic credentials

- Oversee Europass Certificate and Diploma Supplement administration in compliance with European standards
- Manage Post Nominals administration and maintain current qualification frameworks

Management of Reception Operations

- Direct reception operations across Registrar services including admissions, certificates, and general inquiries
- Provide frontline support for walk-in admissions and student registration processes and for collection of certificates
- Ensure exceptional customer service standards across all student-facing operations

Governance & Committee Participation

- Attend and contribute to Registrar meetings, providing insights and recommendations for interdepartmental coordination
- Participate in Board of Studies (BOS) meetings as institutional representative
- Serve as member of the Admissions Board, contributing to enrolment decisions and policy development

Event Management & Ceremonial Functions

- Plan, coordinate, and execute annual Graduation Ceremonies, managing all logistical aspects including venue, protocols, and stakeholder coordination
- Ensure ceremonial events reflect institutional standards and provide memorable experiences for graduates and families

Procurement & Financial Administration

- Manage procurement processes including quotation requests, direct orders, and tendering procedures within the Office of the Registrar
- Ensure compliance with institutional procurement policies and financial regulations

Recognition of Prior Learning Leadership

- Chair the Recognition of Prior Experiential Learning (RPEL) Board, overseeing assessment processes and quality standards
- Serve as member of the Recognition of Prior Learning Board, contributing expertise in qualification assessment

Academic Framework & Compliance

- Serve as institutional expert on Malta Qualifications Framework (MQF) levels for legacy and current qualifications

- Provide authoritative guidance on qualification equivalencies and academic standards

Legal & Regulatory Compliance

- Compile comprehensive student information for court proceedings involving MCAST students
- Attend court hearings as institutional witness when summoned, representing MCAST's interests professionally
- Maintain confidentiality and ensure compliance with data protection requirements

Strategic Partnership Management

- Manage Get Qualified Scheme operations, including programme tracing and MQF level applications
- Coordinate with MCAST Gateway to Industry (MG2I) on part-time course offerings
- Develop and maintain strategic relationships with external educational and regulatory bodies

Continuous Improvement

- Identify opportunities for process enhancement and operational efficiency across all areas of responsibility
- Adapt to evolving institutional needs and regulatory requirements as determined by senior management

The list is not exhaustive, and management may add or change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.

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