



Job Title	Coordinator (Schengen, Visa and Immigration Matters)
Department/Institute	Community Services
Reporting to	Director
Main Objective	The Coordinator shall be responsible for the effective planning, coordination and administration of the Awards in relation to Schengen delivered by MCAST. The coordinator shall act as the central point of contact for all stakeholders, ensuring effective communication, operational coordination, quality assurance and the smooth delivery of the programme.

The Coordinator shall:

1. Act as the primary point of contact between MCAST and the Ministry for Foreign Affairs.
2. Coordinate with government authorities, public entities, lecturers, subject matter experts and administrative staff to ensure the timely delivery of training.
3. Schedule and coordinate lectures, assessment & meetings.
4. Monitor programme implementation and ensure compliance with contractual obligations, quality standards and reporting requirements established through a Service Learning Agreement.
5. Coordinate lecturer allocations, maintain communication with lecturers and ensure teaching resources are available prior to delivery.
6. Manage student enquiries and provide guidance on programme requirements, schedules, assessments and certification.
7. Maintain comprehensive records, documentation, reports and correspondence in accordance with MCAST policies and contractual requirements and in liaison with SAO.
8. 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.