Job description

Job Title	**Head - Registrar**
Department	**Registrar**
Reporting to	**Principal & CEO or his delegate**
Main Objective	**The Registrar Head is responsible for managing enrollments and registrations, student academic records, certification and ensuring institutional compliance with academic policies and laws. The role ensures accuracy, integrity and security of student data while also ensuring institutional compliance with educational laws and the College's regulations.**

1. Keep the College seal and sign all documents on which the College seal is applied
2. Sign the documents which certify all academic and vocational awards given by the College and keep a full record thereof
3. Manage and maintain accurate student academic records including education and training activities
4. Be responsible for the admissions process and course registration
5. Be responsible for the Stipends Office
6. Be responsible for the records of all examinations held by the College, the safekeeping of such records, and for keeping updated copies of the relevant statutes, regulations and bye-laws
7. Verify that students have fulfilled course requirements and chair the Degree Ratification Boards as and when necessary.
8. Organise the College's certificate and graduation ceremonies for undergraduate and postgraduate awards
9. Conduct final evaluations of student transcripts to verify completion requirements and authorize issuance of certificates and transcripts
10. Compiling statistical reports as requested by the principal or his delegates
11. Draft and advise on the implementation and interpretation of regulations made by the Vocational and Professional Council and the Board of Studies
12. Keep the rolls of the members of the Board of Governors, the Vocational and Professional Council, the Boards of Studies, examiners and students
13. Act as Secretary to the Vocational and Professional Council and either directly or through a delegate, to the Boards of Studies
14. Ensure service efficiency so that applications, registrations, transcripts etc are processed in a timely manner

15. In close liaison with relevant departments, ensure Student Information System is regularly updated to ensure data integrity and system security
16. Maintain a good professional working relationship with all stakeholders
17. Carry out such other duties as may be called for by the Principal according to the exigencies of the College and its subsidiaries.