

10. Provide relevant support to all students.
11. Liaise and cooperate with all relevant staff within the University to enhance the teaching provision for students.
12. Liaise with the Vice President Academic Affairs to ensure all required information is provided in a timely manner.
13. Ensure the administrative e-work (digitalized) is completed including ensuring completion of student progress reports, assessment reports and attendance records.
14. Deputize for the Director of the Foundation Year when required.
15. Be a positive and cooperative team player with all staff at the Innovative University of Enga.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master Degree in an appropriate academic field required or other postgraduate qualification in relevant area with teaching qualification
- b. At least three years of experience in a professorial capacity required; full time lecturer preferred.
- c. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels of the University.
- d. Excellent teaching, presentation, written and verbal communication skills.
- e. Up-to-date knowledge and awareness of units - related teaching methodologies.
- f. Awareness of the cultural differences amongst learners and awareness of the needs of learners in the University context.
- g. Self-motivated and ability to work independently.
- h. A team player.
- i. Versatility and flexibility to adapt the curriculum plan depending on the needs of the students.

REGISTRAR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX027
OFFICE: REGISTRAR	DESIGNATION/CLASSIFICATION: OFFICE OF THE REGISTRAR	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT ACADEMIC AFFAIRS	
SECTION: REGISTRAR's OFFICE	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: REGISTRAR

DEPARTMENT/OFFICE: Academic Division -Registrar

ORGANISATIONAL RELATIONSHIPS

Reports to:	Vice President Academic Affairs
Supervises:	Deputy Registrar
Coordinates with:	Vice Presidents, Deans of Faculties and Heads of Department.

PURPOSE

The IUE Registrar plans, organizes, coordinates, directs and controls activities involving student recruitment, registration, student's progression, transfer, graduation and takes charge of the maintenance and safekeeping of student and Faculty records, and other vital records such as awards or disciplinary reports and documents of the University.

He/she is appointed by the President upon the recommendation of the Vice President Academic Affairs for a term of three (3) years and may be re-appointed.

DIMENSIONS

In accordance with the IUE Act 2022, Section 39, the Registrar shall:

1. There shall be a Registrar of the University to be appointed by the Council on the recommendation of the President, on such terms and conditions as may be prescribed in the University's By-laws.
2. The experience as well as the professional and academic qualifications necessary for appointment to the post of the Registrar shall be as may be prescribed in the University's By-laws.
3. The Registrar shall be a full-time officer of the University and shall;
 - a. be the administrative head of the secretariat of the University and be responsible for the provision of secretariat support to the Authorities of the University;

- b. be the custodian of the common seal and the academic records of the University;
 - c. maintain a register of registered graduates in the prescribed manner by the University's Academic Board;
 - d. supervise the process of election, appointment or nomination of members to the various authorities and other bodies as may be prescribed in the University's By-laws; and
 - e. perform such other duties as may be prescribed by the Council.
4. Subject to subsection (5), the term of office of the Registrar shall be a renewable period of three years:
 5. The Council may, on the advice of the President, terminate the appointment of the Registrar on grounds of inefficiency or misconduct in accordance with prescribed procedure by the Council".

DUTIES AND RESPONSIBILITIES

1. Assumes the responsibility for the organization and operation of the work in his/her office.
2. Has charge of and supervises the recruitment, admission and registration of students in collaboration with the Deans, Heads of Department and Vice President of Student Administrative Affairs.
3. Maintains permanent records of academic programmes outlines.
4. Maintains a register of qualified graduates and degrees and diplomas/certificates conferred.
5. Prepares, maintains and updates the permanent records of students and issues certifications, diplomas, transcripts of records, transfer credentials and other related records upon request of the Vice President Academic Affairs.
6. Prepares, in cooperation with the Vice President Academic Affairs, the Dean of Faculty, and others concerned, the official University calendar, admission and enrolment information.
7. Receives and records all students' grades and issues academic transcripts to students, parents or guardians at prescribed time.
8. Handles necessary business with the Department of Higher Education, Research, Science and Technology regarding scholarship and quota matters, and the annual provision of student statistics.
9. Assists the Vice President University Administration in providing information for determining the financial obligations of students and in collecting their unpaid accounts.
10. Serves as an *ex officio member* on the Academic Board.
11. Attends departmental assessment committees and admissions committees.
12. Prepares and submits to the Vice President Academic Affairs the budget for the office in accordance with the guidelines and policies issued by the Vice President University Administration.
13. Prepares and submits to the Vice President Academic Affairs quarterly and annual reports on the state of the office and other related reports as may be needed.

14. Is responsible for all correspondence regarding student records and other related matters.
15. Submits all reports on student admission, enrolment and graduation and any other data requested to the Vice President Academic Affairs.
16. Enforces regulations and polices regarding admission, enrolment, students' load, transfer, graduation, academic suspension and academic dismissal of students in cooperation with the Departments concerned.
17. Handles applications for admission and transfer of foreign students, as well as of PNG students who have undergone studies abroad.
18. Performs other functions that may be assigned or delegated by the Vice President Academic Affairs.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Minimum Master's Degree preferable PhD.
- b. Knowledge – In managing databases; good command of written and spoken English; in working with records, archives.
- c. Skills – Computer literate (MS Word, Excel, Access, e-mail); ability to delegate tasks and work as a part of a team; skills in managing people and ability to motivate; ability to work confidently under stress; organisational ability; creative thinker; accurate.
- d. Work Experience – Minimum of 4 years working as a Registrar or Assistant Registrar or work experience closely related; prefer that candidate has worked in an educational institution

DEPUTY REGISTRAR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX028
OFFICE: REGISTRAR	DESIGNATION/CLASSIFICATION: DEPUTY REGISTRAR	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: REGISTRAR	
SECTION: REGISTRAR's OFFICE	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

	DATE OF	
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