

3. Oversees the daily operation of online instruction throughout the country and provide ongoing leadership, and support.
4. Manages all online programmes of IUE, Blended learning and Professional Learning in PNG.
5. Collects and analyses data compiled from each Faculty and Department that uses online instruction.
6. Remains current with online trends and policies to ensure programmes comply and meets State and/or national (PNG NQF) and international guidelines.
7. Collaborates with Curriculum and Instruction in cross-functional training to build virtual instructional capacity in teaching and learning.
8. Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
9. Performs other duties as assigned by an appropriate administrator or their representative.

REQUIREMENTS AND QUALIFICATIONS:

- a. Minimum Bachelor Degree, preferable Master's Degree in Education, Instructional Technology or related field required.
- b. Skills – Computer literate (MS Word, Excel, email); skills working as a part of a team; demonstrates leadership ability; organisational and administrative ability; ability to liaise with key stakeholders in the community/industry to determine society's needs and ability to respond appropriately in the academic environment.
- c. 2 years of online teaching and/or managing virtual learning environments.

DATA ADMINISTRATIVE OFFICER

IDENTIFICATION		
AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX032
OFFICE: REGISTRAR	DESIGNATION/CLASSIFICATION: Data Administrative Officer	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: DEPUTY REGISTRAR	
SECTION: DATA ADMINISTRATIVE OFFICER	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: DATA ADMINISTRATIVE OFFICER

DEPARTMENT/OFFICE: Academic Division - Registrar

ORGANISATIONAL RELATIONSHIPS

Reports to: Deputy Registrar

Supervises: Non

Coordinates with: Vice Presidents, Deans of Faculties and Heads of Department.

PURPOSE

In liaison with the Innovative University of Enga's Senior Leadership Team provide assistance and support in strategic management of the University's UNI 10 software and provides efficient and effective organization of the IUE's assessment, reporting, recording and tracking systems.

DUTIES AND RESPONSIBILITIES

1. Management of all aspects of UNI 10 System.
2. Set up and maintain the behaviour management procedures and records, accomplishments, certificates and associated reports.
3. Prepare and electronically publish UNI 10 user guides/ reports.
4. Manage system permissions within the Office of the Registrar, issuing passwords and ensuring all staff within the Office of the Registrar, have correct access to the Information Management System.
5. Co-ordination and completion of the Faculties census and other statistical
6. government reequipments.
7. Develop the use of UNI 10 Assessment Manager, Profiles and Behaviour Modules and support staff in their day to day use of the system.
8. Provide staff training and literature specific to the Facilities' use of UNI 10 and maintain the assessment database and ensure that assessment data held on students is accurate and complete.
9. Analyse the data held in UNI 10 and produce reports on progress, effort and behaviour on individual students and cohorts of students at times set out in the assessment calendar.

10. Set up and manage systems for tracking the progress of students at each key stage of the academic year.
11. Set up and maintain academic units specific mark sheets in line with University policy.
12. Manage the production of e-annual reports and interim reports on the progress of all the students in the University.
13. Provide base data for external projects and providers.
14. Disseminate reports and analyse data accordingly.
15. Ensure all new students have IUE ID files.
16. Organize internal and external examinations, organize examinations rooms, produce bespoke seating plans and timetables in Examination Organizes module within the UNI 10 system
17. Explore and develop other software applications to facilitate University operations.
18. Liaise with UNI 10 software provider to further improve the Information Management System and the University use of it.
19. Support and improve the use of UNI 10 by staff generally.
20. To develop a strategic plan of how to improve the website, how to develop the content and how to ensure this remains organized and up to date on an ongoing basis
21. Manage the University's website in liaison with relevant staff

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications –Bachelor's Degree or Vocational qualifications relating to software systems.
- b. Evidence of continuing professional development.
- c. Formal further education qualification and /or degree in relevant discipline.
- d. Relevant qualification in ICT/business administration.
- e. Analytical skills.
- f. Working in a Higher Educational Environment.
Experience of web development.
- g. Excellent ICT skills. Ability to focus on detail and accuracy when compiling reports.
- h. Excellent communication skills.
- i. Excellent organizational and planning skills including the ability to be flexible in order to achieve targets.
- j. Ability to work to deadlines.
- k. Ability to form good working relationships with colleagues and external clients.
- l. Enthusiastic, innovative and forward-looking.
- m.