



Job Opportunity - Assistant Registrar (Examinations)

The **SVGCC** invites applications from suitably qualified and experienced candidates for the position of **Assistant Registrar (Examinations)**.

WHO SHOULD APPLY

We'd love to have you on board if you:

- Are passionate, enthusiastic, creative, and committed to excellence
- Can work independently while being committed to achieving team and organisational goals
- Are teachable and have high regard for integrity and accountability
- Are committed to lifelong learning and to helping others to commit to the same

Your technical competencies should include:

- A Bachelor's Degree in Testing, Measurement and Evaluation, Curriculum Design and Instruction, or any other related field
- A post-graduate degree in Educational Leadership would be an asset
- Teacher's training certificate (desirable);
- At least five years of experience in Teaching and Assessment at the Secondary or Tertiary level
- A background in TVET would be an asset
- At least three years of experience in a Supervisory or Leadership role
- Strong technological skills (including proficiency in software such as word-processing, spreadsheets, SPSS, and other relevant computer Applications)
- Strong competency in statistical analysis

Your soft skills should include:

- Excellent interpersonal and communication skills
- Excellent time management skills
- Ability to work independently as well as in teams
- Good problem-solving skills and the ability to take the initiative within reason
- Good time-management skills
- Great attention to detail and accuracy
- Be adept at developing and maintaining excellent working relationships at all levels built on professional expertise, credibility, and trust
- The ability to operate with emotional intelligence and political sensitivity in dealing with complex and sensitive issues
- A flexible mindset when seeking to develop and deliver creative and innovative solutions that meet current and anticipated needs

DUTIES AND RESPONSIBILITIES:

Some of your tasks will include but are not limited to:

- Assessing the examination system of the College
- Coordinating the examination system of the College
- Monitoring and evaluating the examination system of the College
- Upgrading and maintaining the examination system of the College as necessary

APPLICATION PROCESS

If you think that you are a good fit, then do the following:

1. Gather the following documents as part of your application:
 - Cover Letter
 - An updated Curriculum Vitae
 - National Accreditation Board (NAB) Certified Academic Certificates
 - Academic Transcripts
2. Submit your application via email to hr@svgcc.vc, with the subject title **Job Application: Assistant Registrar (Examinations)**.
3. Request two professional references - Ask your referees to send letters of reference directly to the HR Manager (using the email hr@svgcc.vc) without waiting to be contacted by the College.

The closing date for receipt of applications is **Sunday, April 13th, 2025**.