VACANCY ANNOUNCEMENT

IMO
INTERNATIONAL MARITIME LAW INSTITUTE

INTERNATIONAL POST
ADMISSIONS AND STUDENT AFFAIRS OFFICER
(VN-03-2022)

IMLI is pleased to offer an interesting and challenging position in an international environment. Starting Salary: €25,000 net per annum (negotiable) plus a very attractive benefits package.

Deadline for applications: 27 May 2022
For more information please visit our website at: https://imli.org.
**Vacancy announcement number:** VN-03-2022  
**Proposed Date of Entry on Duty:** Immediate  
**Contract information:** Two years with a possibility of extension (a probationary period of six months will apply).

**Date of Issue:** Immediate  
**Deadline for applications:** 27 May 2022  
**Full-time appointment:** 40 hours per week  
**Starting salary information:** €25,000 net per annum (Negotiable), plus an attractive benefits package including participation in an Enhanced Staff Allegiance Scheme, Medical Insurance, Life Insurance, Performance Bonus and Mobile telephony; 30 days of vacation leave; and possible reduced working hours in summer.

**Purpose of the post**
Under the direction of the Senior Member of Staff, the Admissions / Student Affairs Officer will be responsible, inter alia, for:

1. all operations in the student admission process;
2. coordinating student affairs matters;
3. ensuring the integrity, accuracy, and security of all academic records of current and former students, and facilitating effective student registration process;
4. managing an efficient transcript evaluation and processing;
5. developing and maintaining degree audit system and certification of students for graduation/graduation clearance;
6. developing and maintaining accurate curriculum management systems and coordinating their publication in an IMLI Student Handbook;
7. preparing the Academic Calendar;
8. participating in commencement activities and certifying all student record documents related to degree completion and producing diplomas;
9. Other duties as assigned by the Director.

**Required competencies**
1. excellent communication skills;
2. Proven commitment to multiculturalism and working with a diverse student body;
3. computer literacy;
4. Advanced proficiency in English (written and spoken) is essential. Working knowledge of another international language would be highly desirable;
5. Integrity, professionalism, and flexibility;
6. Ability to maintain confidentiality and manage confidential information;
7. Excellent organizational skills, attuned to detail and insistent on correct information and data, both verbal and written;
8. Excellent technical, analytical, and problem-solving skills;
9. Ability to formulate and implement policies and procedures;
10. Ability to take personal initiative without direct supervision;
11. Ability to work under pressure; and
12. Commitment to meeting deadlines.
**Education**

- A bachelor’s degree or equivalent in a relevant discipline (e.g. management, higher education studies, law, human resources, psychology, operations management) is required (a master’s degree would be considered an asset);

**Knowledge and Skills**

I. Excellent research, written, verbal and interpersonal communication skills;

II. Experience with student information systems; development of reports, plans and budgets, and regulations related to student records will be considered an asset;

III. Demonstrated experience to manage complex operations and systems;

IV. Ability to deal effectively with the institute’s faculty, students, and administrative staff, as well as various outside institutions in enforcing key institute’s policies;

V. Experience managing complex records systems and computer systems development in a registrar’s office or admissions office is highly desirable (specific experience with PeopleSoft or similar software preferred);

VI. Experience in working with joint programmes would be desirable;

VII. Prior experience in a registrar/student services functional capacity within a higher education institution will be considered an asset.

**How to apply**

This vacancy is open to male and female candidates. Applications must be accompanied by (i) a covering letter stating the reasons for applying and relevant experience to the post; (ii) a recent Police conduct certificate (iii) an up-to-date *Curriculum Vitae*; (iv) two references (referees must send a confidential letter to the Head of Personnel at the address below); and (v) a recent photograph. Applications should be sent to the following e-mail address: careers@imli.org

Please state **Vacancy Number VN-03-2022** in the subject line.

Candidates may also send applications to: The Director (Careers) (VN-03-2022)

IMO International Maritime Law Institute
University of Malta Campus
Msida MSD 2080
Malta

*Please do not send applications via multiple routes. Your application will be acknowledged only in the case that you are short-listed for an interview.*