
JOB DESCRIPTION

Job Title : Registrar
 Reports To : Vice-Chancellor
 Department : Chancellery
 Closing Date : 31st August 2020

Main Purpose

The Registrar assists the Vice-Chancellor in providing strategic direction on the overall campus development and operations, and leads academic administration and support, including in schools. She holds portfolio responsibility for student services, academic services including examinations, information technology and executive services. The Registrar bears a number of delegations and responsibilities in relation to Malaysian government requirements, such as those of the Ministry of Higher Education and the Private Higher Educational Institutions Act.

Key Responsibilities and Accountabilities

1. The Registrar assists the Vice-Chancellor for the effective strategic and operational planning, development and management of Perdana University through the delivery of professional support services to maintain and develop its academic and related activities.
2. The Registrar assists the Vice-Chancellor in dealing with Regulatory issues
 - i. To ensure adherence to all government policies and regulations with regards to the operation of the University as stated in the Private Higher Education Act 1955 and other similar Acts
 - ii. To interpret and implement policies according to the University's constitution, statues, rules and regulations
 - iii. To facilitate the formulation of the University constitution, statues, rules and regulations for approval of various authorities.
3. The Registrar assists the Vice-Chancellor for the development of excellent communications with the key external stakeholders in Malaysia necessary for maintaining Perdana University's status as a Private Institute of Higher Learning (IPTS), in compliance with the requirements of the relevant Malaysian legislation
4. The Registrar assists the Vice-Chancellor for assuring the effective development and implementation of Perdana University values, behaviours

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<p>and work processes based upon the principles of Perdana University and for the integration, coordination and provision of professional support services, ensuring they are delivered to the highest quality standards.</p>
<p>5. The Registrar assists the Vice-Chancellor to make a significant contribution to the strategic direction of the Company, and lead the implementation of the rolling five-year Perdana University Strategic Plan, including the development of any associated operational plans and appropriate indicators to facilitate the effective monitoring and review of Perdana University performance and the management of risk</p>
<p>6. The Registrar assists the Vice-Chancellor for all Perdana University professional support services, setting and monitoring service levels through relevant performance indicators ensuring that they meet the evolving requirements of Perdana University. These include a broad range of services, e.g. business development services, finance, planning and performance, human resource management, legal and compliance services, information and communication technologies, estates and property services, marketing and communications, student recruitment and administration, student support services, and academic governance</p>
<p>7. The Registrar assists the Vice-Chancellor to lead, review and develop PU's programme of projects, ensuring they are managed to time, cost and quality and ensuring alignment with current and future business objectives</p>
<p>8. The Registrar assists the Vice-Chancellor to provide leadership, strategic and operational direction to the professional support services staff within Perdana University, developing a strong team generating a continuously improving, customer focused environment that delivers the highest quality and standards of service, and innovative, lean and effective business processes</p>
<p>9. The Registrar assists the Vice-Chancellor to develop effective processes of academic governance ensuring compliance with Perdana University policies and procedures, Malaysian legislation and other obligations across Perdana University, and lead on other quality assurance processes</p>
<p>10. The Registrar will work closely with the Vice-Chancellor and the Deans to ensure an effective and responsive student learning environment supported by high quality, continuously improving service to students which optimizes academic achievement and satisfaction as measured by completion and retention rates, the quality of awards achieved and other related performance indicators.</p>
<p>11. The Registrar assists the Vice-Chancellor to ensure that a system of Performance and Development Review is effectively embedded across Perdana University; a system of effective succession planning for all critical posts within Perdana University is operating; and an active programme of staff</p>

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development to build capability and capacity of Perdana University and its professional support services teams is in place
12. The Registrar assists the Vice-Chancellor in the development of long-term Perdana University financial plans, budgets, and monitoring and reviewing expenditure and procurement, ensuring compliance with the relevant Financial Regulations of the University; the effective allocation and utilization of resources across Perdana University to assure the viability, quality and effectiveness of programme and service delivery.
13. The Registrar assists the Vice-Chancellor to ensure that all courses are approved and accredited by the Malaysia Qualification Agency (MQA) , MOHE and professional bodies, if required
14. The Registrar assists the Vice-Chancellor in building and maintaining relationships with diverse stakeholders (such as partner schools, government agencies, sponsoring bodies etc)
15. The Registrar assist the Vice-Chancellor as a Secretary to the Board of Governors and University Senate
16. The Registrar assists the Vice-Chancellor in organising convocations and other university ceremonies
17. The Registrar carry out other cognate duties delegated by the Vice-Chancellor including Chairing committees and representing the Vice-Chancellor as required

EDUCATION AND EXPERIENCE

- Possess at least a Bachelor's Degree in any field
- Required language(s): English and Bahasa Malaysia
- A team player with a good organisational skill and a sense of urgency
- Good computer literacy (MS Office)
- At least 10 - 15 year(s) of working experience in related field

SKILLS AND COMPETENCIES

- Organised, able to work under pressure and have good negotiation skills;
- Have well-developed communication skills;
- Have awareness of different cultures and backgrounds;
- Have good problem-solving and analytical skills;
- Have a sympathetic, yet firm approach to deal with clients who may be angry or abusive;
- Hardworking and able to work beyond normal working hours when required.

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