



POSITION VACANCY

Divine Word University is a private run Catholic National University that is open to all and serving society through its quality of Research, Learning, Teaching and Community Engagement in a Christian environment by upholding the core values of the university. Divine Word University is currently accepting applications for the role of **Deputy Registrar**, Office of the Registrar, Madang Campus.

OFFICE OF THE REGISTRAR, MADANG CAMPUS

DEPUTY REGISTRAR

We are seeking a dynamic and experienced individual to fill the role of Deputy Registrar at Divine Word University. As Deputy Registrar, you will play a pivotal role in supporting the Registrar and ensuring the smooth operation of our institution.

Key Responsibilities:

- Support the Registrar: Work closely with the Registrar in executing administrative duties such as planning, organizing, and controlling activities involving student registration, transfer and graduation as delegated ensuring that the workload is conducted in an efficient and orderly way.
- Stakeholder Coordination: Coordinate and maintain continuous partnership and liaison with various stakeholders like internal and external stakeholders such as DHERST, HOD's, students, parents/guardians. This include coordination with both internal and external stakeholders by enforcing regulation regarding admission, enrollment, students' load, transfer and graduation. Leadership: Supervise senior/junior staff and step in where necessary to provide support to the Registrar. Monitoring of key activities and make sure of completion. Support and manage the daily operations of the Office of the Registrar.
- Event Management: Oversee major campus events such as registration, orientation, graduation, and alumni activities, ensuring successful execution and positive experiences for students and participants.
- Communication and Reporting: Take charge of the maintenance and safe keeping of student and faculty records and other vital records, reports and documents of the University. Also ensuring that all documents are recorded and accessible when required and prepare reports to the Registrar.

Required Qualification and Experience:

- ✓ Possess a Bachelor's Degree and has experience in a similar role at the tertiary level.
- ✓ Has confidence in public speaking.
- ✓ Has excellent communication skills both verbal and written.
- ✓ Possess problem solving skills.
- ✓ Has strong organizational and time management skills.
- ✓ Is able to work under pressure and must be a team player.
- ✓ Has minimum of three or more years of working experience in a university/college.

To apply, please submit your updated CV and educational documents to:
Divine Word University, Human Resource Management Division
PO Box 483, Madang, Telephone: 422 2937, Digicel Mobile: 72530600,
Email: recruitment@dwu.ac.pg

Closing Date: **Monday 9th December 2024**. Only Shortlisted candidates will be contacted for interview.

This position offers a competitive salary package with additional benefits, including Staff Development Programs, Medical, and Housing.

P.O Box 483 Madang - Email: recruitment@dwu.ac.pg