



## Vacancy Notice: Senior Registry Assistant

**Job title:** Senior Registry Assistant

**Grade:** GS-5

**Duty Station:** Malmö, Sweden

### 1. Organizational setting

The World Maritime University (WMU) is established by the International Maritime Organization. WMU's mission is to be the world centre of excellence in postgraduate maritime and ocean education, professional training and research, while building global capacity and promoting sustainable development.

The Registry is responsible for many aspects of the students' interaction with the University. The Registry team looks after recruitment of students, application and admission, enrolment, the student record, student welfare and support, the rules and policies relating to students, Graduation ceremonies and alumni relations.

### 2. Main purpose

- The incumbent will report to the Registrar, and will work closely with all the members of the Registry team to support the programme of work. The post-holder is expected to provide a wide range of operational and administrative support for the Registry, and to collaborate with administrative staff, faculty members and graduates.

### 3. Duties, responsibilities

The incumbent will in particular provide the following support services:

- Managing the process of admissions decisions for a portfolio of postgraduate taught programmes, including the University's flagship MSc in Maritime Affairs, liaising with faculty to ensure decisions are made in line with University policies;
- Assessing the accuracy of information and the authenticity of qualification documents supplied by applicants;
- Ensuring that updates to applicant and student records, including admissions decisions and funding information, are recorded accurately in the University's Student Information System;
- Responding to academic programme enquiries by phone and email and managing the Registry departmental inbox;
- Production of letters and correspondence relating to the admissions process including letters of academic clearance and enrolment letters and documentation;
- Liaison with nominating organizations and officials regarding the selection of nominated candidates;
- Organization of the University's graduation ceremonies, including processing the location bookings, arranging the catering required, arranging the necessary staffing of the event, issuing academic dress to graduands and faculty, production of the programmes for the ceremony, coordinating the external audio-visual and photographic services;
- Such other administrative tasks as may be required or assigned by the Registrar.

## 4. Minimum requirements – education, experience and language skills

### Education

#### Essential

- The successful candidate will have a high school diploma or equivalent.

### Experience

#### Essential

- Have a minimum of five years of experience in administrative tasks (desirable in higher education academic environments);

### Languages

#### Essential

- Fluency in spoken and written English.
- Good understanding in spoken and written Swedish.

#### Desirable

- Knowledge of another UN language would be an advantage.

### Desirable Qualifications, Competencies and Professional Experience

- An understanding of WMU and its mission, and strong commitment to the delivery of the highest practicable standards in pursuing its mandate;
- Excellent oral and written communication and interpersonal skills in English;
- Knowledge of and experience with Information Systems and related best practices with regards to Data Protection, and a generally high level of IT skills;
- A proactive attitude, with the ability to work effectively and accurately with little guidance and supervision;
- Appreciative of and sensitive to cultural and national variations, and a desire to work in an international environment;
- An understanding of the need to maintain a high level of confidentiality, particularly relating to student matters;
- Flexibility in coordinating multiple projects and meeting deadlines;
- Demonstrated motivation, enthusiasm, tact, drive and a sense of humour.

## 5. Terms and Conditions

This vacancy is open to male and female candidates. WMU seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply. WMU will make every effort to facilitate the employment of persons with disabilities.

### Application

Applicants must fill in the Personal history form and send a letter of interest, a complete CV, and the contact information of three referees to Marco Batista, Head of Human Resources (mb@wmu.se).

This position is only open to persons legally authorized to live and work in Sweden. The selected candidate will be locally recruited.

Deadline for Applications: 20 October 2021.