



། འབྲུག་རྒྱལ་འཛིན་གཙུག་ལག་སློབ་མཉམས་ལེ་སྡེ།

བསམ་རྩེ་ཤེས་རིག་མཐོ་རིམ་སློབ་མཉམས་ལེ་སྡེ།



Royal University of Bhutan
Samtse College of Education

"You cannot give what you do not have." **DrukGyalpo**

Annexure 5A/6.1.2.1

ROYAL UNIVERSITY OF BHUTAN
SAMTSE COLLEGE OF EDUCATION

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Assistant Examination & Student Record Officer
- 1.2 Position Level: 8
- 1.3 Occupational Group: Administrative & Technical
- 1.6 College/OVC: Samtse College of Education

2. MAIN PURPOSE OF THE POSITION:

The main purpose of the position is to maintain up-to-date information pertaining to students through overall management of student information and records and also coordinate examination related works.

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory)*

- 3.1 Ensure safe keeping of student records including transcripts in the form of both hard and soft copies (scanned/pdf version);
- 3.2 Organise of meetings and consultations related to the formulation of strategies and systems on admission and student records systems in the College;



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བསམ་ཅུ་ཤེས་རིག་མཐོ་རིམ་སློབ་མཉམས་སྤྱོད་སྒྲིག་འཛུགས་

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5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS (Use KSA and Position Profile Matrix in Position Directory as a guide):

5.1 Education: Bachelor Degree

4.1 Experience Preference will be given to those with relevant experience for the purpose of shortlisting and good work experience in position related.

5.2 Knowledge Skills and Abilities (Use KSA in Position Directory):

1	Conversant in the area of responsibilities both in terms of technical know-how and changing environment.
2	Ability to manage student information and records
3	Good communication skills both in terms of written and speaking.
4	Sound analytical skills with knowledge in planning, management, and execution of activities.
5	Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
6	Ability to work in teams and ready to work beyond working hours.