WE ARE

HIRING

REGISTRAR
COMMUNITY IMAM COLLEGE (CIC)

ROLE SUMMARY

The Registrar of the Community Imam College (CIC) serves as the Administrative and Operational head of the College and is fully responsible for managing all administrative, operational, student services, academic administration, and regulatory functions of the institution. As CIC operates as a college-level institution, the Registrar ensures that all systems required for daily functioning, student management, academic delivery support, and institutional compliance are efficiently established, implemented, and continuously improved.

The Registrar works under the strategic direction of the Director and in close coordination with the Academic Affairs Committee and Student Affairs Committee, while maintaining direct responsibility for operational execution across the College.

KEY RESPONSIBILITIES

ACADEMIC ADMINISTRATION & STUDENT MANAGEMENT

- Manage the full lifecycle of student administration including admissions, enrolment, attendance, academic records, progression, graduation, and alumni records.
- Administer examination processes, assessments coordination, results processing, transcripts, certificates, and academic documentation.
- Maintain and secure all institutional academic records, policies, handbooks, registers, and compliance documentation.

STUDENT AFFAIRS, WELFARE & CAMPUS SERVICES

- Oversee student orientation programmes, accommodation coordination, discipline management, welfare support, counselling referrals, and grievance handling.
- Manage internship documentation, placement coordination, student safety protocols, and field supervision administration.
- Serve as the primary administrative contact point for students, parents, and guardians.

INSTITUTIONAL OPERATIONS & ADMINISTRATION

- Manage day-to-day operations of the College including office administration, facilities coordination, hostel administration, classroom scheduling, asset management, and logistics.
- Ensure effective functioning of IT systems, digital records, website updates (administrative content), and communication platforms.

KEY RESPONSIBILITIES

GOVERNANCE SUPPORT & SECRETARIAT FUNCTIONS

- Serve as the Secretariat for academic and management committees by organising meetings, preparing agendas, recording minutes, tracking resolutions, and ensuring follow-up actions.
- Support the Director and senior management in executing institutional decisions and policy implementation.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Education, Management, Public Administration, or related field (Postgraduate qualification preferred).
- Prior experience in academic administration within a higher education or training institution.
- Strong knowledge of student administration systems, institutional governance, and academic regulations.
- Proficiency in administrative documentation, record management, and communication.

CLOSING DATE
1st February 2026