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| **Profile** | **Admin** | **Admin Support** |
| **Responsibilities & Duties** | * Supporting the delivery and supervision of examinations in accordance to the rules and regulations of UK exam boards and British Council standards
* Support handling of back office inquiries
* Provide an efficient and friendly service to customers, partners and course providers
* Support to ensure branding of exams venues and smooth running of events
* Carryout any other responsibilities and duties as required
 | * Ensuring preparation of exams venues and testing equipment
* Support to ensure branding of exam venues and smooth running of events
* Clearing of the Confidential Materials Room, Processing Rooms, Storage areas and exams venues as appropriate
* Shredding of paper
* Preparation of packages for couriering
* Carrying of Confidential Material cases, equipment, stationary boxes and packages where required.
* Carryout any other duties as required
 |
| **Experiences** | **Desirable:**1+ years’ work experience  |  |
| **Qualifications** | **Essential:**GCE Ordinary Level or equivalent professional qualification.In the absence of the above qualifications a service record of over 3 years work experience required.**Desirable:**GCE Advanced Level or equivalent qualification  | **Desirable:**GCE Ordinary Level or equivalent qualification  |

**OPPORTUNITY FOR TEMPORARY PART TIME WORK**

**Purpose of the job:**

Enable the exams unit to cope of with peak delivery periods, absence management and/or work life balance of regular staff ensuring the smooth administration of examination services in a professional and efficient manner within Sri Lanka and the Maldives in accordance with the meeting of:

* + ***Quality & Compliance Assessment (QCA)***
	+ ***Financial Control and Compliance Framework (FCCF)***
* ***Delivery of specialised soft and/or technical skills.***

**Status of the job:**

The temp staff position is a freelance independent position where the engagement frequency will be ad hoc, seasonal and based on requirement.

It will be remunerated for the services based on the work assignment in accordance with the rates as per contract with hiring agency. It will not be entitled for payment on absenteeism.