We're Hiring!

MAPS College

Administrative Coordinator

We are seeking an experienced and highly organised Administrative Coordinator to manage the administration and coordination of our master's degree programmes.

The ideal candidate will have experience working in a higher education institution, strong organisational and communication skills, and a genuine interest in supporting students throughout their academic journey. The role involves coordinating a wide range of academic activities, ensuring effective communication between students, lecturers and the College, accurate records management, and organising co-curricular and extracurricular initiatives.

Scope of Work:

- **Programme Administration**: Coordinate the smooth delivery of academic programmes, including class schedules, lecturer coordination, student orientations and academic activities.
- **Student Engagement & Support:** Maintain regular communication with students, provide guidance and support, and organise student activities.
- **Academic Records:** Maintain accurate records of student enrolment, attendance, unit registrations and academic results.
- **Assessment & Examinations:** Coordinate assessments, examinations and related administrative processes with relevant departments.
- **Communication & Coordination:** Liaise with students, lecturers and relevant departments to ensure smooth programme operations and address student feedback.
- **Academic Development**: Support programme development, quality improvement and implementation of academic policies and procedures.

Requirements:

- Minimum qualification of a master's degree.
- Proficiency in Microsoft Office applications.
- Strong command of written & spoken Dhivehi and English.
- Excellent communication & interpersonal skills, with the ability to work effectively in a team.
- Strong organisational & time-management skills, with the ability to manage multiple tasks and deadlines.
- Prior experience in higher education is an added advantage.
- Self-motivated, with a strong work ethic & a results-oriented approach

Apply Now
hr@maps.edu.mv

Remuneration:

Competitive salary based on qualification and work experience

Deadline for applications:
5pm, 2 November 2026

Special Note:

This position is open exclusively to Maldivian candidates currently based in the Maldives.
Only short-listed candidates will be contacted for interviews.