

# RUMC Careers



Impressive  
Salary Package



Conducive Working  
Environment



Excellent Annual  
Leave



Group Hospitalisation  
& Medical Insurance

**RCSI & UCD Malaysia Campus (RUMC)** is an Irish Medical University in Malaysia, established in the year 1996. The University has excellent access to outstanding clinical facilities including Penang General Hospital. RUMC received Foreign University Branch Campus status in 2018. Join us and be a part of our growing and dynamic team.

## REGISTRAR

- The principal objective of this post is to lead the development, delivery, and continuous improvement of a systematic approach to quality assurance and improvement within the academic activities of RUMC.
- The Registrar will provide support to the President & Chief Executive Officer and ensure the effective management of Registry functions at RUMC as well as ensuring the student experience is of the highest quality.
- This post will support the development and delivery of the RUMC strategy and enable the continued growth and development of the campus, positioning RUMC as a leading provider of medical and health-related programmes in Malaysia.
- She/he will be a member of RUMC's Senior Management Team and will work collaboratively with the RUMC leadership to deliver the RUMC strategy.

### Job Requirements

- Possess a minimum of Masters qualification in a relevant field.
- A minimum of 8 to 10 years of experience in management at a higher education institution.
- A proven track record in the development and implementation of administrative policies.
- Experience in working with MOHE, MQA and other relevant professional accreditation bodies.

Further details on the Job Description are available at [www.rcsiucd.edu.my/careers](http://www.rcsiucd.edu.my/careers)

For formal enquiries about the role, please email [president@rcsiucd.edu.my](mailto:president@rcsiucd.edu.my)  
The position is available from the fourth quarter of 2023.

Please submit your CV with complete contact details and contact details of three (3) referees to:

**The Human Resource Department**  
**RCSI & UCD Malaysia Campus (RUMC)** MOHE DULNOIO (P)  
4, Jalan Sepoy Lines, 10450 Georgetown, Penang, Malaysia.  
T: +604 217 1999 T: +604 228 7272 E: [hr@rcsiucd.edu.my](mailto:hr@rcsiucd.edu.my)



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Instagram



## JOB DESCRIPTION (JD)

**DEPARTMENT**

**REGISTRY**

**POSITION**

**REGISTRAR**

**REPORTING TO**

**PRESIDENT & CHIEF EXECUTIVE OFFICER**

### **POSITION SUMMARY:**

The principal objective of this post is to lead the development, delivery, and continuous improvement of a systematic approach to quality assurance and improvement within the academic activities of RUMC.

The Registrar will provide support to the President & Chief Executive Officer and ensure the effective management of Registry functions at RUMC as well as ensuring the student experience is of the highest quality. This post will support the development and delivery of the RUMC strategy and enable the continued growth and development of the campus, positioning RUMC as a leading provider of medical and health-related programmes in Malaysia. She/he will be a member of RUMC's Senior Management Team and will work collaboratively with the RUMC leadership to deliver the RUMC strategy.

### **DUTIES AND RESPONSIBILITIES:**

The employee will at all times, observe and carry out faithfully and conscientiously all duties and responsibilities assigned by the superior, and observe all discretion with regard to the information acquired during the service employment with the Company, and thereafter if the employee leaves its service.

#### Job Responsibilities:

1. Ensure the reputation of academic programmes at RUMC through quality assurance processes and accreditation of continuing and incoming academic programmes at RUMC
2. Lead, and assume responsibility and accountability in corporate and executive terms, for the organisation and day-to-day operations of the academic support and administrative support services at RUMC
3. Ensure the maintenance of and enhance the strong working links with academic and administrative support services at RCSI and UCD
4. Participate as a member of the Senior Management team
5. Contribute to the governance of RUMC through chairing/convening of appropriate committees and by attendance at the RUMC Board
6. Provide leadership for the development of new programmes
7. Ensure that programmes are managed to time, cost and quality and ensure alignment with current and future business objectives
8. Ensure that programmes are properly recognised by relevant authorities, including seeking to expand the number of countries that recognise the degrees awarded through RUMC
9. Formulate relevant policies and regulations to ensure all student and academic-related processes are fair, robust and transparent; compliant with Malaysian / ASEAN frameworks, acts and legislation and cognisant of the RCSI / UCD, NUI and Irish Medical Council regulations
10. Provide leadership and management of the services supporting the student lifecycle by developing robust systems and processes to govern admissions, registration, scheduling, assessments, progression through to convocations
11. Oversee the management of data as it relates to the student record, ensuring the institution has appropriate systems and mechanisms to track student progress and safeguard data, compliant with the relevant legislation
12. Facilitate, formulate, interpret and implement policies and procedures in relation to student funding, scholarships, student loans etc. in liaison with other stakeholders, according to the University's constitution, statutes, rules and regulations



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13. Pro-actively contribute to the strategic planning of RUMC including the development of any associated operational plans and appropriate indicators to facilitate the effective monitoring and review of RUMC performance and the management of risk
14. Cultivate and maintain productive business and personal relationships with key internal and external stakeholders including key sponsors, government agencies and other relevant authorities
15. Undergo programmes of training and development as may be required from time to time
16. Represent the best interests of RUMC at all times
17. Perform such other duties as may be required from time to time.

### PERSON SPECIFICATION

The post holder will possess and demonstrate:

- The vision, drive, energy and initiative to promote and lead change in a progressive and dynamic environment
- In-depth understanding of the strategic dimensions and factors relating to (Medical) Education
- Experience of academic quality processes is desirable, e.g. programmatic review, accreditation
- highly developed leadership capabilities
- Excellent analytical and ability to make decisions and meet deadlines
- Excellent interpersonal, influencing, negotiating and communication skills
- Strong commitment to continuous personal development
- The ability to work on one's own initiative as well as in a team environment

### JOB REQUIREMENTS

1. Possess a minimum of Masters qualification in a relevant field.
2. A minimum of 8 to 10 years of experience in management at a higher education institution.
3. A proven track record in the development and implementation of administrative policies.
4. Experience in working with MOHE, MQA and other relevant professional accreditation bodies.
5. A demonstrated ability in developing and delivering strategy, motivating staff and stakeholders, managing change, building effective partnerships with external institutions and managing with the highest level of integrity, vision, clarity and purpose.
6. Committed to achieving excellence in all aspects and establishing strong and appropriate relationships with the board, staff, students and external customers.

**DEADLINE OF APPLICATION:** 30 September 2023