

**DUGSIGA SARE EE
GAMBOOL**



**GAMBOL HIGH
SCHOOL**

Garowe, Puntland, Somalia
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TERM OF REFERENCE FOR HEAD OF ACADEMICS & STUDENTS' AFFAIRS

Job Title: Head of Academics and Students' Affairs

Job Type: Full Time

Employment Period: One Academic Year with Possible Extension

Probation Period: Four Months (One Term)

Location: Gambol High School, Garowe

ABOUT GAMBOL HIGH SCHOOL

Gambol secondary school is one of the public secondary schools in Puntland that operates since late of 1970s. It locates at Garowe, the capital city of Puntland. It offers both arts stream and science stream in order to fulfil students' needs and follows structure of the curriculum of Puntland State of Somalia. It is the first secondary school in Nugal region and one of first secondary schools in Puntland after the collapse of the central government. It was aimed to enhance the administrative and teaching effectiveness. Thus, the school looks for qualified academic and students affairs who will contribute both administration and teaching efficiency.

JOB SUMMARY

Under the direction of school administration, the head of academics & students' affairs will be responsible for planning, organizing and facilitating for academic issues and students affairs to effectively address them. He/she will also be responsible for supporting and supervision of academic staff. Head of academics and students' affairs will act as administrative assistant and will facilitate administrative tasks in the school. His/her duties are included;

- Keeping students records, such as personal data, academic performance, strengths/weaknesses on data base.
- Registration of new students and handling students' transfers.
- Handling students' complaints and reporting to the school administration.
- Guiding and coordinating activities of students Union/Alumni association.
- Assisting different school committees such as Quality assurance committee and extracurricular team.
- Assist school management in the supervision of teaching and learning activities.
- Support academic staff e.g. during exams.

REQUIREMENTS

1. Bachelor of education.
2. At least 3 years' experience of secondary school administration.
3. Teaching experience is preferred.
4. High level of Computer skills.
5. Knowledge of Puntland Education context.
6. Ability to communicate effectively both orally and writing.
7. Ability to establish and maintain effective working relationships.
8. Leadership, complain handing and problem solving skills.

How to Apply

All potential candidates are invited to apply this post by sending their application letter, CV with 3 reference persons, academic certificates, experience testimony to gamboolhs2019@gmail.com and CC. to mahadyare2005@gmail.com & osman.awosmsan@gmail.com not later than 11th July, 2021 and a subject line “**Academic and Students Affairs**”. Only short-listed will be contacted for written test and interview.