* **Institute :** Faculty of Undergraduate Medicine, KGUMSB
* **Position Title :** Assistant Program Officer, FoUGM
* **Position Level:** PL-8.

1. **Job responsibilities:**

**Academics**

1. Assist Dy. Dean, Academic Affairs in preparation of annual academic calendar of the Faculty in coordination and supervision of Dean and other officials at Deans office.
2. Assist in implementation of annual academic work plan under the guidance of Dean, Dy. Dean – AA and other senior officials.
3. Assist work related to formulation of annual budget of as per the curriculum and curricula needs.
4. Coordinate with faculty to ensure the resources and support required to deliver effective instruction for all the academic activities of the Faculty.
5. Coordinate and facilitate the academic training programs both in-house and faculty level.
6. In coordination with OOP officials, can assist in implementation of monitoring and evaluation of program activities as per the curriculum and regulations.
7. To assist in preparation of reports on academic program activities to be submitted to OOP, MoH and international partners as and when required.

**Examination**

1. Coordination of formal examinations and the timely recording of results in consultation with the Head of Departments. To assist in various aspects of examination conduct.

**Faculty Support:**

1. Collaborate with faculty to ensure that they have the resources and support needed to deliver effective instruction.
2. Assist in the recruitment and evaluation of faculty members.

**Administrative Duties:**

1. Manage administrative tasks related to the academic program, such as budgeting, record-keeping, and reporting.
2. Maintain accurate records of student progress and academic performance and submit to relevant offices as and when required.

**Accreditation:**

1. Assist with the preparation towards the accreditation process and documentation as required by accrediting bodies.
2. Participate in accreditation and quality assurance processes.

**Other Responsibilities**

1. To coordinate and facilitate relevant committee meetings of the Faculty.
2. To assist carryout all the day-to-day responsibilities of Dean’s Office.
3. Any other job assigned by the Supervisors.