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## JOB DESCRIPTION

<b>Position Title</b>	:	<b>Nursing Officer</b>
<b>Faculty</b>	:	<b>Nursing and Midwifery</b>
<b>Report to</b>	:	<b>Deputy Head of Nursing</b>
<b>Reportees</b>	:	<b>N/A</b>
<b>Employer</b>	:	<b>University of Puthisastra</b>
<b>Location</b>	:	<b>Phnom Penh, Cambodia</b>

### I. Position Summary:

- Provide efficient, timely and proactive administrative support to the Deputy Head of Nursing Department.
- Take care of file documentation.

### II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Assist in administrative tasks
- Support lecturers in using UPOP, putting courses to the system.
- Assist in the maintenance of records of all documents related to lecturers
- Liaise with the Registrar's Office as necessary.
- Carry out other functions as assigned by the DHoN or by the Dean for department administration.

### III. Minimum Qualifications and Requirements:

#### 1. Experience:

- Previous work experience in Administration/Education is an advantage

#### 2. Education:

- Associate / Bachelor degree in nursing
- Excellent English proficiency: Reading, Speaking, Writing and Listening

#### 3. Skills/Competencies:

- Excellent computer skills: Microsoft Word, Excel and Powerpoint

#### 4. Personal Qualities:

2. · Very good communication skills
3. · Good attitude and behavior
4. · Ability to work under pressure