

Roles and Positions in Educational Institutions (Brunei Government Context)

Assistant Director (Academic)

1. Registrar and Secretary Office

- Registrar
- Assistant Registrar
- Senior Administrative Officer
- Administrative Officer
- Records and Registration Clerk

Criteria:

- Bachelor's degree in Administration, Management, or related fields.
- Strong organizational and communication skills.
- Familiarity with academic regulations and institutional policies.
- Prior experience in administrative roles preferred.

2. Programme Development Division

- Programme Development Officer
- Curriculum Development Officer
- Education Officer
- Senior Education Officer

Criteria:

- Bachelor's degree in Education, Curriculum Development, or related fields.
- Experience in curriculum design and educational planning.
- Strong analytical and project management skills.

3. Student Affairs Division

- Student Affairs Officer
- Senior Welfare Officer
- Student Counselor
- Co-Curricular Activities Coordinator

Criteria:

- Degree in Education, Psychology, or related fields.
- Strong interpersonal and counseling skills.
- Experience in student support services.

4. Quality Management Division

- Quality Assurance Officer
- Senior Quality Assurance Officer
- Compliance and Standards Officer
- Data Analyst (Academic Quality)

Criteria:

- Degree in Quality Management, Education, or related fields.
- Knowledge of quality assurance standards and accreditation processes.
- Analytical skills and attention to detail.

5. Industry Linkages Division

- Industry Liaison Officer
- Internship/Industrial Training Coordinator
- Partnership Development Officer
- Career Guidance Counselor

Criteria:

- Degree in Business, Education, or related fields.
- Strong networking and relationship-building skills.
- Experience in coordinating industry partnerships.

6. Research and Statistics Division

- Research Officer
- Senior Research Officer
- Statistician
- Data Management Officer

Criteria:

- Degree in Statistics, Research Methods, or related fields.
- Proficiency in data analysis software.
- Strong research and analytical skills.

7. Centre for Student Development and Innovation

- Student Development Officer
- Innovation and Entrepreneurship Officer
- Mentorship Programme Coordinator
- Skills Development Trainer

Criteria:

- Diploma or Degree in Education, Innovation, or related fields.
- Experience in student development programs.
- Strong problem-solving and creative thinking skills.

Assistant Director (Corporate, Planning, and Development)

(Arbaniah binti Hj Sablee)

1. Human Resource Division

- Human Resource Officer
- Senior Human Resource Officer
- Training and Development Officer
- Payroll and Benefits Clerk

Criteria:

- Degree in Human Resource Management or related fields.
- Knowledge of HR policies and labor laws in Brunei.
- Strong interpersonal and organizational skills.

2. Finance Division

- Finance Officer
- Senior Finance Officer
- Budget Planning Officer
- Accounts Clerk

Criteria:

- Degree in Accounting, Finance, or related fields.
- Proficiency in financial management and budgeting.
- Knowledge of Brunei government financial regulations.

3. Legal and Procurement Division

- Legal Officer
- Senior Procurement Officer
- Contract Management Officer
- Compliance Officer

Criteria:

- Degree in Law, Business Administration, or related fields.
- Knowledge of legal practices and procurement policies.
- Strong negotiation and contract management skills.

4. Corporate Affairs Division

- Corporate Affairs Officer
- Public Relations Officer
- Communications and Media Officer
- Events Management Officer

Criteria:

- Degree in Public Relations, Communications, or related fields.
- Strong communication and media relations skills.
- Experience in corporate communications.

5. Information Technology Division

- IT Officer
- Senior Systems Administrator
- Network Support Officer
- Technical Support Officer

Criteria:

- Degree in Information Technology, Computer Science, or related fields.
- Proficiency in IT systems and network management.
- Strong problem-solving skills and technical expertise.

6. Estate Management Division

- Estate Management Officer
- Facilities Maintenance Supervisor
- Health, Safety, and Environment (HSE) Officer
- Security Supervisor

Criteria:

- Degree in Estate Management, Facilities Management, or related fields.
- Experience in managing institutional properties.
- Knowledge of health and safety regulations.
- **Centre for Innovative Teaching and Learning**

7. Centre for Innovative Teaching and Learning

- Educational Technologist
- E-Learning Development Officer
- Instructional Designer
- Pedagogical Innovation Officer

Criteria:

- Degree in Education Technology, Instructional Design, or related fields.
- Proficiency in digital learning tools and platforms.
- Innovative approach to teaching and learning methodologies.

Assistant Director / Principal

1. School of Business

- Head of School
- Senior Lecturer
- Lecturer
- Programme Coordinator
- Research Fellow

Criteria:

- Degree in Business Administration, Management, or related fields.
- Teaching and academic leadership experience.
- Strong knowledge of business education trends.
- **School of Information and Communication Technology**

2. School of Information and Communication Technology

- Head of ICT School
- Senior Lecturer (Software Development/IT)
- IT Laboratory Technician
- Systems Support Officer

Criteria:

- Degree in Information Technology, Computer Science, or related fields.
- Teaching and technical expertise in ICT.
- Experience with current ICT trends and technologies.

3. School of Science and Engineering

- Head of Science and Engineering
- Senior Lecturer (Engineering/Science)
- Laboratory Technician
- Research and Development Officer

Criteria:

- Degree in Engineering, Science, or related fields.
- Strong research background and teaching experience.
- Proficiency in laboratory management and scientific methodologies.

4. School of Health Sciences

- Head of Health Sciences
- Senior Lecturer (Nursing/Medical)
- Clinical Coordinator
- Health and Safety Officer

Criteria:

- Degree in Health Sciences, Medicine, or related fields.
- Experience in clinical practice and health education.
- Strong research skills in health sciences.

5. School of Petrochemical

- Head of Petrochemical School
- Senior Lecturer (Chemical Engineering)
- Laboratory Supervisor
- Field Training Coordinator

Criteria:

- Degree in Chemical Engineering, Petrochemical Studies, or related fields.
- Industry experience in petrochemical sector.
- Teaching and research skills in petrochemical studies.

6. General Studies Division

- General Studies Coordinator
- Senior Lecturer (Humanities/Social Sciences)
- Academic Advisor
- Tutoring and Learning Support Officer

Criteria:

- Degree in General Education, Liberal Arts, or related fields.
- Broad knowledge across multiple disciplines.
- Teaching and curriculum development experience.

7. Library and Learning Centre

- Chief Librarian
- Senior Librarian
- Library Assistant
- Learning Resource Coordinator

Criteria:

- Degree in Library Science, Information Management, or related fields.
- Proficiency in managing learning resources and digital libraries.
- Strong organizational and research support skills.