



### Job Description

Position Title	Management Trainee Officer
Department	Office of the President
Reporting To	President's Chief of Staff and Director of Global Engagement
Type of Position	Contractual

#### **POSITION DESCRIPTION**

Incumbent must be able communicate impeccably via written content and assist with whatever is required by the Office of the President to the lead up to HU's first convocation.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Communicating via emails in a well written way
- ✓ Drafting well phrased social media content and managing Facebook pages and profiles
- ✓ Assisting Office of President with convocation logistics
- ✓ Doing photography using a DSLR camera
- ✓ Entering data when required

#### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Graduation
Required Experience	✓ Fresh graduates can apply

#### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Writing skills	High
2.	Social media management	Medium
3.	Photography	Medium

Revision Date	March 29, 2018	Version	1.0
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