



# Women Medical & Dental College.

## A. JOB DESCRIPTION

Job Title	Hostel Warden.(Female Only)	Emp ID/ Reference Number	
Department	Administration Department.	Working Hours	Full time
Location of post	WMC, Abbottabad	Salary	
Reports to	Provost, WM&DC	Job type	Fixed term contract.

### PURPOSE OF JOB

- Responsible for allotment of rooms to the students.
- Responsible for maintenance of the hostels.
- The Warden shall be responsible for maintaining discipline and law and order in the hostel and shall use her discretion and judgment in all cases requiring immediate attention and action.
- The warden shall be responsible for maintaining a proper account of the hostel dues and food account with the assistance of hostel clerk. The warden shall scrutinize the contractors' bills personally and shall forward them for payment.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline among students of the hostels.
- The warden shall also be responsible for sanitation in the hostel and hostel premises, including maintenance of lawns and landscape.
- All employees of the hostel shall be under the direct supervision of warden. The warden shall be responsible for the efficiency of the services of all hostel employees.
- She shall organize social and cultural activities in the hostel through a group of monitors selected from amongst the residents on prior permission of the Provost and Principal.
- Any other task/duty assigned by Provost/Principal.

### Team Structure

This position will be reporting to the Provost. The post holder will also be required to work on a daily basis with the Principal as and when required.

### KEY RELATIONSHIPS

The post holder will need to develop successful relationships with:

- Provost / Principal / Asstt.Warden, and students on a daily basis.

Prepared by	Human Resource Department	Sign	
Approved by	Principal, Women Medical & Dental College.	Sign.	

## B. PERSON SPECIFICATION

	Essential	Desirable	Assessment stage
Skills and Knowledge	<p><u>Communication skills</u>  <i>Good communication and interpersonal skills</i></p> <p><u>People Management Skills</u></p> <ul style="list-style-type: none"> <li>• <i>Decision Making</i></li> <li>• <i>Situation analysing skills.</i></li> </ul>	<p><b>Other Skills:</b>            Strong &amp; proven people Management Skills</p>	<p>Short listing Test, and Interview</p>
Experience	<p>2+ year relevant experience</p>	<p>2+ years of experience in a renowned institute as Warden.</p>	<p>Short listing and/or Interview</p>
Qualifications	<p>Minimum Graduate preferably Master's degree holder.</p>	<p>Minimum Graduate preferably Master's degree holder.</p>	<p>Short listing and/or interview</p>