

Duties and Responsibilities

1. Collect data from internal and external agencies, process, store, maintain, prepare, and provide data and information services regarding students, enterprises, labor markets, personnel, budget, equipment, buildings and facilities, curriculum plans, and socio-economic data, in accordance with the criteria and methods prescribed by the Office of the Vocational Education Commission, through electronic systems, in coordination with academic departments and various units within the institution and other relevant agencies.
2. Compile and disseminate various information beneficial to educational management and career development.
3. Develop the institution's data network system to enable connectivity with other educational institutions, the Office of the Vocational Education Commission, the Ministry of Education, and other agencies, including the development of capacity for utilizing data from internet networks.
4. Supervise, control, and oversee the system in compliance with the Computer Crime Act.
5. Operate the institution's Vocational Education Manpower Center.
6. Coordinate and collaborate with various agencies, both internal and external to the institution.
7. Prepare work calendars, submit project proposals, and report work performance results through proper channels.
8. Maintain, preserve, and take responsibility for the institution's property assigned to one's care.
9. Perform other duties as assigned.