

Deputy Director for Office of Internal Quality Assurance (IQA)

Under the supervision of the Director of the Office of Internal Quality Assurance, the Deputy Director shall supervise and handle activities relating to Internal Quality Assurance Function; and review implementation of the quality assurance standards to ensure that Office of IQA maintains a quality assurance and improvement for the university.

A. RESPONSIBILITIES:

The Deputy Director for Office of Internal Quality Assurance (IQA) assumes the overall responsibilities as follows:

- Draft quality assurance policies and procedures;
- Interpret and implement quality assurance standards;
- Evaluate adequacy of quality assurance standards;
- Documents internal assessment and other quality assurance activities;
- Collect and compile statistical quality data;
- Analyze data to identify areas for improvement in the quality system;
- Prepare reports to communicate outcomes of quality activities;
- Identify training needs and organize training interventions to meet quality standards;
- Coordinate and support on-site evaluation conducted by external providers;
- Monitor risk management activities;
- Responsible for document management systems;
- Responsible for developing and implementing quality assurance and management procedures and systems for the department;
- Plan, conduct and monitor testing and inspection of materials and products to ensure finished product quality; and
- Undertake other duties consistent with the purpose of the post.

B. QUALIFICATIONS:

The incumbent require obtaining Master's degree in Educational Administration, management, or other relevant fields, with five year working experience in higher education institution.

i. Knowledge

- Knowledge of quality assurance, school based management and statistical analysis
- Ability to supervise staff and training.
- Maintain a high level of accuracy confidentiality concerning files and other confidential documents and information.

ii. Skills

- Result-based approach;
- Proactive and ability to drive change to accomplish strategic objectives;
- Working experience in a multi-cultural environment;
- Excellent drafting and reporting skills;
- Excellent interpersonal skills and ability to organize and motivate others;
- Good communication and negotiating skills;
- Good planning and organizational skills; and
- Excellent command of English and computer literacy.

iii. Personal Attributes

- Highly Responsible and confidential;
- Be honest and trustworthy;
- Be respectful;
- Be flexible, highly motivate and creative;
- Demonstrate sound work ethic.

C. REPORT LINE

This position is reports to Director for Office of Administration and Human Resources.

