

Director for Office of Internal Quality Assurance (IQA)

Under the supervision of UC President, the Director of IQA shall supervise and handle activities relating to Quality Assurance Function and develop implementation of the quality continue improvement to ensure that Office of IQA maintains a quality assurance and improvement for the university.

A. RESPONSIBILITIES:

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

- Knowing and understanding the implementation existing laws, rules and regulation as prescribed by the Ministry of Education, Youth and Sports, ASEAN University Network;
- Deal and understanding the nature of the nine Standards and they will be evaluated by the Accreditation Committee of Cambodia (ACC)
- Draft quality assurance policies and procedures;
- Implement quality assurance standards and internal mechanism;
- Filling on internal assessment documents and other quality assurance activities;
- Organize training with related to the quality assurance and peer training;
- Collect and compile statistical quality data;
- Analyze data to identify areas for improvement in the quality system;
- Finalize reports to communicate outcomes of quality activities;
- Coordinate and support on site evaluation conducted by external assessment;
- Monitor risk management activities;
- Responsible for developing and implementing quality assurance and management procedures and systems for the office of IQA;
- Identify training need and organize training interventions to meet quality standards;
- Prepare to communicate outcomes of quality activities;
- 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 holding Doctoral degree or Master's Degree in Educational Administration, management or other relevant fields, with eight years working experience in higher education institution and have been and assessor of Accreditation Committee of Cambodia (ACC). Cambodia nationality is an asset.

1) Knowledge:

- Knowledge of SWOT analysis and statistical analysis on data interpretation.
- Knowledge of quality assurance, school based management and quality assurance for ASEAN University network.
- Ability to supervise staff and training.

- Maintain a higher level of accuracy confidentiality concerning files and other confidential documents and Information.
- Good command of Khmer, English and Computer Literacy.

2) Skills:

- Result-based approach;
- Proactive and ability to drive change to accomplish strategic objectives;
- Working experiences in a multi-cultural environments;
- Excellent drafting and reporting skills, and comprehensive report writing;
- Excellent Interpersonal skills and ability to organize and motivate others;
- Good communication and Negotiating Skills;
- Good planning and Organizational Skills;
- Experience in research, writing thesis and various monitoring and evaluation and research works published in a national or international recognition.

3) Personal Attributes

- Highly performance on quality assurance manner;
- Be responsible, confidential and independent;
- Be Honest and Trustworthy;
- Be respectful;
- Be flexible, highly motivation and creative;
- Demonstration sound work ethic;
- Good moral and high responsibility on the job, commitment, interpersonal skills, communication skills and be able to work as a team

4) Report Line: Director of Office of Internal Quality Assurance is report directly to President and work closely with each Vice-president.