



Job Description

Position Title	Manager, Quality Enhancement Cell
Department	IESA (Institutional Effectiveness and Student Affairs)
Reporting To	VP, IESA
Date	May 2017
Type of Position	Full Time

POSITION DESCRIPTION

The Quality Enhancement Cell (QEC) has been established for the review of quality standards and the quality of teaching, learning and management at the University along with liaising with HEC-QAA (Higher Education Commission- Quality Assurance Agency). The QEC at Habib University resides under the Institutional Effectiveness and Student Affairs Division. The Manager, QEC and Assistant to the Vice President will be responsible for overseeing the QEC, liaising with national and international accreditation agencies, and working on special projects directed at institutional effectiveness and student affairs.

DUTIES AND RESPONSIBILITIES

Individual will be responsible for:

Quality Enhancement Cell

- ✓ Ensure SARs (Self-Assessment Reports) are prepared by the academic programs and all relevant departments following the HEC requirements and guidelines. Provide support to the academic programs as required.
- ✓ Prepare and participate in the development of University Portfolio Report (UPR) for the institution.
- ✓ Oversee the day-to-day functioning of the QEC and liaise with HEC.
- ✓ Support VP IESA with implementing strategic initiatives along with assisting in accreditation tasks.
- ✓ Prepare and participate in preparing research studies on various aspects of the academic and non-academic operations of the University to help inform policy formulation.
- ✓ Represent the QEC on task forces and University level committees at the request of VP IESA.

Accreditation

- ✓ Assist the University in meeting programmatic and institutional accreditation requirements at the national and international level. This includes managing the preparation, reporting and compliance related to the accreditation process (regional and international).
- ✓ Liaise with internal and external stakeholders involved in accreditation reviews and other accreditation processes.
- ✓ Support the academic programs with reporting for programmatic accreditation.

Institutional Effectiveness and Student Affairs

- ✓ Support the Institutional Effectiveness and Student Affairs Division in the organization, coordination and communication of IESA projects, workshops and events as required.
- ✓ Work directly with VP IESA on coordination and management of various units in the division.
- ✓ Independently execute special projects when assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Master's degree in business management or related field.
Required Experience	✓ 3 years of relevant experience. At least one year in an academic environment preferred. ✓ Familiarity with national and international higher education accreditation

	<ul style="list-style-type: none"> ✓ Report writing and presentation skills ✓ Data analysis skills
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication skills: written, oral, presentation and interpersonal	High
2.	Time management	High
3.	Supervisory skills	High
4.	Project management	Medium
5.	Teamwork	High