



Job Description

Position Title	Assistant Manager, Quality Enhancement Cell (QEC) & Accreditation
Department	Office of Institutional Research
Reporting To	Manager, QEC and Accreditation
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 candidate will be required to assist with all activities undertaken by the QEC office related to University and Programmatic accreditation, both national and international, and working on special projects directed at institutional effectiveness and student affairs.

DUTIES AND RESPONSIBILITIES

The Assistant Manager, QEC & Accreditation will be expected to:

Quality Enhancement Cell:

- ✓ Assist the QEC to ensure SARs (Self-Assessment Reports) are prepared by the academic programs and all relevant departments following the HEC requirements and guidelines.
- ✓ Prepare and participate in the development of University Portfolio Report (UPR) for the institution.
- ✓ Coordinate audit visits by the HEC, QAA, and other accreditation bodies
- ✓ Provide support to the academic programs as required.

Accreditation

- ✓ Assist the University in meeting programmatic and institutional accreditation requirements at the national and international level. This includes assisting with the preparation, reporting and compliance related to the accreditation process (regional and international).
- ✓ Assist with the preparation of reports and documentation required for accreditation applications, including the collection and compilation of information required for accreditation.
- ✓ Coordinate with various stakeholders involved with various accreditation activities of the university.
- ✓ Support the Vice President, IESA and Manager, QEC with implementing strategic initiatives along with assisting in accreditation tasks.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">✓ Bachelor's degree required✓ Master's degree is preferred
Required Experience	<ul style="list-style-type: none">✓ Two years of work-related experience✓ Report writing and presentation skills✓ Familiarity with national and international higher education accreditation will be a plus

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Communication skills: written, oral, presentation and interpersonal	High
2.	Microsoft Office Suite (Excel, Word)	High
3.	Attention to Detail	High
4.	Teamwork	High

Revision Date	February, 2018	Version	1.0
---------------	----------------	---------	-----