



## Job Description

Position Title	MTO, QEC & Accreditation
Department	QEC & Accreditation
Reporting To	Manager, QEC and Accreditation
Type of Position	Contractual

### **POSITION DESCRIPTION**

The candidate will be required to assist with all activities undertaken by the QEC office related to University and Programmatic accreditation.

### **DUTIES AND RESPONSIBILITIES**

- ✓ Assist with the collection, and compilation of information required for accreditation.
- ✓ Assist with the preparation of documentation required for accreditation applications.
- ✓ Coordinate with various stakeholders involved with various accreditation activities of the university.
- ✓ Assist with audit visits by the HEC and other accreditation bodies.
- ✓ Contribute to team effort by accomplishing related tasks as needed.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Fresh graduate / undergraduate student
Required Experience	✓ Fresh Graduate

### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Microsoft Office Suite (Excel, Word)	High
2.	Attention to Detail	High
3.	Communication Skills	Medium

Revision Date		Version	
---------------	--	---------	--