Job Description

Position Title	Senior Officer, QEC & Accreditation
Department	Office of Undergraduate Education & Accreditation (UGEA)
Reporting To	Manager, QEC & Accreditation
Date	November 2023
Type of Position	Regular

POSITION DESCRIPTION

The Senior Officer, QEC and Accreditation will be responsible for ensuring compliance with accreditation standards and the effective management of accreditation-related data and logistics. Reporting to the Manager, QEC & Accreditation, the Senior Officer will collaborate with various university offices to uphold the institution's commitment to accreditation and quality enhancement. The Senior Officer's primary responsibilities focus on data management, accreditation support, and logistical coordination.

Candidates who show initiative, are self-starters, and have experience with data management will be preferred.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this position include, but are not limited to, the following functions:

Data Management for Accreditation:
- ✓ Support the office in the collection, organization, and maintenance of data required by accreditation bodies.
- ✓ Ensure the accuracy and completeness of accreditation-related data.
- ✓ Implement data cleaning and validation processes to meet accreditation requirements.
- ✓ Collaborate with different departments to gather and manage data effectively.
- ✓ Support the management of Course Files, Outcome-Based Assessment, and other accreditation-related documentation.

Logistical Coordination:
- ✓ Coordinate and provide logistical support for all accreditation and QEC related visits, events, and activities.

General Support:
- ✓ Collaborate with the Manager, QEC & Accreditation, and perform any other duties as assigned to contribute to the success of the Office of the Undergraduate Education & Accreditation office and the broader educational effectiveness agenda of the University.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ 16 years of education from an accredited institution
Required Experience	✓ Relevant work experience, preferably in a higher education environment. ✓ Possesses good oral, written and listening skills.

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	✓ Strong computer skills including ability to collect and analyzes information. ✓ Competent with Microsoft Office Word, Excel and PowerPoint.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Strong computer skills (different software, especially Microsoft Excel)	Medium
	Organizational and Operational Skills	Medium
2.	Attention to Detail	Medium
3.	Communication skills (Verbal & Written)	Medium

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Verified By (For HR Only)   Line Manager (If Any)   Head of the Department

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