

Job Description

Position Title	Assistant Manager, QEC & Accreditation
Department	Office of Undergraduate Education (UGE)
Reporting To	Manager, QEC & Accreditation
Type of Position	Regular

POSITION DESCRIPTION

The Assistant Manager, QEC & Accreditation reports directly to the Manager/Senior Manager of QEC and Accreditation.

This role is crucial in providing comprehensive support to ensure compliance with the standards set by the Higher Education Commission, the Sindh Higher Education Commission, and relevant accreditation bodies.

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 team in collecting and maintaining QEC and accreditation data, ensuring the accuracy and completeness of all submissions required by regulatory and accreditation bodies.
- ✓ Ensure data accuracy through cleaning and validation processes that meet accreditation requirements.
- ✓ Coordinate with departments to gather and manage required information.
- ✓ Support the management of Course Files, Outcome-Based Assessment records, and accreditation documentation.
- ✓ Assist with preparing reports and compiling information for accreditation applications

Logistical Coordination:

- ✓ Provide logistical support for accreditation audits, evaluation visits, and council-related events and activities.
- ✓ Coordinate audit and evaluation visits, including those conducted by the Higher Education Commission, Sindh Higher Education Commission, National Computing Education Accreditation Council, Pakistan Engineering Council, and other regulatory or accreditation bodies.

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. ✓ 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)	High
	Organizational and Operational Skills	Medium
2.	Attention to Detail	Medium
3.	Communication skills (Verbal & Written)	Medium

_____ Verified By (For HR Only)

Line Manager (If Any) Head of the Department

Revision Date		Version	
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