



សាកលវិទ្យាល័យ ពុទ្ធិសាស្ត្រ
UNIVERSITY OF PUTHISAstra

JOB DESCRIPTION

Position Title	:	Quality Assurance Manager
Department	:	Engagement & Partnerships
Report to	:	Director of Engagement & Partnerships
Reportee (if any)	:	Quality Assurance Coordinator / Quality Assurance Officer
Location	:	Phnom Penh

The Quality Assurance Manager will provide effective leadership in developing, implementing, maintaining and reviewing quality assurance process in the university. These processes are important for ensuring that students are taught well, that they succeed in learning, that UP programs are well-conceived and comparable to prevailing standards for the disciplines at UP, and that anomalies in practice or outcomes are identified and addressed. The QA Manager will also contribute to enhancements and contribute to strategic developments in learning and teaching across UP.

1. Duties and responsibilities

- Act as a key contact between the university and external assessors on internal quality assurance activities
- Provide effective leadership in developing and implementing quality assurance processes at UP which align with our internal framework and take an active role in enhancement activity
- Ensure the effectiveness of annual monitoring, reporting and review processes in the university and report on and monitor outcome and actions by liaising with faculties as appropriate, working with relevant data, and reporting on monitoring outcomes and the effectiveness of processes
- Prepare any annual UP quality assurance report to faculties and any committees, and feedback to faculties on actions and recommendations arising from monitoring activity and advise deans so as to ensure their effective implementation
- Be closely involved in the management of UP learning and teaching strategy, including as a member of relevant committees
- Where appropriate, work to improve consistency of quality assurance processes within UP, working with faculties and relevant committees
- Promote good practice in quality assurance and enhancement processes, by advising faculties, discussing QA issues at the relevant committee meetings, and working to ensure that UP meets any external compliance obligations
- Disseminates and train all faculties and departments about quality assurance systems or policies and procedures to ensure excellence in education
- Oversee risks management activities and professionally manage quality assurance related documents
- Perform other related duties and assume additional responsibilities as assigned by the Director

2. Qualifications and Requirements:

1. Experience:

- At least 3 years working experience in higher education institution
- Experience in educational administration

2. Education:

- A Master Degree in Educational Administration, Management or similar qualification

3. Skills/Competencies:

- Knowledge of quality assurance, school-based management and statistical analysis
- Ability to supervise staff and training
- Maintain a high level of accuracy confidentiality concerning files and other confidential documents and information
- Result based approach
- Proactive and ability to drive change to accomplish strategic objectives
- Good planning and organizational skills
- Be flexible, highly motivate and creative
- Outstanding communication skills – including fluent Khmer and English (written and spoken)