សាកលវិទ្យាល័យ ពុទ្ធិសាស្ត្រ
UNIVERSITY OF PUTHISASTRA

JOB DESCRIPTION

Position Title	:	**Quality Assurance Coordinator**
Department	:	**Engagement & Partnerships**
Report to	:	**Quality Assurance Manager**
Subordinate (if any)	:	**Quality Assurance Officer**
Location	:	**Phnom Penh**

1. General Description

Under the direct supervision of the Quality Assurance (QA) Manager, the QA Coordinator shall handle activities related to internal QA functions to ensure effective and efficient implementation of the QA framework and standards and maintain continuous internal quality improvement across the University of Puthisastra (UP). This role serves as a key person in ensuring overall quality education at UP in accordance with both local and regional standards. This role works closely with all facilities and departments with regard to internal QA operations across the UP.

2. Duties and Responsibilities

- Work closely and collaboratively with the QA Manager under the guidance and support of the Director of Engagement & Partnerships to prepare effective and efficient evaluation action plans
- Coordinate and monitor quality assurance activities in all faculties, departments, and administrative units
- Interpret and implement internal quality assurance standards
- Collect and compile accurate statistical data to track progress on quality indicators and monitor institutional improvements
- Analyze data to identify areas for improvement in the quality system across the university
- Prepare comprehensive reports for university senior leadership, and local and regional accrediting and ranking bodies
- Identify training needs and organize training interventions to meet internal quality standards
- Coordinate and support on site evaluation conducted by external providers if needed
- Assess and monitor risk management activities
- Monitor and follow up on recommendations from internal and external assessment bodies.
- Serve as a key person in leading and applying regional and international university rankings, such as AppliedHE, World University Rankings for Innovation (WURI), THE World University Rankings…etc.
- Facilitate and support local and international accreditations
- Perform other related duties and assume additional responsibilities as assigned by the Line Manager

3. Qualifications and Requirements

A. Experience

- Hold at least 3 years working experience in higher education institution (IQA-related role is advantageous)
- Possess relevant experience in IQA, internal audit, higher education administration, or academic management

B. Education

- Hold at least a Bachelor's Degree in Educational Administration, Educational Management, Quality Assurance, or similar qualification (**Master's degree is preferred**)

C. Skills/Competencies

- Demonstrate a deep understanding of national and regional QA framework and standards, especially ACC and AUN-QA
- Have strong knowledge and skills of quantitative and/or qualitative data analysis (SPSS, Ms. Excel…)
- Possess an in-depth understanding of data management and education quality monitoring and evaluation tools
- Have strong analytical and report-writing skills
- Demonstrate an in-depth understanding of modern teaching methodologies, curriculum design and development, and assessment
- Possess good planning and organizational skills
- Be flexible, highly motivated, accountable and creative
- Demonstrate an ability to communicate effectively with relevant stakeholders in both Khmer and English
- Have experience in applying for regional and international university rankings (Important, but not compulsory)
- Hold experience in scholarly research and publications related to higher education (Important, but not compulsory)