

ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Academic Quality Officer**
- 1.2 Position Level: 7**
- 1.3 Occupational Group: Administrative & Technical**
- 1.6 Place of work: Office of the Vice Chancellor**

2. MAIN PURPOSE OF THE POSITION:

A key role of the Division of Academic Affairs at the Office of the Vice Chancellor is to assure academic quality and standards of all programmes leading to awards from the University. The Division initiates the development of policies and standards for such a system in line with international norms and practices. It also implements and monitors these systems across all colleges to maintain, assure and enhance quality of tertiary education services.

The Academic Quality Officer will assist the senior staff of the Division of Academic Affairs to implement and monitor the quality assurance and enhancement systems of the Royal University of Bhutan.

3. *Representative Work Activities:*

- Disseminate academic quality assurance and enhancement regulations and policies of the University to colleges and monitor their effective implementation with support from senior staff of the Division.
- Maintain comprehensive and current definitions and documentations of all validated/reviewed academic programmes of the University.
- Support senior staff of the Division in the conduct of professional development related to quality assurance and enhancement for academic staff in colleges.
- Prepare for validations/periodic reviews/resource checks of programmes by collating, editing and printing of validation/review/resource check documentation for programmes; and assist senior staff of the Division in the conduct of these activities.
- Assist senior staff of the Division to coordinate and monitor annual quality assurance activities such as submission of annual programme monitoring reports, changes to programmes, and appointment of external examiners including their visits and reports.
- Ensure proper and thorough documentation of programmes in line with the University's requirement. This will involve training and guiding academic staff in the preparation of such documentations with support from senior staff of the Division.
- Stays informed of developments in the field of tertiary education quality assurance. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.
- Assist senior staff to organise and conduct meetings of the Programmes and Quality Committee (PQC) through agenda and paper preparation; compilation, circulation; minute taking, writing, distribution, and following up on actions to be taken.

- Look after logistics such as arranging meeting rooms, accommodation, and catering for meetings/activities related to quality assurance and enhancement.
- Undertake other reasonable duties, as determined by senior staff in the Division, in the areas of quality assurance & enhancement

4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

4.1 Education : Bachelors Degree with teaching qualification

4.2 Experience : 5 years of teaching experience (as officer position or equivalent)

4.3 Knowledge Skills and Abilities:

- Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- Good communications skills both in terms of written and speaking.
- Sound analytical skills with knowledge in planning, management and execution of projects and activities.
- Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- Ability to work in teams and ready to work beyond working hours.