

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### **1. JOB IDENTIFICATION**

- 1.1 Position Title:** Chief (Quality Assurance and Enhancement)
- 1.2 Position level:** 4
- 1.3 Occupational Group:** Administrative and Technical Staff
- 1.6 College/OVC:** OVC, Department of Academic Affairs

### **2. MAIN PURPOSE OF THE POSITION:**

*The Chief (Quality Assurance and Enhancement) is the principal officer responsible for assuring quality of taught academic programmes, that leads to confer of award from RUB, across all colleges. Towards this the Chief will:*

- a. Establish and maintain a system for the management of programmes*
- b. Establish and operate a system for the quality assurance of programmes, taking account of the final responsibility of the Academic Board for the awards of the University but also the need to delegate responsibility closer to the action.*
- c. Address the processes of initiating and validating a programme, the annual monitoring of programmes, the periodic review of programmes in operation, external examination of programmes,*
- d. Monitor progress in relation to quality enhancement and quality assurance processes on college campuses.*

### **3. GENERAL ROLES AND RESPONSIBILITIES:**

*The Chief (QA & E) will:*

- a. Develop, recommend and periodically review academic quality assurance and enhancement policies and regulations for the University. Ensure effective and timely dissemination of the University's quality assurance regulations and procedures to staff of colleges and monitor their effective implementation.*
- b. Maintain comprehensive and current definitions and documentations of all validated/ reviewed academic programmes of the University.*
- c. Assess, analyse and provide education and training in the area of quality assurance and enhancement for academic staff of the University.*
- d. Coordinate and oversee the whole process of validation/periodic reviews and resource checks of academic programmes leading to the University's awards. The whole process involves:*
  - i. Extensive reviews of programme documentation, based on University regulations, before submission to the Programmes and Quality Committee (PQC)*
  - ii. Organization and selection of validation/review/resource check panel members*
  - iii. Arranging panel visits to colleges seeking validation/reviews/resource checks of programmes*

- iv. *Submission of validation/review/resource check reports to the PQC and the Academic Board for approval*
- e. *Coordinate and monitor the implementation of annual quality assurance and enhancement activities for all colleges. Regular and key activities include: submission of annual programme monitoring reports, changes to programmes, and appointment of external examiners including their visits and reports.*
- f. *Ensure proper and thorough documentation of programmes in line with the University's requirement. This involves training and guiding academic staff in the preparation of such documentations.*
- g. *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.*
- h. *As the secretary to the Programmes and Quality Committee (PQC), the Chief will plan and coordinate at least four meetings of the Committee annually. Meeting management will involve agenda and paper preparation, compilation, circulation; minute taking, writing, distribution and follow up. The PQC is a standing committee of the Academic Board responsible for educational development, quality assurance and learning resources of the University.*
- i. *Act as the principal staff in the Office of the Vice Chancellor to inform and coordinate quality assurance activities within the overall framework of the University regulations.*
- j. *Undertake other reasonable duties, as determined by the Director (Academic Affairs), in areas of quality assurance & enhancement and beyond.*

#### **4. SPECIFIC ROLES AND RESPONSIBILITIES:**

*In addition to the RWA in preceding paragraph, the Chief (QA & E) will:*

- a. *Report to and be accountable for work to the Director (Academic Affairs) at the OVC*
- b. *Oversee, guide and support Academic Quality Officers in the Division*
- c. *Work closely with and collaborate with personnel in the Division of Programme, Teaching and Learning to ensure synergy in input and outputs for the Department.*

#### **5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:**

**5.1 Education:** *Minimum of a Bachelors award and a teacher training certificate.*

**5.2 Experience:** *Minimum of ten years of work experience in fields associated with teaching, research, curriculum development or academic leadership*

##### **5.3 Knowledge Skills and Abilities**

- 1 *Knowledge of educational pedagogy and skills in teaching*
- 2 *Familiar with educational curriculum development*
- 3 *Ability to formulate policies, strategies and academic regulations*
- 4 *Leadership quality to garner support of different functional units at OVC, academic leaders in colleges and executives of RUB*

- 5 *Excellent inter-personal skills to garner full support from relevant officials both within and outside the University to deliver the outcomes in the area of responsibilities*
- 6 *Ability to set strategic direction and make prompt decisions to ensure efficient and effective service delivery*
- 7 *Awareness of higher education systems and management, and ability to contextualise such knowledge to the work of quality assurance at RUB*
- 8 *Excellent writing skills and English proficiency to meet the demands of editing programme documents, annual programme reports, writing quality assurance reports, writing academic regulations and recording/writing minutes of meetings*