

# 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 and Technical Staff*
- 1.6 **College/OVC:** *OVC, Department of Academic Affairs*

### 2. MAIN PURPOSE OF THE POSITION:

*A key role of the Division of Quality Assurance & Enhancement (QA&E), Department of Academic Affairs at the Office of the Vice Chancellor is to assure academic quality and maintain standards of all programmes leading to awards from the University. The Division initiates the development of policies and standards for such a system and implements/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 to implement and monitor the quality assurance and enhancement systems of the Royal University of Bhutan.*

### 3. GENERAL ROLES AND RESPONSIBILITIES:

*The Academic Quality Officer will:*

- a. Disseminate academic quality assurance and enhancement (QA & E) regulations and policies of the University to colleges and monitor their effective implementation with support from senior staff of the Division.*
- b. Maintain comprehensive and current definitions and documentations of all validated/reviewed academic programmes of the University.*
- c. Support senior staff of the Division in the conduct of professional development related to quality assurance and enhancement for academic staff in colleges.*
- d. Prepare for validations/periodic reviews/resource checks of programmes by collating, editing and printing of validation/review/resource check documentation for programmes.*
- e. Assist senior staff 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.*
- f. Ensure proper and thorough documentation of programmes in line with the University's requirement. This will involve assisting senior staff of the Division to train and guide academic staff to prepare 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. Assist the senior staff of the Division to organise and conduct meetings such as the Programmes and Quality Committee through agenda and paper preparation; compilation, circulation; minute taking, writing, distribution and following up on actions to be taken.*
- i. Look after logistics such as arranging meeting rooms, and catering for meetings/activities related to quality assurance and enhancement.*

- j. Undertake other reasonable duties, as determined by senior staff in the Division, in the areas of quality assurance & enhancement.*

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

*More specifically, the Academic Quality Officer will:*

- a. Report to and be accountable for work to senior staff of the Division.*
- b. Assist in implementing and monitoring the University's academic quality assurance and enhancement regulations and policies such as validation/periodic reviews and resource checks of academic programmes leading to the University's awards; and annual QA& E activities.*

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

**5.1 Education:** *Bachelor of Education (BEd.) or Minimum of a Bachelors award with teacher training certificate.*

**5.2 Experience:** *5 years of teaching experience.*

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

- a. Knowledge of educational pedagogy and skills in teaching.*
- b. Familiar with educational curriculum development.*
- c. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.*
- d. Ability to work in teams and ready to work beyond working hours.*
- e. Leadership quality to garner support of different functional units at OVC and academic leaders in colleges.*
- f. Excellent writing skills and English proficiency to meet the demands of editing programme documents, annual programme reports, writing quality assurance reports and recording/writing minutes of meetings.*