

**ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE****1. JOB IDENTIFICATION**

- 1.1. Position Title: Assistant Academic Quality Officer/Academic Quality Officer/Senior Academic Quality Officer
- 1.2. Position Level: 8/7/6
- 1.3. Occupational Group: Administrative and Technical
- 1.4. College/OVC: OVC (Department of Academic Affairs, Academic Quality Assurance Division)

2. MAIN PURPOSE OF THE POSITION

The main purpose of the position is to support the monitoring and evaluation of academic programmes, manage, analyse, and report academic data, and ensure compliance with institutional quality assurance standards across colleges. The officer will play a key role in programme monitoring, accreditation and ranking support, data analytics, and reporting to strengthen and enhance the quality of academic programmes across the University.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1. Assist in monitoring compliance of academic programmes with university policies, regulations, and quality standards.
- 3.2. Support the implementation of quality assurance processes across colleges.
- 3.3. Maintain institutional academic data systems and databases, and assist in collecting, compiling, and analysing academic performance data.
- 3.4. Assist in reviewing and analysing Annual Programme Monitoring Reports (APMRs) submitted by colleges.
- 3.5. Assist in monitoring key academic performance indicators, including student progression, retention, completion rates, and programme outcomes.
- 3.6. Maintain accurate and up-to-date records of monitoring activities and contribute to institutional quality assurance reports and submissions.
- 3.7. Support colleges' preparation and submission of accreditation documents and coordinate national and international accreditation processes.
- 3.8. Support institutional participation in global rankings and compile and validate data required for ranking submissions and external reporting.
- 3.9. Support the coordination of programme validation and review processes and liaise with academic and external reviewers.
- 3.10. Liaise with colleges to obtain required data and reports and provide technical support and guidance on APMR preparation and submission.
- 3.11. Support quality assurance audits and internal review processes.

- 3.12. Assist in planning, coordinating, and managing quality assurance related activities and support communication and coordination between the Department of Academic Affairs, Academic Quality Assurance Division, colleges, and other divisions.
- 3.13. Perform other tasks assigned by the supervisor relevant to academic quality assurance.

4. SPECIFIC ROLES AND RESPONSIBILITIES

In addition to the general roles, the officer shall specifically:

- 4.1. Assist in identifying and documenting good practices of learning, teaching, and assessment practices while also identifying non-compliance issues, recommend corrective actions, and follow-up on them.
- 4.2. Ensure compliance with documentation standards and reporting requirements.
- 4.3. Collect, compile, and assist in analysing graduate competencies through tracer studies, stakeholder consultations, and comparative studies.
- 4.4. Identify emerging trends including good practices, gaps, and areas requiring improvement in programme delivery and performance.
- 4.5. Maintain records related to accreditation, governance, and institutional reporting.
- 4.6. Ensure programme proposals meet academic and regulatory requirements prior to validation.
- 4.7. Support periodic review of academic programmes to ensure continued relevance and quality of provision.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

- 5.1. **Education:** Graduates with Bachelor's Degree.
- 5.2. **Experience:** Relevant experience shall be considered as per the lateral entry criteria.
- 5.3. **Knowledge, Skills, and Abilities:**
 - 5.3.1. Strong analytical skills, with a good aptitude for working with data, statistics, or academic performance information.
 - 5.3.2. Proficiency in digital tools and information management systems, including Microsoft Office (especially Excel), databases, and data management applications.
 - 5.3.3. Excellent written and verbal communication skills, with the ability to prepare clear, well-structured reports and engage confidently with diverse stakeholders.
 - 5.3.4. Strong organisational and time-management skills, with the ability to coordinate multiple assignments and meet deadlines.
 - 5.3.5. A keen interest in academic quality assurance, accreditation, and higher education systems, with a strong willingness to learn and develop expertise in the field.
 - 5.3.6. Ability to think critically, solve problems, and work both independently and collaboratively in a team.
 - 5.3.7. Ability to work under pressure, manage competing priorities, and meet tight deadlines.
 - 5.3.8. Professional integrity, attention to detail, and a genuine commitment to continuous learning and quality enhancement.