



الجامعة الدولية المفتوحة

International Open University

Former: Islamic Online University

21 Kanifing Mosque Road, P.O. Box 2340, Kanifing South, KMC, The Gambia

+2204379687/ +2203214700 www.iou.edu.gm info@iou.edu.gm

Recruitment of Quality Assurance Officer-Based in Gambia

POSITION SUMMARY:

The Quality Assurance Officer is responsible for the operational management and support of academic standards and quality enhancement across the university.

POSITION DETAILS

Job Title: Quality Assurance Officer
Department: Teaching and Learning
Reports To: Director- Teaching and Learning

PERSON SPECIFICATION

(1) Qualification

- A Master's degree in a relevant discipline

(2) Experience

- 5 years relevant experience

(3) Personality & Skills

- Ability to communicate complex information in an effective, concise and tactful manner, both orally and in writing
- Interpersonal Skills
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Knowledge of quality assurance terminology, methods, and tools
- Analytical, problem-solving, and decision-making skills

JOB PROFILE AND DUTIES

- Ensure that the IOU's quality standards conform with best practice internationally; that they at all times meet the requirements of the external agencies validating the programs; and where possible exceed stated threshold requirements through enhanced and exemplary practices.
- Manage the development and implementation of the IOU's quality assurance and enhance policies and procedures in association with the IOU's senior academic and administrative management teams.
- Provide advice and guidance to academic teaching and administrative staff on the implementation of the IOU's Quality Assurance policies and procedures.
- Play a central management role in the IOU's internal and external reviews by quality assurance agencies.

- Prepare reports and related information for communication to external validating and accreditation agencies.
- Audit and oversee the IOU's implementation of Quality Assurance policies and procedures.
- Conduct regular qualitative and quantitative research in relation to the IOU's Quality Assurance performance indicators as required.
- Monitor international developments concerning Quality Assurance

**Interested and Qualified applicants can send their updated CV and cover letter to careers@iou.edu.gm
Closing date for applications is 14th February 2022.**