



# Women Medical & Dental College.

## A. JOB DESCRIPTION

Job Title	Asst. Manager QEC.	Emp ID/ Reference Number	
Department	DME&R Department	Working Hours	8 am to 2 p.m. ( Monday to Saturday)
Location of post	WMC, Abbottabad	Salary	(Optional)
Reports to	Principal, WM&DC	Job type	Type of employment contract.

### PURPOSE OF JOB

- Responsible for QEC to ensure SARs (Self-Assessment Reports) are prepared by the Academic programs and all relevant departments following the HEC, PMC& KMU requirements and guidelines.
- Prepare and participate in the development of University Portfolio Report (UPR) for the institution.
- Coordinate audit visits by the KMU/PMC/HEC, QAA, and other accreditation bodies.
- Assist the WMC in meeting pragmatic and institutional accreditation at the national level. This includes assisting with the preparation, reporting and compliance related to the accreditation process.
- Assist with the preparation of reports and documentation required for accreditation applications, including the collection and compilation of information required for accreditation.
- Coordinate with various stakeholders involved with various accreditation activities of the institute.
- Support the DME/Principal/Vice Principal with implementing strategic initiatives along with assisting in accreditation tasks.
- Provide advice and guidance to all staff on principles and processes associated with the variants of quality assurance procedures.
- Work with senior academic staff, devising appropriate qualitative and quantitative measures and performance indicators relevant to quality assurance and enhancement.
- Develop manuals for all QA Policies and Criteria and update it regularly along with other institutional policies and codes of practice on academic quality management.
- Benchmark institutional practices against external ones and recommend changes to policies and procedures as appropriate.
- Any other task/duty assigned by Principal.

### Team Structure

This position will be reporting to the Principal. The post holder will also be required to work on a daily basis with the Research Team.

### KEY RELATIONSHIPS

The post holder will need to develop successful relationships with:

- All departments faculty, DME on a daily basis

### OTHER IMPORTANT FEATURES OR REQUIREMENTS OF THE JOB

Occasionally working after official working hours and weekends may be required.

Prepared by	Human Resource Department	Sign	
Approved by	Principal, Women Medical & Dental College.	Sign.	

## B. PERSON SPECIFICATION

	Essential	Desirable
<b>Skills and Knowledge</b>	<u>Communication skills</u> <i>Excellent written and spoken communication, presentation &amp; interpersonal skills.</i> <u>Computer skills</u> <i>Excellent command on MS Office.</i>	<b>Other Skills:</b> Excellent Report writing & presentation skills, Attention to detail and team working.
<b>Experience</b>	3+ years' work related experience.	Familiarity with national and international Higher education accreditation will be a plus.
<b>Qualifications</b>	Bachelor's degree required, Master's degree is preferred.	Bachelor's degree required, Master's degree is preferred.