

## Vacancy

### **Head - Center Quality Assurance (CQA) (Permanent/Contract Basis)**

Applications are called for the post of Head of Center for Quality Assurance (CQA) in the (Name of Institute) to serve in all activities related to Internal and External Quality Assurance of the Institute.

#### **Job description:**

The Head CQA shall provide professional services of support, guidance, monitoring, inspection, evaluation and reporting on the process of teaching and learning in the Degree Awarding Non-State Higher Education Institute (DANSHEI), on the development and the implementation of the curriculum, courses, pedagogy, resources, the necessary modes of assessment and on the administration, and the assurance and auditing of quality and standards in the Institute.

The person being sought for this post must have the attributes of a capable educator, with vision, knowledge, competence and drive to form part of a dynamic team with the aim of improving the Non State Educational system within the context of the Sri Lanka Qualifications Framework.

#### **The Ideal candidate should have:**

- ❖ Minimum Qualifications of a PhD/MD
- ❖ Minimum 3 years of Academic/Administrative experience in State or Non-State Higher Education
- ❖ Knowledge of methodologies for quality assurance and maintenance of minimum standards
- ❖ Significant knowledge and skills in data analysis and statistical techniques
- ❖ Possess the ability for attention to detail and a results driven approach

#### **The successful candidate would be provided with a competitive remuneration package.**

Application with detailed curriculum vitae in the given format (not to exceed 5 pages) should be emailed within ten days of this advertisement (date) to:

Institute name

Address

Email address

Contact person (HR Manager)

**CV**

**Full Name:**

**Official Address/Home Address:**

**Contact Phone and email:**

**Educational Qualifications:**

**Professional Experience:**

**Experience in Quality Assurance Activities (in the last 10 years):**

**Non-related Referees and their Contact Phone/email:**