



## Vacancy

Title	Principal Quality Assurance & Standards Officer
Department	Standards and Quality Office (SQO)
Category	Academic
Stream	Quality Management (QM)
Reports to	Pro Vice-Chancellor (Academic) through Manager Standards & Quality Office (MSQO) or in his absence through the Chief Quality Assurance Officer
Campus	Kukum
Summary of Duties	The successful applicant will lead the internal SQO support system to faculties and teaching units. To co-lead and facilitate the development, implementation and revision of quality assurance processes, standards and other operational tools to support the development of a competitive higher education environment at SINU.
Detailed Roles & Responsibilities	
Task	<p><b>1. Strategy</b></p> <ul style="list-style-type: none"> <li>• Co-creates the annual SQO AWP to translate the strategic goals of the SINU strategic plan 2021-2025.</li> <li>• Co-facilitates the implementation and evaluation of the identified SQO activities in the SINU strategic plan and spelt out in the annual SQO AWP.</li> </ul> <p><b>2. Reporting</b></p> <ul style="list-style-type: none"> <li>• Compiles operational reports of the Standards and Quality Office and identifies matters for action, policy development and reviews;</li> <li>• Compiles compliance and quality audit reports to PVCA, SAS, academic faculties and teaching units</li> <li>• Compiles analytical reports of students' feedback on units taught during the academic year at SINU</li> </ul>

	<p><b>3. Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Assist define requirements and recommends and facilitates engagement of qualified experts to provide quality assurance services to support all preparations necessary for acquiring status regarding registration, accreditation of programmes and the auditing of the University;</li> <li>• Co-facilitate the review of programmes, production of review reports and sharing of reports with stakeholders;</li> <li>• Co-facilitates the auditing of institutions, production of audit reports and sharing of reports with stakeholders;</li> <li>• Collaborate with SITESA to ensure that quality assurance processes and standards are supported by appropriate national policy and strategic frameworks.</li> </ul> <p><b>4. Monitoring</b></p> <ul style="list-style-type: none"> <li>• Co-facilitates quality control of all assessments /assessment types and provides guidance on compliance to assist faculties develop robust improvement plans and quality management processes.</li> <li>• Collates data on the Quality Monitoring of all programmes delivered at each of the faculties and teaching units.</li> <li>• Provides statistical information on the implementation and monitoring of the Quality monitoring process.</li> </ul>
Other Duties & Responsibilities	<ul style="list-style-type: none"> <li>• Plan and carry out quality assurance and standards assessments;</li> <li>• Disseminate quality assurance and standards assessment reports to faculties and institutions;</li> <li>• Advise QAC and senate on matters relating to standards and quality of programmes at SINU;</li> <li>• Co-facilitate professional development to academic staff in areas vital to the achievement of standards and quality.</li> <li>• Mentor and appraise officers under their supervision.</li> </ul>
Administration & General Responsibilities	<ul style="list-style-type: none"> <li>• To adhere to the University’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>• To be responsible for your own health and safety and that of your colleagues</li> <li>• To sustain a healthy and comfortable working environment</li> <li>• To undertake other such other duties as may be reasonably expected.</li> </ul>

Minimum Qualifications	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> <li>• A Master and/ or Postgraduate Degree in Education Management with focus on quality assurance in higher education, measurement &amp; evaluation or Equivalent Qualification or a Bachelor’s degree relevant to quality assurance in higher education.</li> <li>• Strong English Language background, fluent English (spoken and written), preferred.</li> <li>• At least five (5) years relevant work experience or a shorter period working in a standards and quality establishment or office in a university.</li> </ul>
Key competencies	<ul style="list-style-type: none"> <li>• Knowledge of the higher education system and quality assurance systems in Higher Education.</li> <li>• Analytical thinking skills; critical thinking and strategic awareness.</li> <li>• Ability to work without close supervision.</li> <li>• Strong organisational and communication skills.</li> <li>• Knowledge of quality assurance processes and tools.</li> <li>• Customer focus and delivery orientation.</li> <li>• Ability to work in a team setting.</li> <li>• Knowledge and understanding of the Solomon Islands National Qualification Framework, SINU qualification framework, Australian Qualifications Framework, Pacific Qualification Framework and those of other regional countries.</li> <li>• Has knowledge of relevant legislation governing the SITESA operations, in particular, the quality assurance requirements.</li> <li>• Keen sense of awareness of the SINU’s key policy documents, academic regulation and Quality Assurance Manual.</li> </ul>
Desirable Attributes	<p>Preference will be given to applicants with work experience in a standards and quality assurance establishment or university.</p>
Salary and Benefits	<p>In the range depending on the rank placement. The University also provides a number of benefits, like a Cost of Living Adjustment (COLA) fixed at 4% of annual salary, a gratuity of 15% of annual Salary paid 6monthly, partly furnished housing or a rental subsidy (equivalent to up to 15% of gross salary), and 7.5% of salary as the employer contribution to the national superannuation scheme. The University also provides a return air passage to the appointee’s permanent home and staff spouse and all dependent children below the age of 21 if residing full-time with the appointee.</p>
Term	<p>The position is for five (5) years under an employment contract. The contract is renewable subject to good performance.</p>