

ASSISTANT DIRECTOR QEC

Iqra University is looking for candidates for the position of **“Assistant Director QEC”**. We are inviting applications from candidates who meet the criteria given below:

Position	Location	Eligibility Criteria
Assistant Director QEC	IQRA University, Karachi	<ul style="list-style-type: none"> • Masters in relevant discipline preferably MS (Quality Management) • 4 to 5 years of Experience of working in the Quality Enhancement Cell (QEC) of a reputable HEC recognized Higher Educational Institute.

PURPOSE:

To ensure the Compliance of Quality Assurance Procedures as defined by the regulatory authorities, accreditation councils at all levels within the University.

KEY ROLES & RESPONSIBILITIES:

- Development of qualification frameworks.
- Development of program specifications.
- Developing quality assurance processes and methods of evaluation.
- Developing a budget of the department.
- Reviewing quality standards and the quality of teaching and learning.
- Reviewing academic affiliations with other institutions in terms of effective management of standards and quality.
- Organizing awareness seminars, workshops, meetings and conferences etc.
- Achieving yearly targets as prescribed by HEC from time to time.
- Preparing Yearly Progress Reports (YPR).
- To assist Director QEC that the feedback management system of the University should ensure that effective and timely action is taken to promote strengths, address any weaknesses identified and demonstrate responsibility and accountability.
- To ensure that website of QEC is updated regularly.

Send your updated CV to careers@iqra.edu.pk by 15th December, 2023 mentioning the position in the subject line.

We believe in diversity and inclusion. Candidates from all ethnic, cultural, and social backgrounds are encouraged to apply.