



JOB DESCRIPTION

Position Title	:	Quality Assurance Officer
Department	:	Engagement & Partnerships
Report to	:	Quality Assurance Coordinator
Reportee (if any)	:	N/A
Location	:	Phnom Penh

The Quality Assurance Officer oversees the correct application of UP regulations, policies and procedures in relation to quality assurance. Working closely with the QA Department, they will help ensure UP is compliant with the governmental and local requirements.

1. Duties and responsibilities

- Work closely and collaboratively with the Internal Quality Assurance Coordinator under the guidance of the Quality Assurance Manager to prepare effective and efficient evaluation action plans
- Build good relationships and cooperation with Faculties and department with the attention of assuring the smooth process of evaluation
- Actively and fully participate in reviewing and commenting internal quality control systems or policies to make it better by following high standards
- Participate in widely disseminating internal quality control systems or policies to their subordinates
- Participate in evaluating internal quality of all UP’s areas directed by Internal Quality Assurance Coordinator, Manager and Director
- Help in preparing evaluation reports and identifies areas for improving the quality assurance systems
- Produce and prepare relevant documents for other concerned external parties to monitor and evaluate
- Data collection for university rankings
- Ensure that student feedback is taken into consideration as part of the UP’s quality assurance processes
- Provide advice, guidance and training regarding quality related issues, including the implementation of UP’s quality assurance processes
- Perform other related duties and assume additional responsibilities as assigned by the Director

2. Qualifications and Requirements:

1. **Experience:**

- At least 1 year working experience in higher education institution
- Experience in educational administration

2. Education:

- A Bachelor Degree in Educational Administration, Management or similar qualification

3. Skills/Competencies:

- Knowledge of quality assurance, school-based management and statistical analysis
- Result based approach
- Good planning and organizational skills
- Outstanding communication skills – including fluent Khmer and English (written and spoken)