**Job Title:** Officer, Accreditation & Quality Assurance

**Location:** Pyramids Heights Campus

**Reports to:** Manager, Accreditation & Quality Assurance

**Purpose:**

Responsible for working on the development of the Quality Assurance Office directives and procedures documentation, driving quality improvement across all Departments/ Offices, in addition to making evidence-based recommendations to support process improvements as per the national and international accreditation requirements.

**Key Accountabilities:**

*Accreditation:*

* Assists in gathering and analyzing data to meet accreditation requirements
* Delivers documentation in a timely manner and provides prompt inputs.
* Assists in maintaining the University’s accreditations by complying with their standards
* Participates in assignments related to the University’s wide projects.

*Quality Assurance:*

* Gathers, compiles, organizes, and evaluates information necessary to develop and prepare the University’s policies and procedures manuals
* Coordinates with different departments and offices to develop new processes, to map current processes or to make the necessary changes with 'as is' and 'to be' maps and documentation.
* Designs and develops the operational work-flows and processes using process mapping in process charts.
* Ensures that all processes are documented in the same format/structure across the university, presented in an easily digestible format, and are readily available to all concerned users.
* Provides guidance and assistance to the internal stakeholder, as appropriate, in the understanding and interpretation of university’s policies and procedures
* Writes and prepares technical documents and status reports.
* Develops quantitative and qualitative questionnaires to be used in gathering data.
* Produces statistical data and data analysis reports as requested, and recommends appropriate data-gathering mechanisms, procedures, etc.
* Maintains records of all relevant documentation, communication, and corrective and preventive action plans.
* Performs any other tasks requested from Accreditation & QA Manager or President

**Requirements:**

|  |  |
| --- | --- |
| * Education:
 | * Bachelor Degree in any relevant field.
* Certification in Quality Management is a plus
 |
| * Experience:
 | * 5 to 8 years of experience in technical writing and Quality Assurance
* Experience in Educational Institutes is preferable.
 |
| * Skills:
 | * Accuracy and attention to details
* Excellent Communication Skills to be able to communicate all messages

 clearly and precisely* Ability to prioritize, plan, and Multi-task
* Ability to perform under pressure, to meet deadlines and to maintain

 confidentiality* Excellent Problem Solving Skills
* Excellent Analytical Skills
* Excellent level of English Language.
* Previous Knowledge with ERP systems.
* Very Good knowledge of all MS. Applications (Word, PowerPoint, Excel…)
 |
| * Working Conditions
 | * Five Days a week on site
 |

Position is open until February 15th, 2023.

Placement is based on the candidate’s experience and skills. Only candidates who make it to the shortlist will be contacted. If interested, please send an updated and detailed resume to Careers@eslsca.eg.edu, stating the position title in the subject line.

“We thank all individuals who have expressed interest in working at ESLSCA University”.