

JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Senior Officer Quality Assurance and Enhancement
Reports to:	Project Lead ZMU
Department	Institutional Planning and Effectiveness
Location:	Abu Dhabi, UAE - Zayed Military University (ZMU) Campus
Grade:	G5
Prepared:	May 2025

2. JOB PURPOSE / ROLE:

Support Head of Quality Assurance and Accreditation to ensure the implementation of an effective quality assurance and enhancement strategy and system that aligns with national priorities and international best practice and supports the delivery of high-quality education and a successful accreditation outcome at ZMU.

3. JOB DIMENSIONS

Number of Staff Supervised:	Direct Reports:	0
	Total:	0

Key Priority	Key Activities
▪ Quality Assurance	<ul style="list-style-type: none"> Ensure that the QA Manual is effectively implemented at ZMU. Oversee the effective quality assurance of SUAD-ZMU academic programmes and provide the relevant support and training to the academic departments to ensure this. Ensure that all data required to support the continuous review cycle is collected, analysed, validated and utilized to improve performance and ensure quality standards and expectations are met. Work with Sorbonne University Abu Dhabi Quality Assurance and Accreditation Department to ensure that all ZMU programmes complete the required 4-year periodic programme review, and that all records of this are maintained, and all corrective actions go through the necessary protocols.
▪ Accreditation	<ul style="list-style-type: none"> Ensure the implementation of the Accreditation Strategy (aligned with the University's strategic plan) across SUAD to ensure vertical alignment and horizontal integration with other interfacing divisional/departmental strategies. Support all accreditation processes and elaborate a register of corrective actions to ensure continuous improvement for ZMU-SUAD programmes. Coordinate with all the relevant regulatory bodies on all accreditation requirements. Collaborate with all academic and academic support departments to ensure that all documentation for accreditation is current and available for validation.
▪ Data Management	<ul style="list-style-type: none"> Ensure appropriate management of all records, files and key data required for quality assurance and accreditation purposes.

JOB DESCRIPTION

	<ul style="list-style-type: none"> Ensure that all adequate database that effectively supports the collection and archiving of all key data for quality assurance and accreditation purposes, that enables the generation of reports to support decision making.
<ul style="list-style-type: none"> Policies and Procedures 	<ul style="list-style-type: none"> Ensure that all ZMU related policies are regularly reviewed and updated to align with national standards and regulatory body requirements. Follow department policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
<ul style="list-style-type: none"> Budgets and Reporting 	<ul style="list-style-type: none"> Work with the project lead to ensure that all activities that require budget are requested in a timely manner and included in the overall budgeting. Ensure that all reports requested by the management or external third parties are prepared in a timely manner and meet business requirements, policies and standards.
<ul style="list-style-type: none"> Related Assignments 	<ul style="list-style-type: none"> Provides support to the department by performing other related duties or assignments in the absence of team members or as directed by the Line Manager.

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

Bachelor's degree in a relevant field (Business Administration, Education, Engineering etc.).
Certifications (ISO, Six Sigma, CAQ, CQIA etc.) would be beneficial

Minimum Experience:

— 5 years' experience in quality assurance and accreditation preferably in the Higher Education sector.

Job-Specific Skills:

- Knowledge of the Higher Education sector and related policies
- Excellent communication, presentation and reporting skills
- Good technical skills and knowledge of relevant software
- Strong analytical and problem-solving skills
- Ability to work and lead teams on various projects
- Knowledge of the specificities of the European Higher Education system
- Languages: English is mandatory. Arabic an added advantage

Note: This position is based at the Zayed Military University (ZMU) campus. Candidates should be willing and able to work on-site.