

Internal Call

Quality Assurance Senior Manager

Contract: Indefinite

Hours of Work: Minimum 40 Hours per week

Eligibility Requirements:

Applicants interested in the position

1. A. Are confirmed in their current or in a previous appointment who are in possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in relevant areas to be specified or a comparable professional qualification, plus three (3) years relevant work experience of which one (1) year must be in a management position comparable to Scale 8 level or higher in the Public Service

Or

1. B. Are confirmed in their current or in a previous appointment who are in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification, plus five (5) years relevant work experience of which one (1) year must be in a management position comparable to Scale 8 level or higher in the Public Service

Or

1. C. Are Public Officers in a Scale not below Scale 7, whose appointment in such scale has been confirmed, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility and whose appointment in such level has been confirmed, with eight (8) years relevant work experience of which one (1) year must be in a management position comparable to Scale 8 level or higher in the Public Service;

2. Are fluent in Maltese and English written and spoken;

3. Are digitally literate.

Selection Criteria

Applicants will be selected by an ad hoc selection board through a face to face interview on the following:

1. Competence in the domain of quality assurance in educational institutions;
2. Knowledge of legislation and policy on all areas related to quality assurance;
3. Knowledge of regulations, structures and practices pertaining to quality assurance and internal review;
4. Knowledge on NCFHE standards.

Salary: €28,324 with annual increments of €641 up to a maximum of €32,170 and performance bonus of up to 10%, €1,000 Expense Allowance, €2500 car allowance and €1,000 all-inclusive communication allowance.

Job Description:

- a. Assist in the preparation and delivery of the Institute's strategic and business plans to achieve the Institute's objectives while monitoring the strategic and operational plans of the Institute within approved budgets;
- b. Identify general efficiency gains leading to identifiable cost savings in the quality assurance process;
- c. Ensure that the IfE develops appropriate measures and procedures to ensure institutional and financial probity;
- d. Develop a quality assurance policy including all regulations and procedures required for the implementation of high quality professional development by the Institute for Education. Such policy is made public and forms part of the strategic management. Prepare clear, accurate, objective, up-to-date information related to quality assurance policy which is eventually is made accessible to the general public on the IfE website;
- e. Establish verification processes and regulations and follow such regulations to ensure learning programmes reach high quality standards;
- f. Examine yearly the fitness for purpose and effectiveness of the internal quality assurance processes;
- g. Examine the regulatory compliance of the Institute for Education;
- h. Review the organisational performance of the Institute for Quality Assurance;
- i. Establish priorities for quality improvement to ensure that IfE's mission is successfully achieved;
- j. Develop and monitor the implementation of the IfE Quality Assurance Policy through the establishment and monitoring of quality standards and practices, the coordination of self-reviews, peer reviews in line with the NCFHE Internal Quality Assurance Standards;
- k. Assist in the publishing an annual report on the previous academic year;
- l. Monitor the implementations of recommendations included in internal and external quality assurance audits;
- m. Promote a quality culture among IfE staff while building capacity on quality assurance among both staff and participants;
- n. Develop strategies for the implementation of the objectives of the Institute for Education;

- o. Regulate and generally supervise the work of the Institute in accordance with national and international requirements and standards;
- p. Keep updated with international developments and translate such knowledge into ideas and projects that further improve the work of the Institute;
- q. Liaise with NCFHE for accreditation of learning programmes at appropriate MQF levels;
- r. Seek standardisation and simplification in all procedures related to the Institute;
- s. Ensure that all learning programmes are developed and delivered using a variety of methodologies and assessment tools to ensure a learner centred approach;
- t. Establish and monitor structures for the admission, progression, recognition and certification of participants into learning programmes according to the predefined and published regulations;
- u. Assure the competence and effectiveness of the IfE teaching staff by monitoring that the teaching staff has the competences as required by the validated learning programme and establishing feedback procedures during and after every learning programme;
- v. Organize and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow through;
- w. Handle sensitive and confidential information appropriately and with discretion;
- x. Analyse and synthesize data from a wide variety of sources, and present the resulting information in a clear summary
 - a. Provide information periodically on the status and results of the annual audit report and the sufficiency of resources;
 - b. Report significant issues related to the processes concerned with IfE activities, including potential improvements to those processes,
 - c. Coordinate with and provide oversight of other control and monitoring functions (compliance, legal, ethics, external audit).
 - d. Report should be available to Board of Directors whenever requested.
- y. Maintain contact with the Chief Executive Officer by giving regular updates on the activities related to quality assurance and make proposals that enable the Institute to achieve better performance and improve accountability;
- z. Manage other responsibilities as may, from time to time, be assigned by the Board and advise the Chief Executive Officer on any matter they may refer to him/her or on any matter which he/she considers necessary or expedient;

Interested applicants are requested to apply online by following the link: <https://bit.ly/2JEd63I> and submit their CVs and scanned copy of their qualifications by not later than the 11th November 2019 (noon) via email on ife.recruitment@ilearn.edu.mt