



# Job Opportunity

Ruhengeri Institute of Higher Education (INES-Ruhengeri) believes that quality assurance in teaching and learning is a shared responsibility. Responsibilities for ensuring quality in teaching and learning in the institution reside in structural and organizational entities as well as individual staff and students. The Institution has broad oversight of standards, policy and processes surrounding its academic endeavour. Collectively, teaching staff and academic managers are responsible for ensuring that the design, development, management, teaching and assessment of courses and subjects facilitate effective learning, while students have responsibility to engage in the learning process.

The institution is calling for applications to the following current vacant position:

## Director of Quality Assurance and Academic Registrar

### **JOB DESCRIPTION**

Job Title: Director of Quality Assurance and Academic Registrar

Department: Rectorate of Academics

Reporting to: Vice-Rector of Academics

Role: The Director of Quality Assurance and Registrar will be a key member of the Institution's Academic Affairs Team. The employee will be responsible for assisting the Vice-Rector of Academics in the oversight of academic quality within INES-Ruhengeri.

### **PRINCIPAL JOB ELEMENTS AND RESPONSIBILITIES:**

#### **1. Advice and Liaison**

1. To provide advice and assistance to the academic community on the Institution's academic infrastructure and the expectations of the Quality Assurance Agency;
2. To provide advice and assistance to the academic community on the requirements of and process for programme design and approval;
3. To liaise with and advise relevant officers within the Faculties to ensure that they are clear about their responsibilities and the provision of information and reports.

#### **2. Operational Management and Action**

1. Work closely with the Vice-Rector Academics, Director of Research and Consultancy, Deans of Faculty, Heads of Departments and others as appropriate, to provide leadership and strategic direction on quality assurance and enhancement across the Institution and with its collaborative provision ensuring compliance with external codes and benchmarks particularly HEC quality assurance requirements;

