

JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: Quality Assurance Administrator

Department: Strategy and Quality Assurance

Reporting to: Quality Assurance Manager

Basic job summary:

To identify and support continuous improvement activities which lead to excellence of the University's quality system.

Duties & Responsibilities:

1. **Quality Sensitization:** Be a quality champion by actively creating quality awareness in the University with the aim of promoting quality achievement and performance improvement in the University.
2. Play a key role in preparation of quality reports on course evaluations, external examiners' reports, student progression, feedback from the labour market and alumni etc.
3. **Stakeholder Feedback Management**
 - Participate in developing stakeholder feedback tools, and cascade feedback to the relevant departments and monitor implementation.
4. **Reporting**
 - Collaborate with the Institutional Data Analytics Unit in preparing information and data required to generate quality reports for the Commission for University Education (CUE) and other bodies.
5. Play a key role in coordinating internal self-evaluation of quality assurance systems as well as external evaluations by CUE and other bodies.
6. Monitor the implementation of internal and external evaluation recommendations and submit regular progress update reports.
7. **Benchmarking**
 - Keep an inventory of all benchmarking reports in accordance with the University benchmarking policy and work with the Communications and University Relations Office when planning for benchmarking visits.

8. University Policies and procedures
 - Review all policies submitted to the Quality Assurance Office ensuring alignment with current policies, guidelines and procedures and advise accordingly.
 - Coordinate cascading of all approved University policies.
 - Maintain an inventory of university policies and procedures and monitor their review, publication and cascading to staff.
9. **Records Management:** Implement and maintain a records management system to ensure that all documents and records for the quality assurance office are well maintained, safe, and easily retrievable.
10. **Training:** Plan training logistics for training organized by the quality assurance office.
11. Provide administrative support in all functions of the Quality Assurance Office.

Minimum Academic Qualifications:

- A bachelor's degree in any related field from a recognized institution

Experience:

- At least two years' experience in Quality Assurance in Higher education
- Knowledge of higher education policies related to teaching and learning and quality assurance.

Competencies and Attributes

- Strong Communication and Interpersonal Skills
- Good Writing and Analytical Skills
- Report Writing experience
- Strong Organizational Skills
- Demonstrated ability to interpret Quantitative Data
- Critical Thinking Skills
- Problem Solving Skills
- Innovativeness

PEOPLE & CULTURE ANNOUNCEMENT



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Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting “**Quality Assurance Administrator**” on the subject line to recruitment@strathmore.edu by **22nd January 2025**.

Due to the large number of applications, we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

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