



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

Deputy Registrar (Quality and Standards)

The Deputy Registrar (Quality and Standards) will provide assistance to the Registrar and the President/Vice President for Academic Affairs and Research in the leadership and strategic direction of the Academic Registrar's Office to ensure the effective management of academic standards and the quality of student learning opportunities. A key focus of the role will be the further development of systems for managing academic standards and quality across the institution and ensuring that these systems are fully embedded and effectively implemented. The appointee will have responsibility for ensuring the effective management of key committees (including School Academic Committees, the Teaching Quality and Standards Committee and the Research and Research Degrees Committee) and the implementation of agreed policies.

VACANCY TITLE:	Deputy Registrar (Quality and Standards)
VACANCY AVAILABLE:	One
OFFICE:	Academic Registrar's Office (ARO)
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Registrar/Vice President for Academic Affairs and Research
APPOINTMENT DURATION:	3 Years
PROBATION:	6 Months
APPLICATION DEADLINE:	Mid-January 2023
JD VERSION:	131222



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DUTIES AND RESPONSIBILITIES

The Deputy Registrar (Quality and Standards), in consultation with the Registrar and the Vice President for Academic Affairs and Research, will:

- Oversee institutional quality assurance and enhancement through the provision of specialist advice to senior management on matters relating to the maintenance of academic quality and standards.
- Oversee the development of academic policies and processes to ensure that the University meets national and international standards and statutory requirements.
- Contribute to institutional policy and planning on matters relating to academic quality assurance.
- Provide specialist advice and guidance to the senior management on KRG Ministry of Higher Education, KRG Ministry of Education, Ministry of Higher Education of Iraq, Ministry of Education of Iraq, QAA Quality Code for Higher Education, and other external guidance in relation to complying with the policies and standards.
- Oversee the process of preparation, collation, and submission of documentation for programme or module approval, validation, and re-validation, modification, and review processes. The Deputy Registrar (Quality and Standards) monitors compliance with conditions and recommendations set forth by the Academic Board, Teaching Quality and Standards Committee, Research and Research Degrees Committee, and Module and Programme Validation and Review Panels.
- Oversee internal quality reviews, interprets data, and report to the senior management.
- Support the President/Vice President for Academic Affairs and Research in the preparation for accreditation, reviews, and audits of the University by national and international agencies.
- Support the Schools in the development of academic cooperative partnership agreements by advising on how partner institutions ensure compliance with the quality assurance processes of the University.
- Oversee the design and promotion of the Academic Prospectus, Academic Handbook, Quality Assurance Handbook, Student Handbook, and ARO Handbook.
- Act as record keeper of committees: Academic Board (AB), Teaching Quality and Standards Committee (TQSC), Research and Research Degrees Committee (RRDC), and Module and Programme Validation and Review Panels (MPVRP).
- Act as record keeper of decrees issued by ARO and decrees received from within UKH and outside Ministries.
- Undertake any other reasonable duties commensurate with the nature of the post and as directed by the line manager.



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PERSON SPECIFICATIONS

The following qualities and attributes are essential:

- A University degree, preferably at master's level in Administration, Management, or other relevant fields from an accredited institution.
- Minimum of 2-3 years' experience in Higher Education administration preferably in Quality Assurance. Sound knowledge and experience of higher education in general and the management of universities in particular will be an advantage.
- Strong leadership and interpersonal skills, with the ability to instill in staff a commitment to high standards of service.
- Strong management skills, with the ability to develop flexible team working and a positive approach to change and development in collaboration with academic and support staff.
- The ability, both orally and in writing, to communicate clearly with a wide range of audiences.
- The ability to deal with quantitative data and present it effectively to various levels of university management.
- Familiarity with the introduction, management, and use of computer-based record systems.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the Vacancy Title: Deputy Registrar (Quality and Standards) and inserting the most recent passport-size photo in the area provided on the application form.
- Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
- The size of the photo must be 45mm x 35mm with no less than 150 pixels for quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at Vacancies on the University website (<http://www.ukh.edu.krd>).
- Only short-listed candidates will be contacted for an interview.