CAREER OPPORTUNITY

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following position;

QUALITY ASSURANCE OFFICER

JOB OBJECTIVE

Implement University's policies, procedures and processes for quality assurance and enhance quality professional services to students, staff, and external stakeholders.

DUTIES AND RESPONSIBILITIES:

- Collect data and generate reports for monitoring performance of teaching and learning process in the University.
- Collect data and generate reports on student feedback to facilitate enhanced teaching and learning performance.
- Meet quality assurance financial objectives by estimating requirements; repairing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Participate and collaborate with other University units to develop and implement quality assurance policies and procedures in the University.
- Support the Schools and campuses quality assurance representatives assure quality in delivery of services, teaching, and learning, and supporting infrastructure and resources.
- Monitor performance of the quality management system
- Produce data and reports on performance of the University quality management system.
- Disseminate the requirements of the accrediting commissions on new degree proposals.
- Conduct regular audits and evaluations of service delivery to identify areas of improvement and ensure compliance with university standards.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Statistics, Education, Operations management, or a related field
- A Master's degree in Statistics, Education, Operations management, or a related field is an added advantage.
- Minimum of 2 years of experience in service delivery, quality management, or quality assurance, preferably in a higher education setting
- Good communication skills and experience in report writing

How to Apply

Interested candidates who meet the above requirements should submit an application letter, a detailed CV including three referees, academic & professional certificates and **a clear copy of your Kenya National ID** via email to hrjobs@kcau.ac.ke by **25th March 2023.**

Only shortlisted candidates will be contacted

The subject of your email should read: QUALITY ASSURANCE OFFICER

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