



الكلية العالمية للهندسة والتكنولوجيا
GLOBAL COLLEGE OF ENGINEERING AND TECHNOLOGY

JOB DESCRIPTION

Head of Quality Assurance and Enhancement

Grade: Head of Department / Senior Manager

Reporting to: Director of Quality Assurance and Accreditation

Post Holder: TBA

Salary and Benefits: As per contract

Effective Start Date:

Description:

The Head of Quality Assurance and Enhancement is responsible for the development, implementation, and continuous improvement of academic quality systems and enhancement initiatives at GCET.

The role focuses on strengthening teaching, learning, student experience, and academic standards through structured quality processes and enhancement-driven activities.

This role ensures that quality systems are not only compliant but developmental and improvement-oriented.

Duties of the Role:

1. Develop and review academic quality assurance policies and procedures.
2. Oversee programme review processes (annual and periodic reviews).
3. Lead student feedback systems and analysis (surveys, module evaluation, etc.).
4. Support departments in action planning and continuous improvement initiatives.
5. Coordinate benchmarking activities (national and international).
6. Work with academic departments on curriculum quality standards alignment and OQF alignment.
7. Support staff development in quality enhancement practices.
8. Prepare quality enhancement reports for Academic Board and senior management.
9. Promote a culture of quality and evidence-based improvement across the College.
10. Any other enhancement-related duties assigned by the Director.

Skills and Person Specification:

1. Fluency and excellent written and presentational skills in both English and Arabic.
2. Ability to manage workloads in an organized, calm, and methodical manner.
3. Excellent time-management and prioritizing skills; and ability to lead staff in the required direction.
4. Excellent interpersonal skills and a good team player.
5. Ability to communicate clearly and assertively with a wide range of internal and external stakeholders.
6. Good understanding of national and international standards, policies, and practices in the areas of quality assurance and student engagement.

Education, Qualifications and Experience:

1. University MSc or PhD from an internationally recognized institution of higher education.
2. Minimum of 5 years of experience in quality assurance and accreditation within higher education institutions or the OQA.

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