



Job Description of the Quality Assurance Officer

The following is job descriptions and responsibilities that might be assigned to a Quality Assurance Officers at Ganja State University. The list is not intended to be comprehensive and it is acknowledged that local arrangements for quality assurance and enhancement may vary:

1. To advise the offices and departments on matters relating to quality assurance and enhancement.
2. Design, develop and implement quality assurance and enhancement policies, strategies and systems.
3. Prepare reports, analysis and presentations on quality issues for a range of different internal and external audiences.
4. Provide training on quality matters for staff in the institution and external partner organizations.
5. To promote departmental engagement with internal and external quality assurance and enhancement guidelines.
6. To ensure that the quality assurance and enhancement processes are reviewed and updated periodically to reflect any changes in requirements by the university, Ministry of Education, and other relevant authorities.
7. Maintain oversight of the assurance of quality and standards at local level in the institution and within the faculty for which they are allocated responsibility.
8. To contribute to the preparations for periodic internal and external reviews.
9. Maintain institutional awareness of external quality agendas, draw these to the attention of the university, and propose appropriate institutional responses.
10. To ensure that staff and students are advised of the outcomes of internal and external reviews and that there are opportunities to discuss them at relevant departmental meetings.
11. To ensure that monitoring results are disseminated to relevant interested parties.