

JOB DESCRIPTION OF QAC STAFF OF MSU

The range of responsibilities and duties of this role will include the following, although priorities may change in line with the development of the role and other duties may be allocated from time to time.

Manager

- Establishment of a project team and preparation of relevant staff dossiers
- Ensure smooth cooperation among QAC staff and academic-administrative staff of the university while project implementation
- Registration of the project in the country
- Signing of the project cooperation agreement
- Preparation of official university official documents of the project
- Conducting surveys and preparing self-report reports
- Establishing Quality Assurance Center
- Preparation of reports on installed equipment
- Preparation of the Center's action plan
- Preparation of benchmarking questions for visits
- Guidebooks and standards for internal quality assurance
- Deliver project activities to the public
- Preparation of Financial Statements
- Preparation of travel reports
- Preparation of Final Reports
- Other issues related to project activities (Preparation of Self assessment report, SWOT analysis, Stakeholder mapping; dissemination related issues and so on)

Head of the QAC

- Conducting surveys and preparing self-assessment report
- Establishing Quality Assurance Centers
- Preparation of the Center's action plan and the Statue
- Preparation of survey questions for the staff and students

- Preparation of benchmarking questions for visits
- Writing annual reports on the activities of the Centers
- Guidebooks and standards for internal quality assurance
- Other issues related to project activities

QAC specialist

- Conducting surveys and preparing self-assessment report
- Establishing Quality Assurance Centers
- Preparation of benchmarking questions for visits
- Writing annual reports on the activities of the Centers
- Guidebooks and standards for internal quality assurance
- Provide assistance in other issues related to project activities