

Tiranë, 30.10.2018

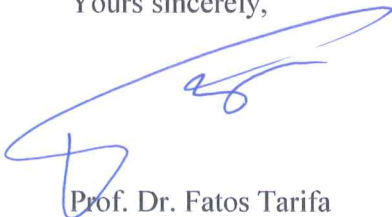
Job descriptions for Quality Assurance officer

The main job descriptions accomplished by University's Quality Assurance officer are as follow:

- Drafts and updates UNYT's Quality Assurance Manual in compliance with national and international standards.
- Ensures quality is pursued at all levels of the University.
- Establishes relationships between formal quality assurance processes and quality culture.
- Interprets and implements quality assurance standards.
- Monitors unusual occurrences and reports follow-up procedures periodically.
- Reviews quality assurance standards.
- Studies existing policies and procedures.
- Interviews personnel and students to evaluate effectiveness of quality assurance program.
- Writes quality assurance policies and procedures.
- Compiles Quality Assurance Self-Evaluation Reports for the various institutional and programme specific assessments for accreditation.
- Follows-up on formal feedback provided by competent authorities (Ministry of Education and Science, Accreditation Agency and Accreditation Council).

Thank you in advance for your cooperation.

Yours sincerely,



Prof. Dr. Fatos Tarifa
Rektor