



# Birla Institute of Technology & Science, Pilani

Dubai Campus

## 1. Advertisement No.: BPDC/NT/08/2023

<b>RECRUITMENT</b>	
<i>Position Title</i>	Head, Quality Assurance Unit
<i>Position Level</i>	Manager
<i>Reporting To</i>	Director
<i>Department</i>	Administration
<i>Location</i>	Dubai, U.A.E.
<i>No. of positions</i>	1
<i>About BITS Pilani, Dubai Campus</i> <a href="https://www.bits-pilani.ac.in/dubai/">(https://www.bits-pilani.ac.in/dubai/)</a>	<p>BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering and technology education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and Far East.</p> <p>BPDC is approved by University Grants Commission and Ministry of Human Resource Development, Government of India and is permitted by the Knowledge and Human Development Authority (KHDA), Government of Dubai. BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India.</p> <p>BPDC offers B.E, M.E., M.B.A. and Ph.D. programmes in various engineering and allied disciplines, with nearly 1500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 400 companies, facilitates industry attachment for students in preparation for future careers.</p>



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<i>BPDC as a preferred workplace</i>	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
<i>Position Summary</i>	Quality Assurance (QA) or Institutional Effectiveness is essential to maintaining and improving institutional quality. The candidate will implement and operate a QA system that will ensure quality for meeting the institutional goals, program and course learning outcomes and objectives of service and administrative units.
<i>Position Responsibilities &amp; Accountabilities</i>	<ul style="list-style-type: none"><li>• The candidate will be responsible for the operation, periodic assessment, and revision of the QA system that describes an annual cycle and appropriately phased timetable for all data gathering, assessment, evaluation and planning activities, listing the assessment tools and methods of analysis.</li><li>• Maintain a Policies and Procedures Manual and a Quality Assurance Manual and revisions communicated to relevant stakeholders.</li><li>• Develop and implement procedures for policy development, document control, review and dissemination.</li><li>• Produce an annual evaluation report on the effectiveness of the QA system.</li><li>• Produce documentation as needed by Commission for Academic Accreditation.</li><li>• Engage with internal and external stakeholders for data collection, analyses, dissemination, strategic planning and quality assurance.</li></ul>
<i>Institutional Responsibilities &amp; Accountabilities</i>	<ul style="list-style-type: none"><li>• Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct.</li><li>• Work in accordance with BPDC's policies and procedures including following safe work practices for self and others.</li><li>• Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour.</li><li>• Actively engage in and embrace professional development opportunities</li></ul>



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<i>Qualifications &amp; Skills</i>	<ul style="list-style-type: none"><li>• MBA/PhD with core competencies in project management, data analytics and stakeholder engagement.</li><li>• Proven success in professional services or commercial environments and previous experience of delivering a highly client-focused service in quality assurance.</li><li>• Strong interpersonal skills, including the ability to liaise with both internal and external clients from a variety of cultural backgrounds and organisational levels and the ability to be professional, courteous, discreet and diplomatic at all times.</li><li>• Demonstrated ability to prioritise work and complete tasks within agreed timeframes.</li><li>• Superlative verbal and written communication skills.</li><li>• Ability to maintain the security of confidential information and records.</li></ul>
<i>Desirable</i>	<ul style="list-style-type: none"><li>• Prior experience in quality assurance/ institutional effectiveness roles in an academic environment.</li><li>• Familiarity/Experience in CAA accreditation processes.</li></ul>
<i>Remuneration</i>	<ul style="list-style-type: none"><li>• Commensurate with qualifications and experience</li></ul>
<p>Interested candidates meeting the above qualifications and experience must apply online at <a href="http://universe.bits-pilani.ac.in/dubai/careers">http://universe.bits-pilani.ac.in/dubai/careers</a> by <b>August 11, 2023</b>. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.</p> <p style="text-align: right;">BITS Pilani, Dubai Campus</p>	