

# **KENYA METHODIST UNIVERSITY**

## **INTERNAL JOB ADVERTISEMENT**

### **RE-ADVERTISEMENT**

#### **Director – Quality Assurance & Curricula (Main Campus)**

Kenya Methodist University (KeMU) seeks to appoint an innovative individual with demonstrated high standards of personal and professional integrity for the position Director Quality Assurance & Curricula.

Reports functionally to the Vice Chancellor and operationally to the Deputy Vice Chancellor – APF

#### **Job Description**

The Director-quality assurance will be expected to:-

- I. Develop/ review quality assurance policy and mechanisms in line with standards and requirements of the Commission for University Education so as to fulfil the mission and vision of the university.
- II. Establish quality standards for management and streamlining quality assurance and performance issues for the University.
- III. Provide quality assurance and quality control of all academic programmes and develop tools for the same.
- IV. Oversee development of new curricula and review existing curricula in line with set guidelines from Commission for University Education to ensure mounting of quality market-oriented programmes.
- V. Train academic staff on development and review of curricula and subsequent assessment of the program in line with set standards and guideline by the Commission for University Education to ensure delivery of quality programmes.
- VI. Advise and make recommendations to the Senate and Management on matters of policy and practice in order to enhance teaching, learning and research in the University.
- VII. Oversee, on behalf of the Senate, the conduct and development of pedagogic practice across the University.

- VIII. Provide guidance in the development and implementation of internal and external quality assurance procedures and practices in the University.
- IX. Promote the development of quality assurance and performance partnerships and engagement with certifying bodies, regulatory authorities and the broader society.
- X. Participate as a substantive member in Dean's committee, Senate and Quality assurance committee for deliberations.
- XI. Prepare program and institutional assessment, quality audit reports, student/lecturer evaluation reports and graduate tracer study reports using appropriate analytical tools and submit the reports trimester to the Senate.
- XII. Oversee the preparation of the departmental annual procurement plan through needs assessment and resource matching.
- XIII. Monitor the adherence of University Quality Assurance procedures and guidelines in line with National/ Regional/International quality assurance agencies for compliance purposes.

### **Minimum Requirements**

- I. Master's Degree in relevant field from a recognized university with at least five (5) years' experience in a supervisory role
- II. PhD in relevant field from a recognized university will be an added advantage.
- III. Certificate in Quality Management Systems.
- IV. Knowledge of professional standards.
- V. Experience in using statistical or qualitative software packages.
- VI. Be engaged in research and publications.

### **How to Apply**

Each application shall be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents. Scanned copies of these documents must accompany the email application.

The successful applicant will be required to bring the following:

- i. Clearance from Kenya Revenue Authority
- ii. Clearance from Higher Education Loans Board
- iii. Clearance from the Ethics and Anti-Corruption Commission
- iv. Clearance from Credit Reference Bureau
- v. Criminal Investigation Department (Certificate of Good Conduct)
- vi. Letters of recommendation from at least three referees familiar with the applicant's professional experience and character in general should also be sent to the address below.

Applications shall clearly be marked with the Reference Number of the Advertised position "Application for the position of (*position applied for*)" and submitted as follows:

1. Three (3) hard copies should be addressed to  
The Vice Chancellor  
Kenya Methodist University  
P. O. Box 267 – 60200  
MERU, KENYA

*And*

2. An electronic copy in PDF format to be sent direct to the Vice Chancellor on email: **applications@kemu.ac.ke**

To be received on or before **20<sup>th</sup> March 2023**. Only shortlisted candidates will be contacted. Those who had earlier applied should not reapply their documents are already with us

This position requires an individual who is committed to Christian values and is of high ethical standards, integrity, and professionalism.

***KeMU is an Equal Opportunity Employer.***