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VACANCIES 2017-2018  
**UNIVERSITY OF NEW YORK IN TIRANA**

**LOCATION:** Albania.

**INSTITUTIONAL TYPE:** University.

**VACANCY TYPE:** Quality Assurance Officer.

**SALARY:** Commensurate with rank.

**DISCIPLINE:** Quality Assurance

**SUPERVISOR:** Quality Assurance Committee

**Responsibilities:** Assisting in developing Quality Assurance Standards at UNYT in accordance with Higher Education Quality Code which is updated according to European standards and guidelines of higher education.

**Key Qualifications:** Master degree

**Deadline for Applications:** 15 December 2017.

**Start Date:** January 8, 2018.

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University of New York in Tirana (UNYT), Albania (South-Eastern Europe) [<http://www.unyt.edu.al>], Administration is accepting applications to fill one vacancy in **Quality Assurance Department**. Applicants need to demonstrate expertise in the field of Quality Assurance, preferably in the sector of Private Universities in Albania. Cultural adaptability, the ability to collaborate well in a multi-ethnic environment and native-speaker level fluency in English are valued qualities.

UNYT is an accredited multi-ethnic, private university in Tirana, Albania established in 2002, which strives to provide intelligence, knowledge, skills and technology-intensive Higher Education that shifts efforts, intellectual assets and resources from a local to a global setting through engaged and active learning in small classes. Instruction at UNYT is in English. UNYT is an equal opportunity employer.

**Application:** Qualified candidates are kindly requested to send initially by e-mail at [hr@unyt.edu.al](mailto:hr@unyt.edu.al) quoting code "*Quality Assurance December 17*", in the Subject field of the e-mail:

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least three professional references.

**Responsibilities:**

The University's Quality Assurance officer:

- 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).

### **Essential Qualifications:**

- A Quality Assurance Officer must have knowledge or be eager to acquire knowledge in the area of quality control and assurance in higher education institutions.
- Good oral and written communication skills in Albanian and English are needed to communicate with senior management, other departments or research units, and for writing quality control procedures and reports.
- A bachelor's degree meets the educational requirements to be considered as a Quality Assurance Officer.
- Advanced degrees and professional education, particularly in social sciences and knowledge in general applications and quality assurance information systems management might be an advantage.

### **IMPORTANT NOTES:**

- ONLY** complete applications will be considered; all documents must be sent in one message.
- ONLY** short-listed candidates will be contacted.