
VACANCIES 2018-2019
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

Key Qualifications: Master degree

Deadline for Applications: 05 October 2018.

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 Higher Education 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 quoting code "Quality Assurance 2018", 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.

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.
- Fluency in verbal and written in Albanian and English is required
- 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** short-listed candidates will be contacted.