



## NATIONAL DEFENCE UNIVERSITY-KENYA

### DECLARATION OF VACANCY

Pursuant to the provisions of Section 35 (1)(a)(i) and Section 24 (4) of the Universities Act, 2012 (Revised 2020), National Defence University-Kenya invites applications from suitably qualified persons to be considered for appointment to the position of Senior Quality Assurance Officer.

JOB DESCRIPTION	SENIOR QUALITY ASSURANCE OFFICER
Basic Salary	Competitive package as advised by SRC
House Allowance	As provided by the University
Medical Cover & Other Allowances	As provided by the University
Terms of Service	Three (3) years contract (Renewable) subject to satisfactory performance.
Job Group	“N” (NDU-7)

#### Duties and Responsibilities

1. The Senior Quality Assurance will be responsible for:
  - a. Designing and developing university wide quality assurance management system that supports university management and delivers quality teaching and research;
  - b. Carrying out day to day operational activities within the Directorate of Quality Assurance and implement Quality Assurance strategies and plans;
  - c. Initiating and coordinating the implementation of internal quality assurance mechanisms in collaboration with all function teams;
  - d. Ensuring that all processes especially those needed for the quality management system are established, implemented and maintained through trainings and scheduled audits;
  - e. Ensuring the preparations of all quality assurance related reports through strategies such as reporting seminars to support adequate reporting on performance of the quality management system and any need for improvement;
  - f. Coordinating the trainings of the ISO and Internal Quality audit teams for scheduled and unscheduled audits in liaison with the Director Quality Assurance and ensure that auditors are well equipped for their assignments and that they update their skills regularly;
  - g. Coordinating benchmarking and encouraging the adoption of best practices for quality; and
  - h. Any other relevant duty(ies) assigned by Management.

#### Qualification for Appointment

2. For appointment to this position, a candidate must have/be:
  - a. A Masters Degree in Strategic management, Education, Administration or its equivalents;
  - b. Bachelor's Degree in in Education, Strategic management, Operation Management, Administration, or related field from a recognized institution;
  - c. A Diploma in quality management is an added advantage;

- d. Should have evidence of consistent Quality Assurance development skills through continued training in Internal Quality Assurance and Quality Management System fields.
- e. Should have at least five (5) years' experience in University Quality Assurance and quality management coordination;
- f. Should have the ability to offer trainings, monitor and evaluate quality assurance in the University;
- g. Evidence of in-depth and extensive knowledge of higher education quality assurance policies, processes and issues for both face to face and online teaching and learning;
- h. Should have proficiency in use of computer applications and the ability to promote the use of information and communication technology

### **The Core Competencies and Skills:**

3. The core competencies and skills include:
  - a. Excellent verbal and written communication skills;
  - b. Organisational and planning skills;
  - c. Should be an outstanding team Leader with a proven record in promoting ethical scientific research, quality teaching / learning and community outreach service in the University;
  - d. Be versed with management systems standards and guidelines and quality assurance systems;
  - e. Be result oriented; innovative and work with minimum supervision;
  - f. Should be a person of integrity with high moral standards
  - g. Demonstratable professionalism.
4. Candidate will be required to present originals of the following documents during the interviews:
  - a. National identity card;
  - b. Academic and professional certificates and transcripts;
  - c. Any other supporting documents and testimonials;
  - d. Recommendations from relevant professional bodies; and
  - e. Recommendation from at least three (3) referees should be submitted separately to the address provided below.

### **Mode of Application**

5. Candidates may submit manual (hard copy) or electronic (online) applications.
6. All applications should be submitted together with a detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
7. Scanned copies of the stated documents must accompany the online application.
8. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, membership to professional association(s), email address and telephone contacts.
9. Manual applications should be submitted in a sealed envelope clearly marked:

“Application for the position of **Senior Quality Assurance Officer - National Defence University-Kenya**” and delivered to:

**THE SECRETARY, UNIVERSITY COUNCIL**  
National Defence University-Kenya  
P.O. Box 3812-20100  
**LANET, NAKURU**

Online applications may be submitted via email to: [ndu-kenya@mod.go.ke](mailto:ndu-kenya@mod.go.ke)

All applications should reach National Defence University-Kenya on or before **29<sup>th</sup> April 2023** latest 5.00 p.m. (**East African Time**).

**WARNING.** Application for employment in National Defence University-Kenya is FREE TO ALL eligible candidates. Bribery and other acts of corruption are against the law and anyone suspected of being culpable of such, will be arrested and prosecuted in a court of law.