

Job Description – NUMed Malaysia Sdn Bhd

Higher Education Accreditation Executive NUMed Malaysia

Main Purpose

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To provide operational support across a range of quality and management functions with particular focus on ensuring compliance with both the Malaysian and UK regulatory frameworks and to assist in the management and coordination of all quality assurance and audit activities. The post holder will report to the Higher Education Accreditation Manager.

Main Duties and Responsibilities

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This role includes but is not limited to the following tasks/duties:

1. In partnerships with the Heads of Service and Deans, working towards ensuring compliance with Malaysian regulatory frameworks, and to assist in the management and co-ordination of all quality assurance and audit activities from initial application to the full accreditation.
2. To manage the approval process for changes to modules and programmes, ensuring quality assurance processes are maintained.
3. To act as secretary to relevant committees, planning and prioritising the business of the committee and associated sub-committees in consultation with the HEA Manager to ensure the fulfilment of its teaching and learning objectives and implements University policies relating to quality and standards. To ensure the effective coordination of follow up action relating to the committee’s business and referral of other University bodies as appropriate.
4. To contribute to the design and delivery of NUMed specific policies, procedures and any task as may be required and undertake audit work on behalf of NUMed Malaysia.
5. To answer staff queries relating to accreditation, data management and external examining as well as other areas of quality management.
6. To represent NUMed and attend University Learning, Teaching and Student Experience Quality and Standards Sub-Committee and any other relevant committees as appropriate.
7. The post holder would also be the main point of reference and contact for Malaysian Ministry of Higher Education (MOHE).
8. To assist the HEA Manager for timely renewal of MOHE, MQA and Ministry of Home Affairs (MOHA) licences.

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Person Specification

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No.	Qualifications	Essential or Desirable (E or D)
1	Degree or equivalent qualification in relevant subject plus 2 to 4 years hands on experience in a similar or related role.	E
Knowledge, Skills and Experience		
1	2 to 4 years experience in administrative works	D
2	Knowledge and understanding of Malaysian regulatory framework relating to MQA, MOHE and MMC	D
3	Excellent command of both spoken and written English and Bahasa Malaysia	E
4	Excellent IT skills (particularly MS Office packages and databases) with the ability to analyse, interpret and present data.	E
5	Have multi-tasking abilities and flexibility	D
Attributes and Behaviours		
1	Has an eye for detail, spotting errors and ensuring accurate information in all document submission to governmental/ accreditation bodies	E
2	Work in a planned and structured way to ensures that all activities are completed on time	E
3	Works collaboratively with others, plays a positive role in teams and establishes and grows relationships across the organisation where different skills, expertise and opinions are valued.	E
4	Mature judgment and diplomacy to interact effectively with a broad spectrum of people, including accreditation bodies, regulatory commissions, faculty members, staff, vendors and contractors, both individually and within a team	E
5	Maintains flexibility in work plans to allow for changing circumstances	E
6	Recognises urgency and takes decisive action when required	D
7	Identify effective methods to disseminate key organisational messages to colleagues internally and externally and ensures understanding	D
8	Confidently deals with a broad range of information and manifest competent skills in organizing resources.	D
9	Use appropriate systems and tools to ensure records and audit trails are clear and up to date	D

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10	Understands and makes sense of complex or conflicting data and different perspectives of stakeholders and University areas.	D
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HR Office Use Only	
SAP Position Number:	
Grade:	
Effective Date:	TBA