



IJN COLLEGE

We are looking for suitable and qualified candidate for the following position:

EXECUTIVE – QUALITY ASSURANCE & ACADEMIC (CONTRACT) IJN COLLEGE

Responsibilities

- Develop, evaluate, review and implement quality assurance policies and procedures and ensure compliance with regulatory requirements.
- Coordinate, prepare and manage all documents for audit visit and other quality assurance activities.
- Investigate complaints and non-conformance issues, identify areas for improvement and develop, recommend and monitor corrective and preventive actions.
- Act as Liaison Officer for development of new study programmes.
- Plan, develop and monitor academic calendar and utilization of class room and laboratories.
- Monitor student attendance and provide appropriate notifications.
- Perform other task assigned by the superior and the management.

Requirements

- Possess Bachelor in Business Administration or equivalent.
- Minimum three (3) years' experience with high learning institution in the area of quality assurance, programme development and academic administration.
- Technical knowledge and skills in quality assurance audit, matters related to programme development and academic administration.
- Strong analytical thinking and problem solving skill.
- Proficient in computer skills including Microsoft Office.

Closing Date

8th April 2021

**Talent Acquisition Unit
Human Capital & Organizational Development**

✉: career@ijn.com.my 🌐: www.ijn.com.my ☎: 03-2617 8200



**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**