



IDM invites applications from suitably qualified and experienced individuals for the following position tenable at Gaborone Campus.

QUALITY ASSURANCE OFFICER

The Institute of Development Management (IDM) was established in 1974 as a regional institution by the Governments of Botswana, Lesotho and Eswatini. IDM has shaped futures of many Batswana with Executive Development Courses and Long Term Training, and continue to achieve its mandate through helping the public and private organizations to meet their management needs through Education, Training, Research and Consultancy Services. IDM Botswana has campuses in Gaborone and Francistown.

IDM, therefore, invites applicants from suitably qualified and experienced individuals for the above position:

DUTIES AND RESPONSIBILITIES

- Assist in developing and continuously reviewing, monitoring and evaluating the Institutes quality management system together with its quality assurance and enhancement strategies, frameworks and procedures.
- Ensure that curriculum developed is in line with the requirements of the regulator.
- Conduct research and prepares reports as required to ensure that the Institute is in line with the international trends in higher education quality assurance
- Conduct internal audits and prepares reports as required.
- Assist in facilitation of an induction program for new staff members.
- Prepare for the regulatory authorities audits and validation visits and subsequently ensure that all non-compliance areas that may have been raised from regulatory audits are addressed immediately.
- Play a supportive role in the Institute's internal and external reviews by the quality assurance agency
- Assist in the development and implementation of quality assurance policies and procedures
- Assist in the facilitation of the Institute's accreditation efforts.
- Ensure that the Quality Management System requirements are upheld and maintained
- Assist in the implementation and maintenance of the Institute's risk management approach.
- Contribute to the formulation of the Institute's Quality Assurance and improvement mechanisms

QUALIFICATIONS CONSIDERED NECESSARY

Bachelor's Degree in Education / Social Sciences, or any other related qualification and Quality Assurance in Education.

Certification in Quality Management System and Risk Management will be an added advantage.

EXPERIENCE AND WORKING KNOWLEDGE

- A minimum of 3 years of work experience preferably in an Academic Environment, Quality Assurance, Programme/ Institutional Accreditation, Research and Report Writing.
- Thorough knowledge of the Botswana Tertiary Education Landscape.

REQUIRED COMPETENCIES

- High professional standards and expectations consistent with the Institute's values
- A good team player who is able to work with diverse teams
- Ability to communicate effectively, either verbally or in writing comprehensive ideas and recommendations
- Attention to detail
- Excellent report writing skills
- Result oriented and performance-driven

REMUNERATION

IDM offers a wide range of competitive benefits.

SUBMISSION:

If you feel you meet the profile of the required candidate kindly, Email your application to recruitment@idmbis.ac.bw including curriculum vitae, certified copies of identity documents (ID), academic records, and, three references.

Closing Date: 22nd September 2023

Closing Time: 1630hrs

NB: ONLY SHORTLISTED APPLICATIONS WILL BE RESPONDED TO.