

## VACANCY ADVERTISEMENT - ASSISTANT DIRECTOR QUALITY ASSURANCE MANAGEMENT

The Institute of Development Management is a regional organization, with campuses in Botswana, Lesotho and Eswatini providing Education, Training, Research and Consultancy services. IDM invites applications from suitably qualified candidates for the position of Assistant Director Quality Assurance Management.

### Main Purpose of the Job

To play a central role in the strategically vital area of academic quality management. The incumbent will act as a proactive focus for the maintenance and promotion of institutional effectiveness in quality assurance and enhancement, working with the Registrars/Quality Assurance Managers. The Assistant Director will act as a professional knowledge source of academic regulations and good practice in the management of academic quality standards across the institution. The Assistant Director Quality Assurance Management will build and leverage on existing external networks thus assisting the Institution to contribute to and benefit from the development of good practice.

### Key Performance Areas and Responsibilities

- Leads the development, reviews and implementation of the Institute's quality assurance, management policies and programmes
- Establishes, coordinates and documents quality assurance systems in line with regulatory requirements
- Audits IDM quality assurance and management systems
- Ensures that the Institute's service delivery programme is up to defined quality assurance and management standards
- Liaises with other departments and campuses on aspects of quality assurance and management.
- Provides leadership for the design, review and implementation of the performance management systems

### Education and Experience

**Qualification:** Masters in Quality Assurance, Administration or in a related management field.

**Experience:** A minimum of 9 years post qualification experience of which 3 years will have been at Management level in a tertiary level training institution or within a private service industry.

### Key Competencies

- Team Leadership & Motivation
- Planning, Organising & Coordinating
- Critical Thinking & Innovation
- Initiative and proactive
- Consultations & Interpersonal Relations
- Assertive and innovative

### Remuneration

IDM offers an attractive remuneration package commensurate with qualifications and experience.

Applications, accompanied by a detailed CV, contact details, certified copies of educational qualifications and contact details of three referees, should be addressed to the:

Director of Corporate Services  
Institute of Development Management  
P O Box 60167, Gaborone Botswana, and sent electronically to : [ro-recruitment@idmbls.ac.bw](mailto:ro-recruitment@idmbls.ac.bw) by close of business on the **26<sup>th</sup> July 2022**.

Applicants are requested to quote the job title on the email's subject line.

**N.B:** The position is tenable in Gaborone, Botswana.