



Vacancy Announcement

STAFF VACANCY ADVERTISEMENT: QUALITY ASSURANCE OFFICER

The Lilongwe University of Agriculture and Natural Resources (LUANAR) invite applications from suitably qualified, experienced, and motivated individuals to fill the position of Quality Assurance Officer within the University's Quality Assurance Directorate.

Role Summary

The Quality Assurance Officer will support the development, implementation, and continuous improvement of academic and administrative quality assurance systems across the University. The officer will be responsible for promoting a culture of quality and excellence in teaching, research, and service delivery, ensuring that LUANAR meets national and international standards.

Specific Duties and Responsibilities

- Assist in the development and review of University's quality assurance policies, procedures, and guidelines.
- Assist in monitoring the implementation of quality assurance processes across academic and administrative units in the University.
- Assist in planning, development, and management of quality assurance budgets.
- Assist in conducting institutional self-assessment and prepare improvement plans.
- Assist in facilitating internal and external moderation exercises.
- Assist in mapping typologies of institutional data, articulating their relevance, facilitating data sharing and exchange.
- Gather and analyze data to produce meaningful information that informs resource deployment.
- Collect information on student needs and priorities to inform the planning of the service.
- Review student feedback through the student evaluation questionnaire.
- Carry out data collection on employer satisfaction, tracer and stakeholder surveys and analyses to inform policy direction.
- Assist in carrying out the process of accreditation of academic programmes, facilities and management systems.
- Assist in facilitating training and sensitization sessions for staff and students on quality assurance matters.
- Contribute to the preparation of quality assurance reports for management and external stakeholders.
- Maintain databases and records of quality-related activities and outcomes.

Required Qualifications, Experience, Attributes

- Applicants must possess a Bachelor's Degree preferably in Education or a relevant qualification from an institution accredited by the National Council for Higher Education (NCHE).
- At least three (3) years of relevant work experience in higher education quality assurance, academic audits, monitoring and evaluation, or institutional research.
- Good understanding of higher education quality assurance frameworks and standards.
- Strong analytical, report-writing, and communication skills.
- Proficiency in data analysis tools.
- Strong organizational and multitasking abilities.
- Ability to work both independently and collaboratively in a team environment.

Terms and Conditions of Engagement

All the successful candidates will be engaged on an initial 2-year contract before they can be considered for permanent appointment based on satisfactory performance. Remuneration will be in line with LUANAR Staff Regulations and Conditions of Service (2023) applicable to staff on fixed-term contract.

Mode of Application

Hard copy application package should include an up-to-date Curriculum Vitae (CV), names and contact details of three traceable referees one of which should be of a current employer where applicable plus copies of certified academic and professional qualifications. The title of the position must be indicated on the envelope and sent to:

**The University Registrar
Lilongwe University of Agriculture and Natural Resources(LUANAR)
P.O. Box 219
LILONGWE**

All applications should reach the UNIVERSITY no later than **Friday, 18th April, 2025**. Only shortlisted candidates will be acknowledged.

LUANAR is an equal-opportunity employer and strongly encourages applications from qualified candidates from diverse backgrounds. Only shortlisted candidates will be contacted for interviews