

## **Job Description – NUMed Malaysia Sdn Bhd**

### **Higher Education Accreditation Manager NUMed Malaysia**

#### **Main Purpose**

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The Higher Education Accreditation Manager plays a key role in ensuring that the institution maintains and complies with accreditation standards and requirements set forth by relevant accrediting bodies. This individual is responsible for managing the accreditation process, coordinating accreditation activities, and liaising with accrediting agencies. The Accreditation Manager works closely with academic departments, professional staff to ensure continuous improvement and adherence to accreditation standards. The post holder will report to the Chief Operating Officer.

#### **Main Duties and Responsibilities**

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

##### **Accreditation Management:**

- To lead the institution's accreditation process and ensure compliance with accrediting agencies' standards. (Ex: Malaysian Qualification Agency (MQA), Malaysian Medical Council (MMC) and Malaysian Ministry of Higher Education (MOHE) regulations)
- To communicate about changes in accreditation requirements and communicate updates to relevant stakeholders.
- To Prepare and submit accreditation reports and documentation as required by accrediting bodies for licences (MOHE, MQA and Ministry of Home Affairs (MOHA))
- To manage the approval process for changes to modules and programmes, ensuring quality assurance processes are maintained.

##### **Coordination and Communication:**

- To Serve as the main point of contact between the institution and accrediting agencies.
- To Coordinate site visits and interactions with accrediting bodies, ensuring all necessary preparations are made.

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### Documentation and Record Keeping:

- To Develop and maintain a comprehensive database of accreditation-related information for easy retrieval and reference.

### Quality Assurance:

- To work with academic departments to develop and implement processes that ensure continuous improvement in academic programs to meet accreditation standards.
- To ensure compliance with Malaysian regulatory frameworks, and co-ordination of all quality assurance and audit activities.

### Training and Awareness:

- To Provide training and guidance to faculty and staff on accreditation standards and processes.
- To Foster awareness of accreditation requirements throughout the institution and promote a culture of quality and accountability.

### Policy Development:

- To Collaborate with academic leadership to develop and update institutional policies and procedures to align with accreditation standards.
- To Stay abreast of best practices in higher education accreditation and recommend policy adjustments accordingly.

## Person Specification

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No.	Qualifications	Essential or Desirable ( E or D)
1	Degree or equivalent qualification in relevant subject plus a minimum of 4 years hands on experience in a similar or related role.	E
<b>Knowledge, Skills and Experience</b>		
1	Previous experience in higher education accreditation management.	E
2	Knowledge and understanding of Malaysian regulatory framework relating to MQA, MOHE, MMC and COPPA	E

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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
<b>Attributes and Behaviours</b>		
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	D
3	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
4	Maintains flexibility in work plans to allow for changing circumstances	D
5	Recognises urgency and takes decisive action when required	D
6	Identify effective methods to disseminate key organisational messages to colleagues internally and externally and ensures understanding	D
7	Confidently deals with a broad range of information and manifest competent skills in organizing resources.	D
8	Use appropriate systems and tools to ensure records and audit trails are clear and up to date	D
9	Understands and makes sense of complex or conflicting data and different perspectives of stakeholders and University areas.	D

### HR Office Use Only

SAP Position Number:	
Grade:	
Effective Date:	TBA