



POSITION DESCRIPTION

Director of Quality Assurance

Institutional Quality · WSCUC Accreditation Liaison

Innovative University of Enga · Wabag, Enga Province, Papua New Guinea

Position Title	Director of Quality Assurance
Position Type	Permanent, Full-Time
Work Location	On-site, Wabag, Enga Province, Papua New Guinea; travel to USA and PNG required
Reports To	President, Innovative University of Enga
Direct Reports	Quality Assurance Office staff (as established)
Remuneration	Competitive salary, negotiable based on experience
Applications	brian.davis@iue.ac.pg · CV + cover letter · Rolling review

1. ABOUT THE INNOVATIVE UNIVERSITY OF ENGA

The Innovative University of Enga (IUE) is a newly established national university created under the IUE Act 2022 (No. 44) and located in Wabag, Enga Province, Papua New Guinea. IUE is committed to delivering quality tertiary education that is relevant to the needs of the Enga community and the broader Pacific region.

IUE is currently pursuing accreditation with the WASC Senior College and University Commission (WSCUC) and is in an active phase of building the governance, academic, and quality infrastructure required to meet accreditation standards. The Director of Quality Assurance will be the institutional architect of IUE's quality culture — establishing the systems, frameworks, and practices that will underpin both accreditation and long-term institutional excellence.

2. PURPOSE OF THE ROLE

The Director of Quality Assurance is a senior leadership position reporting directly to the President. The role is responsible for leading all academic and operational quality assurance activities across

IUE, serving as the institution's primary liaison with WSCUC, and building the quality systems and culture that will support ongoing accreditation and continuous improvement.

This is a foundational role. IUE does not yet have an established quality assurance function, and the Director will be responsible for designing and implementing it from the ground up — including frameworks, policies, data systems, committee structures, and staff capability. The position requires an experienced higher education quality professional who is equally at home in strategic planning, accreditation documentation, and day-to-day operational quality work.

The Director of Quality Assurance also serves as an ex-officio non-voting member of the Academic Assessment and Quality Committee (AAQC), providing institutional quality data, coordinating assessment documentation, and supporting WSCUC compliance activities in that forum.

3. KEY RESPONSIBILITIES

3.1 Quality Assurance Framework and Policy

- Design, implement, and maintain a comprehensive institutional quality assurance framework aligned with WSCUC Criteria for Review (CFRs)
- Develop and oversee quality assurance policies, procedures, and standards across academic programmes and administrative operations
- Establish and manage IUE's institutional effectiveness cycle, including the setting, measurement, and review of key performance indicators
- Ensure quality systems are embedded in institutional planning, budgeting, and review processes

3.2 WSCUC Accreditation Liaison

- Serve as IUE's primary contact with WSCUC for all accreditation-related communications, submissions, and processes
- Lead the preparation of institutional self-studies, accreditation reports, special reports, and responses to WSCUC communications
- Coordinate and manage site visit preparation, including logistics, documentation, and staff briefings
- Monitor and report to the President on IUE's ongoing compliance with WSCUC standards and CFRs
- Maintain current knowledge of WSCUC standards, policies, and developments and advise senior leadership accordingly

3.3 Student Learning Outcomes and Academic Quality

- Lead the institution-wide Student Learning Outcomes (SLO) assessment cycle in coordination with the VPAA, Academic Board, and AAQC
- Support Faculties and Departments in developing, implementing, and reviewing SLO assessment plans
- Aggregate and analyse SLO data across programmes; prepare institutional assessment reports for governance bodies
- Identify and support the implementation of curriculum and pedagogical improvements informed by assessment data

3.4 Institutional Data and Reporting

- Develop and maintain systems for collecting, analysing, and reporting institutional effectiveness data
- Produce regular quality and performance reports for the President, Academic Board, and Council
- Ensure data integrity and consistency across institutional reporting systems
- Support the preparation of annual reports, strategic plan progress reports, and other institutional publications requiring quality data

3.5 Operational Assessment

- Design and lead periodic operational assessments across academic and administrative units, evaluating effectiveness, efficiency, and alignment with institutional standards
- Develop assessment instruments, rubrics, and reporting templates for use across units
- Consolidate operational assessment findings into institutional reports for the President, Academic Board, and Council
- Facilitate unit-level improvement planning in response to assessment findings
- Maintain an institution-wide assessment calendar ensuring assessments are conducted systematically and on schedule

3.6 Strategic Plan Operationalization

- Work with the President and senior leadership to translate IUE's strategic plan into measurable operational objectives, timelines, and accountability assignments
- Develop and maintain a strategic plan implementation tracker, monitoring progress against goals across all institutional units
- Prepare regular strategic plan progress reports for the President and Council
- Identify implementation gaps, risks, and resource constraints and bring these to the President's attention promptly
- Support the periodic review and refresh of the strategic plan, ensuring alignment between strategic priorities and operational capacity

3.7 Continuous Improvement

- Design and coordinate periodic programme reviews across academic units
- Facilitate the development and monitoring of improvement plans arising from reviews, accreditation findings, and assessment results
- Champion a culture of evidence-based continuous improvement across the institution
- Advise senior leadership on emerging quality, accreditation, and institutional effectiveness issues

3.8 Leadership and Administration

- Establish, lead, and develop the Quality Assurance Office, including staff recruitment and capability building as the function grows
- Prepare and manage the Quality Assurance Office budget
- Provide regular written reports to the President on quality assurance activities, accreditation progress, and improvement initiatives

- Contribute to institutional governance and planning processes, including strategic planning and WSCUC accreditation documentation

4. SELECTION CRITERIA

4.1 Essential

- Bachelor's degree in a relevant discipline
- Graduate degree from an accredited American university preferred
- Experience in quality assurance, institutional effectiveness, compliance, or a related field
- Familiarity with accreditation or regulatory standards in higher education or a comparable sector
- Experience developing or implementing quality frameworks, policies, or procedures
- Strong analytical skills, including the ability to collect, interpret, and report on performance data
- Excellent written communication skills, with the ability to produce clear reports and policy documents
- Ability to work effectively with diverse stakeholders across cultural and geographic contexts

4.2 Highly Desirable

- Direct experience with WSCUC accreditation processes at an accredited institution
- Experience establishing or substantially rebuilding a quality assurance function in a higher education context
- Familiarity with the PNG or Pacific higher education environment
- Experience working in or supporting a developing-country institution
- Knowledge of academic programme design and curriculum review processes

4.3 Personal Attributes

- Institutional leader who can build credibility and influence quality culture across academic and administrative communities
- Detail-oriented and rigorous in documentation and evidence management
- Collaborative and patient, with the ability to build quality capability in staff with limited prior exposure
- Self-directed and adaptable, comfortable designing systems where none yet exist
- Committed to IUE's mission and to the role of quality assurance in serving students and the Enga community

5. CONDITIONS OF EMPLOYMENT

Appointment Type	Permanent, subject to satisfactory completion of a probationary period
Work Arrangements	On-site in Wabag, Enga Province, Papua New Guinea

Travel	Annual travel to the USA required (WSCUC and institutional engagements); travel within PNG required; all expenses covered by IUE
Reporting	Monthly written report to the President; regular reporting to Academic Board and Council as required
Governance Role	Ex-officio non-voting member of the Academic Assessment and Quality Committee (AAQC)
Remuneration	Competitive salary; negotiable based on experience and qualifications

6. STRATEGIC CONTEXT

WSCUC accreditation is one of IUE's most important strategic objectives. Accreditation provides institutional credibility, enables access to international partnerships and funding, and demonstrates to students, government, and the Enga community that IUE meets internationally recognised standards of quality. The Director of Quality Assurance is the institutional officer responsible for making accreditation a reality.

Beyond accreditation, the quality assurance function is the mechanism through which IUE will build and sustain a culture of evidence-based improvement — ensuring that the university continuously learns from its outcomes data and acts on what it finds. This is not a compliance role; it is a culture-building role with compliance as one of its outputs.

This role is central to IUE's development as an institution. The Director of Quality Assurance will have direct access to the President, a seat at the governance table through the AAQC, and the opportunity to shape quality culture from the ground up at a growing university serving the Enga Province community.

7. HOW TO APPLY

Applicants are invited to submit:

- A current curriculum vitae (CV)
- A cover letter (no more than two pages) addressing the essential selection criteria
- Contact details for two professional referees

Submit applications to:

Dr Brian L. Davis, President
 Innovative University of Enga
brian.davis@iue.ac.pg
 PO Box 387, Irelya, Wabag, Enga Province, Papua New Guinea

Applications are reviewed on a rolling basis. Early applications are strongly encouraged. The position will close once a suitable candidate is identified.

IUE is an equal opportunity employer and values diversity. We encourage applications from all qualified candidates regardless of background.