



Job Description

Organization:	New Era College of Arts, Science and Technology
Job Title:	Manager, Quality Assurance and Accreditation
Job Function:	Administration
Level:	Management
Department:	Institutional Effectiveness
Division:	Institutional Effectiveness
Reporting To:	Director, Institutional Effectiveness
Employment:	Full-Time Contract
Term:	Three (3) Years
Location:	Gaborone, Botswana
Commencement:	1 st November 2025
Post Closing:	19 th September 2025

Job Summary:

As the Manager of Quality Assurance and Accreditation, you will play a central role in upholding integrity, relevance, and excellence in all core business processes within the institution. This role ensures that all qualifications and learning experiences meet internal benchmarks and comply with national and international quality standards. You will lead institutional audits, coordinate curriculum reviews, and foster a culture of continuous improvement in teaching, learning, and assessment.

Furthermore, the Manager of Quality Assurance and Accreditation leads the development, implementation, monitoring, and review of institutional and programme accreditation processes to ensure compliance with national regulatory bodies and international quality standards. You will be responsible for preparing accreditation submissions, coordinating external audits, site visits, and ensuring timely reporting and evidence-based documentation that supports the institution's continuous improvement and reputational goals.

This position is ideal for a quality-conscious professional with a passion for quality standards and strategic thinking, who thrives in collaborative and dynamic academic environments.

Core Responsibilities:

- Lead the development, implementation, and evaluation of quality assurance frameworks and policies across all departments.
- Oversee the review and accreditation of new and existing programmes in line with Botswana Qualifications Authority (BQA) and NCQF requirements.
- Coordinate institutional and programme-level audits and self-evaluation reports.
- Provide expert guidance to academic and support staff on quality-related matters including assessment practices, curriculum design, and student support.
- Monitor compliance with national and international quality standards and prepare reports for regulatory bodies.
- Implement the prevailing methodologies and innovations in quality assurance research across domestic and global context.
- Design and deliver training workshops on quality assurance practices and programme development.
- Collaborate with internal and external stakeholders to enhance quality assurance practices and benchmarking, etc.)
- Lead the accreditation process for the institution and academic programmes with Botswana Qualifications Authority (BQA)
- Coordinate development and review of qualifications and learning programme for the institution
- Ensure learning programme endorsements with professional bodies (ERB/IEA, BICA, ARC, etc.)
- Ensure College Compliance with regulatory authorities (BQA, HRDC, ERB)
- Manage and control College official documents
- Analyze data and feedback from College stakeholders to make informed decisions.
- Maintain accurate documentation and records for accreditation, reviews, and policy development.

Key Skills and Competencies:

- Strong understanding of higher education quality assurance systems and regulatory frameworks (especially BQA/NCQF).
- Proven experience in curriculum design, programme review, and auditing.
- Proven experience in leading self-assessments, programme evaluations, accreditation reviews and quality improvement initiatives.
- Excellent analytical and report-writing skills.
- Strong interpersonal and leadership skills with the ability to guide and influence diverse stakeholders.
- Proficiency in data analysis, evaluation techniques, and digital tools used in quality management.
- High level of organization and attention to detail.
- Ability to manage sensitive issues with discretion and professionalism.

Minimum Requirements

Qualifications:

- A master's degree in Education, Quality Assurance, Curriculum Development, Higher Education Administration, or a related field.
- A PhD in Education, Higher Education, Curriculum Development or a related field is preferred.
- Certification in quality management systems (e.g., ISO, EFQM) is preferred.

Professional Experience:

- At least 7-10 years of progress experience in quality assurance, programme review, or accreditation at a reputable organization.
- Experience working with regulatory authorities, especially in Botswana.

Application Requirements:

- New Era Employment Application form
- Curriculum Vitae
- Cover letter
- Certified copies of educational and professional transcripts and certificates
- Certified copies of Passport or National Identification
- Three (3) references obtained in the last 2 - 4 years

Statement of Stewardship and Ethics:

New Era College employees are expected to act in accordance with accepted high standards of behavior in public life, which embrace selflessness, integrity, objectivity, accountability, openness, honesty and leadership. All members of New Era College should act in its best interests, rather than represent the interests of individuals or particular groups. New Era College is a steward of diversity and embraces the benefits of a non-discriminative community that welcomes and acknowledges equal opportunity inclusive of all community interests.

HOW TO APPLY

Click the link below to access the Employment Application Form

<https://forms.gle/Qb3ZdnV4F6aN65GV8>

OR

Write to HR Manager
P.O. BOX 402134, Gaborone
careers@neweracollege.ac.bw

Closing date: **19th November 2025**