

Accreditation Officer

Job Summary:

- The Accreditation Officer is responsible for assisting the Director of Accreditation & Quality Assurance in providing general accreditation requirements in order to conduct daily tasks and administrative support. He/She is also part of the staff of the center of Quality Assurance. He/she serves as a coordinator with MoHE and NCAAA.

Primary Duties & Responsibilities

- Provides reports to Director of Accreditation & Quality Assurance.
- Assist the Director of Accreditation & Quality Assurance to follow-up with the National Commission for Academic Accreditation & Assessment (NCAAA) and Ministry of Higher Education (MoHE) requirements and coordination in different aspects such as academic programs evaluation, quality assurance procedures etc.
- Work with the different departments at Alfaisal to gather information required for accreditation.
- Update the information on MoHE scholarships on the website.
- Ensures relevant systems and records are updated in a timely and accurate manner.
- Work as part of the Quality Center, to ensure that deadlines are met; review and complete tasks.
- Assists and handles all the administrative services regarding day to day operations and procedures related to accreditation.
- Working with Ministry of Higher Education (MoHE) and NCAAA as coordinating officer for setting up appointments and visits.
- Any other tasks assigned by director of Accreditation & Quality Assurance.

Education & Experience:

- Bachelor's degree in appropriate field.
- 3 to 5 years of related and relevant experience, preferably in an academic environment.
- Fluent in English and Arabic.

Key Performance Measures:

- Satisfaction Rate.
- Quality of Daily work.
- Time to respond.
- Frequency of progress reports.
- Awareness of rules and regulations of Alfaisal University
- Coordinating skills.