

JOB DESCRIPTION

TITLE: CEO

Job Summary:

The Chief Executive Officer (CEO) serves as the highest authority of the QA Central Committee, providing strategic direction and leadership to ensure the institution's quality assurance (QA) practices are aligned with the requirements of the Malaysian higher education regulatory framework. This includes compliance with standards set by the Malaysian Qualifications Agency (MQA) and the Ministry of Higher Education (MOHE), as well as adherence to international best practices.

Key Responsibilities:

1. Strategic Leadership and Policy Direction

- Lead the development and implementation of institutional QA strategies in alignment with national policies and institutional goals.
- Ensure integration of QA practices into the institution's strategic planning and academic excellence agenda.

2. Governance and Committee Leadership

- Chair the QA Central Committee and provide oversight on all quality-related matters.
- Ensure effective coordination between faculty-level QA units and central governance structures.

3. Regulatory Compliance and Accreditation

- Oversee institutional compliance with MQA requirements, including the Malaysian Qualifications Framework (MQF), programme accreditation, and institutional audits.
- Ensure readiness for audits such as MQA Accreditation, Self-Accreditation, and MOHE evaluations.

4. Quality Assurance System Oversight

- Ensure the implementation, monitoring, and continuous improvement of QA policies, procedures, and systems.
- Promote outcome-based education (OBE) practices and ensure alignment with programme learning outcomes (PLOs) and course learning outcomes (CLOs).

5. Performance Monitoring and Continuous Improvement

- Review QA reports, programme reviews, audit findings, and key performance indicators (KPIs).
- Drive evidence-based decision-making to enhance academic quality, student experience, and institutional effectiveness.

6. Stakeholder Engagement and Representation

- Engage with internal stakeholders (faculty, academic boards, management) and external stakeholders (industry, professional bodies, regulators).
- Represent the institution in QA-related engagements, accreditation exercises, and external reviews.

7. Capacity Building and Quality Culture

- Promote a culture of quality, accountability, and continuous improvement across the institution.
- Support professional development initiatives related to QA, teaching and learning, and assessment practices.

8. Risk Management and Quality Compliance

- Identify and manage risks related to academic quality, regulatory compliance, and institutional reputation.
- Ensure timely resolution of non-compliance issues and implementation of corrective and preventive actions (CAPA).

JOB DESCRIPTION
TITLE: REGISTRAR
REPORTING TO PROGRAMME DIRECTOR (BUSINESS SCHOOL)/PIDC MANAGEMENT BOARD (PMB)

Job Summary:

The Registrar is responsible for the overall administration of academic and student records, governance of academic processes and regulatory compliance within the institution. The role supports the QA Central Committee by ensuring that all academic operations, policies and procedures comply with the requirements of the Malaysian Qualifications Agency (MQA), the Malaysian Qualifications Framework (MQF) and the Ministry of Higher Education (MOHE).

Key Responsibilities:

1. Academic Administration and Governance

- Oversee the management of academic records, including student admissions, enrolment, progression, and graduation.
- Ensure proper implementation of academic policies, regulations, and Senate/Academic Board decisions.
- Serve as the secretariat to academic governance bodies (e.g., Senate, Academic Board, Examination Board).

2. Regulatory Compliance (MQA & MOHE)

- Ensure institutional compliance with MQA standards, MQF requirements, and MOHE regulations.
- Coordinate programme accreditation, reaccreditation, and institutional audit exercises.
- Maintain accurate and up-to-date documentation for regulatory submissions and audits.

3. Quality Assurance Support

- Work closely with the QA Central Committee to ensure alignment between academic administration and QA policies.
- Support implementation of Outcome-Based Education (OBE) including documentation of Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs).
- Ensure proper record-keeping for audits, including assessment, moderation and examination processes.

4. Examination and Assessment Management

- Oversee examination processes, including scheduling, security, grading and results release.
- Ensure integrity, confidentiality and compliance in all assessment-related matters.
- Coordinate moderation, verification and appeals processes.

5. Student Records and Data Management

- Ensure accuracy, security, and confidentiality of student academic records.
- Manage transcript issuance, certification and verification processes.
- Support data reporting for internal decision-making and external regulatory requirements.

6. Policy Development and Implementation

- Develop, review, and update academic regulations, policies and standard operating procedures (SOPs).
- Ensure consistent implementation of policies across faculties and departments.

7. Stakeholder Coordination

- Liaise with internal stakeholders (faculty, academic leaders, QA units) and external bodies (MQA, MOHE, professional bodies).
- Provide guidance to academic staff on regulatory and administrative requirements.

8. Risk Management and Continuous Improvement

- Identify risks related to academic administration and compliance.
- Implement corrective and preventive actions (CAPA) to address audit findings and operational gaps.
- Contribute to continuous improvement initiatives aligned with institutional QA goals.

JOB DESCRIPTION**TITLE: DEAN, FACULTY OF DENTISTRY****REPORTING TO PROGRAMME DIRECTOR (BUSINESS SCHOOL)/PIDC MANAGEMENT BOARD (PMB)****Job Summary:**

The Dean provides academic leadership and strategic direction for the faculty, ensuring excellence in teaching, learning, research, and quality assurance. The role is accountable for ensuring that all programmes under the faculty comply with the requirements of the Malaysian Qualifications Agency (MQA), Malaysian Qualifications Framework (MQF) and Ministry of Higher Education (MOHE), while aligning with institutional QA policies set by the QA Central Committee.

Key Responsibilities:**1. Academic Leadership and Strategy**

- Provide strategic direction for academic programmes, ensuring alignment with institutional goals and industry needs.
- Lead curriculum development, innovation, and programme expansion initiatives.

2. Quality Assurance and Compliance

- Ensure all programmes comply with MQA standards, MQF requirements, and MOHE regulations.
- Implement QA policies and frameworks as directed by the QA Central Committee.
- Ensure effective execution of Outcome-Based Education (OBE), including alignment of PLOs and CLOs.

3. Programme Management and Accreditation

- Oversee programme accreditation, reaccreditation, and review processes.
- Ensure programme documentation (e.g., MQA submissions, Programme Standards) is complete and audit-ready.

4. Teaching and Learning Excellence

- Monitor and enhance teaching quality, assessment practices, and student learning outcomes.
- Promote innovative pedagogy, including digital learning and industry-integrated approaches.

5. Staff Management and Development

- Lead recruitment, performance management, and professional development of academic staff.
- Ensure staff are competent in OBE, assessment practices, and QA requirements.

6. Research and Industry Engagement

- Promote research, publication, and consultancy activities within the faculty.
- Build strong collaborations with industry partners to enhance graduate employability and curriculum relevance.

7. Academic Governance and Committee Participation

- Participate in Senate/Academic Board and QA-related committees.
- Ensure faculty-level decisions align with institutional academic and QA policies.

8. Student Experience and Success

- Monitor student performance, retention, and progression.
- Address student feedback and implement improvement initiatives.

9. Resource and Financial Management

- Manage faculty budget, resources, and infrastructure to support academic delivery.
- Ensure efficient utilisation of resources aligned with institutional priorities.

10. Continuous Quality Improvement (CQI)

- Lead CQI initiatives based on programme reviews, audit findings, and stakeholder feedback.
- Ensure timely implementation and documentation of corrective and preventive actions (CAPA).

JOB DESCRIPTION**TITLE: PROGRAMME DIRECTOR, SCHOOL OF BUSINESS****REPORTING TO PROGRAMME DIRECTOR (BUSINESS SCHOOL)/PIDC MANAGEMENT BOARD (PMB)****Job Summary:**

The Programme Director is responsible for the academic leadership, management and quality assurance of business programmes within the School of Business. The role ensures that all programmes are delivered in accordance with institutional standards, Outcome-Based Education (OBE) principles and regulatory requirements set by the Malaysian Qualifications Agency (MQA), Malaysian Qualifications Framework (MQF) and Ministry of Higher Education (MOHE).

Key Responsibilities:**1. Programme Leadership and Management**

- Lead the planning, delivery, and continuous improvement of business programmes (e.g., BBA, MBA, specialised business pathways).
- Ensure programme objectives align with institutional strategy and industry demands.

2. Quality Assurance and Compliance

- Ensure full compliance with MQA standards, MQF requirements, and MOHE regulations.
- Implement QA policies and guidelines as directed by the QA Central Committee.
- Ensure proper documentation and audit readiness for all programme-related matters.

3. Curriculum Development and OBE Implementation

- Develop, review, and enhance curriculum in line with Outcome-Based Education (OBE).
- Ensure alignment between Programme Learning Outcomes (PLOs), Course Learning Outcomes (CLOs) and assessments.

- Integrate industry relevance, digital skills, and emerging trends (e.g., AI, analytics, entrepreneurship).

4. Teaching and Learning Oversight

- Monitor teaching quality, assessment practices, and student learning outcomes.
- Ensure proper moderation, verification and standardisation of assessments.

5. Programme Accreditation and Review

- Lead programme accreditation and reaccreditation processes (MQA).
- Prepare and maintain programme documentation (e.g., MQA submissions, programme specifications).

6. Student Performance and Experience

- Monitor student progression, retention, and academic performance.
- Address student feedback and implement improvement actions.

7. Staff Coordination and Development

- Coordinate teaching assignments and academic workload.
- Support academic staff in implementing OBE, QA practices and innovative pedagogy.

8. Industry Engagement and Collaboration

- Establish partnerships with industry for internships, guest lectures, and curriculum input.
- Ensure programmes remain relevant to market needs and graduate employability.

9. Data Management and Reporting

- Maintain accurate programme data (enrolment, results, performance indicators).
- Submit reports to the Dean, QA units and Registrar as required.

10. Continuous Quality Improvement (CQI)

- Lead CQI initiatives based on assessment data, audit findings and stakeholder feedback.
- Ensure timely implementation and documentation of corrective and preventive actions (CAPA).

JOB DESCRIPTION**TITLE: PROGRAMME DIRECTOR, SCHOOL OF NURSING****REPORTING TO PROGRAMME DIRECTOR (BUSINESS SCHOOL)/PIDC MANAGEMENT BOARD (PMB)****Job Summary:**

The Programme Director (PD) is responsible for the academic leadership, management, and quality assurance of the nursing programme(s). The role ensures that programme delivery integrates theoretical knowledge, simulation and clinical practice, while complying with the requirements of the Malaysian Qualifications Agency (MQA), Malaysian Qualifications Framework (MQF), Ministry of Higher Education (MOHE) and the Malaysian Nursing Board (MNB). The PD ensures that graduates are competent, safe and practice-ready.

Key Responsibilities:**1. Programme Leadership and Management**

- Lead the planning, coordination and delivery of the nursing programme(s).
- Ensure programme objectives align with institutional goals and healthcare industry requirements.

2. Quality Assurance and Regulatory Compliance

- Ensure compliance with MQA, MQF, MOHE and Malaysian Nursing Board (MNB) standards.
- Implement QA policies and procedures as directed by the QA Central Committee.
- Maintain complete and audit-ready documentation for accreditation and regulatory reviews.

3. Curriculum Development and OBE Implementation

- Develop, review, and enhance curriculum based on Outcome-Based Education (OBE).
- Ensure alignment of Programme Learning Outcomes (PLOs), Course Learning Outcomes (CLOs) and clinical competencies.

- Integrate theory, simulation-based learning and clinical training.

4. Clinical Education and Coordination

- Oversee clinical placements, ensuring adequate training opportunities and supervision.
- Ensure students meet required clinical hours and competencies as stipulated by MNB.
- Work closely with clinical partners to maintain quality clinical training environments.

5. Teaching and Learning Oversight

- Monitor teaching effectiveness, assessment practices, and student performance.
- Ensure standardisation of assessment, moderation and evaluation processes.

6. Examination and Professional Readiness

- Ensure integrity and compliance in examination processes.
- Prepare students for professional licensure examinations and clinical practice.

7. Student Performance and Support

- Monitor student progression, retention and academic performance.
- Implement early intervention strategies for at-risk students.

8. Staff Coordination and Development

- Coordinate teaching schedules and workload allocation.
- Support staff development in pedagogy, clinical teaching and QA practices.

9. Industry and Clinical Engagement

- Maintain strong relationships with hospitals and healthcare providers.
- Ensure alignment between academic training and clinical practice expectations.

10. Data Management and Reporting

- Maintain accurate records on student performance, clinical hours and outcomes.
- Prepare reports for the Dean, QA units and regulatory bodies.

11. Continuous Quality Improvement (CQI)

- Lead CQI initiatives based on audit findings, clinical feedback and student outcomes.
- Ensure timely implementation of corrective and preventive actions (CAPA).

JOB DESCRIPTION**TITLE: PROGRAMME DIRECTOR, CENTRE OF PRE-U****REPORTING TO PROGRAMME DIRECTOR (BUSINESS SCHOOL)/PIDC MANAGEMENT BOARD (PMB)****Job Summary:**

The Programme Director (PD) for the Centre of Pre-University is responsible for the academic leadership, management, and quality assurance of all Pre-U programmes (e.g., Foundation, A-Level, AUSMAT, or equivalent pathways). The role ensures that programme delivery meets institutional standards, regulatory requirements and progression expectations into undergraduate studies, while aligning with QA policies established by the QA Central Committee.

Key Responsibilities:**1. Programme Leadership and Management**

- Lead the planning, delivery, and administration of all Pre-U programmes.
- Ensure programmes are aligned with university entry requirements and progression pathways.

2. Quality Assurance and Compliance

- Ensure compliance with MQA (where applicable for Foundation programmes), MOHE guidelines, and relevant awarding bodies (e.g., Cambridge, Australian boards).
- Implement QA policies, procedures and audit requirements as directed by the QA Central Committee.
- Maintain audit-ready documentation for all programmes.

3. Curriculum and Academic Standards

- Oversee curriculum delivery to ensure alignment with programme specifications and learning outcomes.
- Ensure consistency in academic standards, assessment practices and grading systems.

4. Teaching and Learning Oversight

- Monitor teaching effectiveness, lesson delivery, and student engagement.
- Promote student-centred learning approaches and academic support mechanisms.

5. Examination and Assessment Management

- Ensure proper implementation of internal and external examination processes.
- Maintain integrity, security, and compliance in all assessments (including external board requirements where applicable).

6. Student Performance and Progression

- Monitor student academic performance, retention and progression into degree programmes.
- Implement early intervention strategies for at-risk students.

7. Staff Coordination and Development

- Coordinate teaching assignments and academic timetables.
- Support lecturer development in pedagogy, assessment and QA practices.

8. Stakeholder and Parent Engagement

- Engage with parents/guardians (where applicable) regarding student progress and wellbeing.
- Collaborate with university faculties to ensure smooth student transition into undergraduate programmes.

9. Data Management and Reporting

- Maintain accurate records of student performance, attendance and progression.
- Prepare reports for management, QA committees and regulatory bodies.

10. Continuous Quality Improvement (CQI)

- Lead CQI initiatives based on student results, feedback and audit findings.
- Ensure timely implementation of corrective and preventive actions (CAPA).