



## VACANT POSITION

**Jobsplus permit number 161/2019**

### **Manager Internal Evaluation and Internship**

**Contract:** Indefinite

**Hours of Work:** A minimum of 40 Hours per week

**Qualifications:**

- A first degree at MQF Level 6 with a minimum of 180 ECTS **and** a Master Degree at MQF Level 7 with a minimum of 90 ECTS.
- Digitally literate.
- Fluent in Maltese and English.

**Experience:**

- A minimum of 3 years working experience in a related area;
- A thoroughgoing knowledge of internal evaluation of educational institutions;
- A thoroughgoing knowledge of legislation and policy on internship;
- Knowledge of regulations, structures and practices of an educational institution.

**Salary:** Entry into the minimum of Salary scale 7 with €24,154, progressing to salary scale 6 after six (6) years of satisfactory service. Performance bonus of up to 10%, €750 expense allowance, €2500 car allowance and €750 communication allowance.

### **Job Description**

**The Manager Internal Evaluation and Internship is expected:**

*Internal Evaluation*

- a. To work with the Senior Manager Quality Assurance to ensure that there are appropriate academic structures and policies in place that enable the Institute to implement its academic strategy, its obligations to the course participants and ensure that the Institute's good name and reputation is protected and is compliant with external academic quality assurance, regulatory and legal frameworks.
- b. To promote a culture of proactivity, innovation, transparency, collaboration, flexibility in the areas of quality and standards management and to encourage the effective deployment of resources which are distributed across different parts of the Institute.

- c. To ensure that policies and procedures are effective and promote quality assurance, excellence, and enhancement and are in line with the NCFHE's Internal Quality Assurance Standards.
- d. To ensure that the Institute develops appropriate measures and procedures to ensure institutional and financial probity.
- e. To ensure that there are effective and integrated quality management processes and procedures in place across the Institute and that these are followed by all administrative and academic staff.
- f. To assist and manage preparations for internal and/or external reviews.
- g. To assist the Senior Manager Quality Assurance in providing an induction on quality assurance systems and processes to all new and relevant staff.
- h. To assist in the development, management and administration of the annual monitoring process and the Plan, Do, Check, Act Quality Cycle adopted by the Institute.
- i. To prepare reports, analyses and/or presentations on quality and standards issues for a range of different internal and external audiences.
- j. To build and lead, or participate in, appropriate networks, both internal and external, to enhance aspects of quality.
- k. To support the Senior Manager Quality Assurance in providing training on quality and standards matters to all staff.
- l. To oversee the development and maintenance of the Institute's content on the portal relating to the responsibilities of the post, ensuring that electronic materials and resources are current and compliant.
- m. To develop strategies for the implementation of the objectives of the Institute for Education.
- n. To produce and provide executive summaries of all relevant internal and external documentation and outputs, as required by senior management and other audiences.
- o. To assist in the production of the course participant handbook and other literature as required.
- p. To initiate, build and coordinate networks around quality assurance and enhancement within the Institute.
- q. To work collaboratively and authoritatively with academic staff in a range of Quality Assurance matters, including course design, development and review.
- r. To ensure that all learning programmes are developed and delivered using a variety of methodologies and assessment tools to ensure a learner-centred approach.
- s. To ensure standardisation and simplification in all procedures related to the Institute.
- t. To represent the Institute at national conferences or events to keep up to date with national developments and to gain and share information, knowledge and working practices in the higher education context.
- u. To handle sensitive and confidential information appropriately and with discretion.
- v. To abide by all the Institute's policies and procedures including the Health and Safety Policy, Equal Opportunities Policy, and Data Protection Policy.
- w. To maintain regular contact with the Senior Manager Quality Assurance by giving regular updates on the activities related to quality assurance and make proposals that enable the Institute to achieve better performance and improve accountability.
- x. To undertake such other duties as are reasonable in relation to quality assurance policy and good practice.

## *Internship*

- a. To set internship goals, explore placements, prepare applications, communicate with prospective hosts, establish expectations, and manage experiences.
- b. To inform course participants of the necessity of complying with pertinent workplace policies and procedures.
- c. To document communications with the course participant and the Lead Trainer regarding internship activities.
- d. To maintain regular communication about the course participant's work activities during the internship.
- e. To ensure that the internship experience is related to the curriculum by building into the schedule regular interaction with the course participant.
- f. To provide a safe environment for course participants, including a full induction at the start of the internship covering all aspects of health and safety.
- g. To sign a course participant training agreement, in collaboration with the course participant, that establishes key objectives and learning outcomes for the internship.
- h. To provide learning opportunities that will allow the course participant to meet the intended learning outcomes of the internship and the programme.
- i. To identify a named internship Lead Trainer and ensuring that they are appropriately trained and fully aware of their roles and responsibilities.
- j. To ensure that the Lead Trainer is available at all times to monitor the learner.
- k. To ensure that all updated/approved documents are signed by the appropriate party(s).
- l. To maintain the records of all course participants who go out on internship.
- m. To maintain vigilance in overseeing the course participant's internship experience.
- n. To ensure that the intern reports on a regular basis throughout the internship.
- o. To develop, organize, and lead professional development programs for course participants seeking internships.
- p. To develop and revise internship policies and procedures.
- q. To develop an internship manual and promotional material and updates as needed.
- r. To work collaboratively with the Institute's Senior Manager Quality Assurance to create policies and procedures for ensuring the academic quality and integrity of internships.
- s. To undertake such other duties as are reasonable in relation to internship.

**Interested applicants are requested to submit a *Europass* Curriculum Vitae and scanned copies of their qualifications by not later than noon of Wednesday, 20<sup>th</sup> March 2019 via email on [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt).**