BITS Pilani Dubai Campus	**Career Opportunity @ BITS Pilani, Dubai Campus**

Position Title	Manager – Quality Assurance
Appointment	Full-time
Reporting to	Director
Department	Quality Assurance
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East. BPDC is approved by the University Grants Commission and Ministry of Education, Government of India and by the Knowledge and Human Development Authority (KHDA), Government of Dubai. BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India. BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization. BPDC offers B.E & M.E programs in engineering and allied disciplines along with BBA (Hons) & M.B.A in management studies. BPDC also offers Ph.D. programmes in all disciplines, with nearly 2500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 300 companies, facilitates

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	industry attachment for students in preparation for their future careers.
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	• Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. • Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. • Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour. • Actively engage in and embrace professional development opportunities. • Undertake any reasonable tasks as directed.
Job Purpose	To oversee and ensure the continuous improvement of academic and administrative standards within the university. The QA Manager is responsible for developing, implementing, and maintaining quality assurance frameworks and processes to align with accreditation standards, institutional goals, and stakeholder expectations. The role focuses on promoting a culture of excellence, compliance, and continuous improvement across all university functions.
Key Responsibility Areas	**Quality Assurance Framework Development:** • Design and implement quality assurance policies and procedures for academic and non-academic operations. • Develop and maintain a Quality Manual outlining standards, processes, and benchmarks. **Compliance with Accreditation Standards:** • Ensure compliance with national and international accreditation bodies and regulatory requirements. • Coordinate the preparation and submission of reports, self-assessments, and audits. **Academic Quality Management:** • Monitor the quality of academic programs, including curriculum design, teaching standards, and student outcomes. • Evaluate the effectiveness of assessment methods and grading standards. • Promote innovative teaching practices and learning methodologies. **Administrative Quality Management:** • Assess the performance of administrative departments and recommend process improvements.

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	• Implement key performance indicators (KPIs) for various university functions. **Data Collection and Analysis:** • Collect, analyse, and report data on academic performance, student satisfaction, and operational efficiency. • Use feedback from students, faculty, and staff to identify areas for improvement. **Internal Audits and Reviews:** • Conduct regular internal audits of academic and administrative functions. • Facilitate peer reviews and quality enhancement activities within departments. **Training and Capacity Building:** • Organize workshops and training sessions for faculty and staff on quality assurance processes. • Raise awareness about quality standards and foster a culture of continuous improvement. **Stakeholder Engagement:** • Liaise with academic leadership, faculty, students, and external stakeholders to ensure quality objectives are met. • Address concerns and implement suggestions from various stakeholders to enhance quality. **Continuous Improvement:** • Identify opportunities for innovation and modernization in academic and administrative processes. • Benchmark university performance against peer institutions and adopt best practices.
Competencies Required	• **Leadership:** Strong leadership and ability to influence a culture of quality and excellence. • **Analytical Skills:** Proficiency in analysing data and generating actionable insights. • **Communication:** Excellent verbal and written communication skills for reports, presentations, and stakeholder interactions. • **Attention to Detail:** Precision in documentation, data analysis, and compliance verification. • **Problem-Solving:** Ability to identify challenges and recommend practical solutions for improvement. • **Knowledge of Standards:** Strong understanding of accreditation, ISO, or other quality management standards. • **Teamwork:** Collaborative mindset to work across academic and administrative units
Educational qualification	• Master's degree. • **Preferred Education:** Certification in Quality Assurance/Management (e.g., ISO, Six Sigma, or Total Quality Management) is highly desirable.

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Experience	• **Minimum Experience:** 7–10 years of experience in quality assurance or academic administration, with at least 2-3 years in a managerial role. • **Preferred Experience:** Experience in higher education quality assurance and familiarity with accreditation processes.
Remuneration & benefits	Commensurate with qualifications and experience
Interested candidates meeting the above qualifications and experience must apply online at https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai by **25th November 2026**. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.	