



JOB DESCRIPTION

JOB TITLE: Assistant Manager Quality Enhancement Cell (QEC)	DEPARTMENT: Institutional Research and Quality Enhancement Cell
POSITION REPORTS TO: Manager QEC	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Prepares and participates in all aspects of the Self Assessment Reports of academic programs following the HEC's guidelines.2. Prepares and participates in producing high quality publications for SZABIST, such as, Annual Reports, Research and Development Report, Course Catalogue, Student Handbook, etc.3. Prepares and participates in preparing research studies on various aspects of the academic and non-academic operations of SZABIST to help inform policy formulation.4. Prepares, descriptive briefs, analytical notes, and articles about various operations of SZABIST.5. Assists Manager QEC in ensuring that the work of SZABIST QEC is fully publicized for strengthening the image of the QEC and SZABIST.6. Assists Manager QEC in continuous learning of QEC Staffs new skills and techniques to strengthen the work of QEC.7. Any other work that the Supervisor's may assign.	