



INQAAHE

POSITION ANNOUNCEMENT

The International Network of Quality Assurance Agencies in Higher Education (INQAAHE) welcomes applications and nominations for the position of the Chief Executive Officer (CEO).

INQAAHE is about to begin the next phase of its development as an organization and this post will be central to achieving success. This is a full-time contract position requiring at least 40 hours of dedicated time to be given to managing the day-to day and strategic planning needs of the organization per any normal work week. Because INQAAHE's mission is carried out globally relying heavily on electronic communication with its constituents, the selected candidate may be located anywhere in the world.

INQAAHE MISSION AND PURPOSE

INQAAHE is a world-wide association of organizations that are active in the theory and practice of quality assurance (QA) in higher education (HE).

The central purpose and role of INQAAHE is to promote and advance excellence in higher education through the support of an active international community of quality assurance agencies. In order to achieve this goal, the network focuses on the development of the theory and practice of quality assurance, the exchange and understanding of the policies and actions of its members, and the promotion of quality assurance for the benefit of higher education, institutions, students and society at large.

ORGANIZATIONAL BACKGROUND

INQAAHE was established in 1991 with only 8 members. Today the total membership exceeds 300 members. INQAAHE has been incorporated in New Zealand since its inception.

INQAAHE's organizational structure relies on between three main components - the General Assembly, the Board of Directors, and the CEO.

- The General Assembly (GA) is composed of the representatives of the INQAAHE member organizations and is the main decision-making body of the association. It meets once a year.
- The Board of Directors, elected by the GA, ensures an effective management of the current issues. The Board meets at least seven times a year. Most meetings are virtual and across several time-zones.

- The CEO, hired by the Board, works on its behalf of the membership, carries out the day-to-day operations of the organization, including the appropriate conduct of policy, record-keeping and account management, and development of resources.

INQAAHE TODAY

To support its mission and further the development of QA theory, INQAAHE offers ongoing support to its constituents through the following activities:

- Biannual conferences and member fora;
- Competitive process for awarding research and capacity building grants;
- Annual tuition assistance support provided to students enrolled in INQAAHE-approved university programs on quality assurance;
- Financial assistance awards to persons from LIC/LDC countries who are planning to attend an INQAAHE conference or forum;
- Capacity-building grants to QA agencies endeavoring to build new processes within their QA systems/operations;
- Continued development of the INQAAHE Guidelines of Good Practice (GGP) and its concomitant recognition process for agencies seeking external review against the GGP;
- Maintenance and continued expansion of accessible information included on the INQAAHE Database of Good Practices (DGP);
- Establishment and operationalization of the Marjory Peace Lenn (MPL) Center as a think tank for INQAAHE (occasional papers, reports on quality and QA issues);
- Development of a Database of Experts within the MPL Center. The aim is to have well-equipped and certified experts to engage in the practice of external reviews, and to support capacity building and other developmental activities;
- Development of strategies and materials that advocate and promote QA as the driving force for continuous improvement and enhanced relevance of HE;
- Exploration of new modes for QA (cluster reviews, integrated institutional and programme reviews, internal quality management, QA of new types of provision such as MOOCs, badges, modules, etc.) to ensure continuous relevance of QA within a context of change;
- Advisory and consultancy services to enhance quality provisions.

CANDIDATE QUALIFICATIONS

INQAAHE seeks an inspirational, far-sighted leader who will assist in shaping and implementing its strategic vision for an organization poised for continued expansion and success in a climate of significant and constant change. The successful candidate will be able to identify effective ways to support excellence and creativity in the field of QA. In addition, the successful candidate should be able to demonstrate the ability to advocate and motivate support for the mission, support membership development, nurture partnerships with other QA Networks, engage in healthy discussions on policy and regulatory issues related to QA processes in higher education, seek for new revenue channels, contribute to the continuous growth of the Network and its enhanced impact, and work effectively and collaboratively with the Board of Directors. It is critical that the candidate has a clear understanding of the concepts of and issues surrounding QA in higher

education today. In conclusion, INQAAHE is looking for a candidate who possesses the skills to further elevate INQAAHE's position as a world leader in tertiary education quality assurance and as an umbrella organization for external and internal quality assurance providers.

POSITION RESPONSIBILITIES

Reporting to the INQAAHE Board Executive Committee, the CEO of INQAAHE is the chief administrator and a primary advocate for communicating the mission and purpose of the organization, as set by the members and Board of Directors. This individual will work closely with the Board, any future staff or contractual administrative support personnel, and relevant partner organizations to move INQAAHE toward fulfilling its vision for the next stage in organizational development. The CEO serves the organization and participates as an active voice in the creation and execution of the organization's strategic plan. In all activities, the CEO will oversee the financial management of the budget and assist the Board in setting financial priorities that provide a firm base for the growth of the organization and its activities. In conjunction with the Board Treasurer and Secretariat, she or he will assist in the creation of future budgets to assure adequacy and soundness of INQAAHE's structures and operations, while simultaneously assuring appropriate allocations for the achievement of its strategic goals and respective reporting.

To successfully manage the INQAAHE, the CEO will address a set of key opportunities and challenges, which are detailed as follows:

- Spearhead the development of a long-term strategy for the next phase of INQAAHE's growth;
- Closely work in collaboration with the Board and other member stakeholders to develop a strategy that will ensure INQAAHE stay ahead of challenges and threats, while taking advantage of potential opportunities;
- Recognize and nurture collaborative relationships with other QA networks that are supportive of INQAAHE's goals, while also addressing any competing interests that may arise;
- Maximize the impact of INQAAHE's Board through its strategic engagement with the membership in both planning and governance;
- Represent the Board, when called upon to do so, with the highest degree of professionalism and integrity to other associations, quality assurance organizations, and higher education institutions by serving as an effective spokesperson on the importance of QA in tertiary education and the value of membership and participation in INQAAHE;
- Monitor the environment and keep the Board informed of key issues and trends that will impact the organization's strategic goals. The CEO may also engage the Board in discussions on its core functions.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

INQAAHE's CEO will be a dynamic and mission-driven individual with strong emotional intelligence, leadership, exceptional judgment, superb communication skills, and the ability to work collaboratively with many internal and external constituencies. She or he will bring many of the following professional qualities and experiences:

- A nuanced understanding of current issues within higher education quality assurance;
- A record of visionary, strategic leadership applicable to managing a not-for-profit organization focused on issues related to tertiary education
- A proven ability to work collaboratively while establishing mutual trust and respect with a volunteer leadership base, related professional organizations, and stakeholder groups;
- An ability to collaborate and inspire within the organization, the staff, Board, and among diverse constituents;
- Strong written and oral communication skills, with the ability to serve as an effective spokesperson to local and global counseling communities;
- An ability to lead an efficient and effective organization in accordance with best practices and fiduciary requirements;
- Confidence to make sound decisions and take responsibility for outcomes;
- An advanced degree in a relevant area is required

DURATION

The duration of the contract shall be of 2 years. This could be extended based on the success and amount of the revenue/income obtained, implying that, in the mid-term, the system is sustainable. In this case, a permanent secretariat will need to be established.

COMPENSATION

Salary is will be based on experience and negotiated within the terms of the final contract agreed upon by both INQAAHE and the successful candidate.

TO APPLY

The interested candidates are welcome to submit their applications to the INQAAHE Secretariat at secretariat@inqaahe.org. The selection and interviews will be done on a rolling basis until the position is filled in by the most qualified candidate.

Applicants must submit the following:

- Cover letter outlining their interest in the position and a summary of the strengths they would bring to the position;
- Current resume or CV;
- Contact information for 3-5 professional references;

- Evidences of the major achievements should be enclosed in the application file.