

NCEQE is looking for international experts

Application Deadline: January 15, 2024

Positions:

1. HE Program Accreditation Expert;
2. HE Institutional Accreditation (Authorization) Expert.

Language Requirement: English

Background

The Legal Entity of Public Law (LEPL) – National Center for Educational Quality Enhancement (NCEQE) was founded on September the 1st, 2010 under the Law of Georgia on Educational Quality Enhancement. The NCEQE is responsible for external evaluation of educational programs as well as institutional accreditation in Georgia. The NCEQE was recognized by World Federation for Medical Education (WFME) in 2018. The agency has been listed in European Quality Assurance Register for Higher Education (EQAR) and is the member of the European Association for Quality Assurance in Higher Education (ENQA) since 2019.

Currently, the NCEQE is expanding its pool of experts/reviewers:

1. **[ACCREDITATION]** For the upcoming **cluster accreditation** in 2024 in the following fields of study:

ISCED - 041 Business and Administration with the NQF subfields (Accounting; Finance; Management; Business Administration; Public Administration; Marketing; Public Relations, Logistics);

2. **[AUTHORIZATION]** For the **Institutional Evaluation** procedures in 2024, considering the experts of **diverse academic and professional background** (Those from the medical field (**ISCED – 0912 - Medicine**) are encouraged to apply).

Required Skills and Experience

- Proven experience of cooperation with quality assurance agencies in the capacity of institutional/program evaluation expert;
- High proficiency in English;
- Academic writing skills;
- Effective teamwork and communication skills;
- Skills of collecting and analyzing information and producing well-grounded reports.

Responsibilities

Experts are required to draft external evaluation reports. The external evaluation reports examine relevant (cluster of) study programs in the following areas:

- Study program objectives and learning outcomes, programs' structure and content;
- Admission requirements, teaching and learning methods, development of students' skills and students' assessment methodology;

- Academic performance and individual work with students;
- Resources: infrastructure, teaching staff and their qualification, budget;
- Mechanisms for promoting quality of studies.

External evaluation reports for the institutional authorization examine the following areas:

- Mission and Strategic Development of the HEI;
- Organizational Structure and Management of the HEI;
- Educational Programmes;
- Staff of the HEI;
- Students and their Support Services;
- Research, Development or/and Other Creative Activities;
- Material, Information and Financial Resources;

The experts will be provided with English translations of all relevant documents.

Finances

- Expert's work is remunerated. The amount of remuneration differs based on the number of educational programs to be evaluated and/or the level of evaluation (program/institutional).;
- Experts are remunerated upon the submission of the final report. The determined amount is all inclusive and the agency does not cover travel and/or accommodation expenses separately.

Application

Candidates should submit their resumes (CV - including link(s) to a (co)authored external QA report) and a proof of qualification in the relevant field(s) of study to the following e-mail address: info@eqe.ge, putting higher.ed@eqe.ge in CC and indicating “International Expert – [Accreditation/Authorization] – [Field of Study]**” in the subject line.**