

Role	:	General Manager–Accreditation
Department	:	Accreditation
Qualification	:	Postgraduate
Experience	:	15+ years

Broad Responsibilities:

- Responsible for providing strategic and operational leadership through the successful delivery of accreditation activities.
- Work both independently and collaboratively to play a key role by leading, managing and coordinating its accreditation projects.
- Build the current portfolio of accreditations across the programmes and to oversee and ensure the effective delivery of all activities in relation to future accreditation processes.
- Leading and coordinating the Faculty's plans to obtain accreditation in terms of AACSB, EQUIS, SAQS, NBA, NAAC etc.
- Managing and delivering submissions to accrediting bodies as well as coordinating the submission of reports, statistics and relevant evidence required for maintaining accurate accrediting body records.
- Ensure effective communications with accrediting bodies and oversee the overall organisation of accreditation requirements such as data, mapping, reviews, events and promotion.
- Lead the delivery of a high quality, responsive and professional service to professional bodies, institute colleagues and external stakeholders.

Main Duties:

- Support and contribute to the planning and delivery of the Faculty strategy for accreditations
- Act as point of expertise on matters relating to accreditation from accrediting bodies, Faculty teams and externals.
- Design accreditation guidance and policies, and deliver training and advice on accreditation standards, policies and requirements.
- Provide reports and briefings to key Faculty committees regarding accreditation status, applications and maintenance progress and requirements, with clearly defined roles, responsibilities and procedures.
- Develop a plan for meeting accreditation objectives and ensure that processes are in place to meet submission deadlines.
- Represent the Faculty at accreditation related committees, conferences and networking events.
- Provide advice and guidance on the management of courses to ensure accreditation requirements are fully considered.
- Create an inclusive environment for identifying opportunities for continuous improvement and work to remove barriers that inhibit progress.
- To keep up to date with national and international developments in relation to accreditation to inform best practice.
- Project coordination and data management
- Project manage accreditation administration and plans, monitor progress and deadlines through clear communication and guidance.
- Create effective systems and processes for gathering, analyzing and reporting data required for accreditation.
- Prepare and manage draft submission documents for collaborative input and review, coordinating feedback and follow up actions.
- Liaise with accrediting bodies to organize accreditation visits and events.
- Lead, manage, motivate, appraise and develop Accreditation Team Members ensuring effective team working in a professional environment.