

Assistant Quality Assurance Officer (Ref: JDAQAO-V26_1.0)

Polytechnics Mauritius Ltd · Vacancy · October 2026

Department	Quality Assurance
Reports to	Quality Assurance Manager
Salary	Negotiable, commensurate with qualifications and experience

Qualifications

- A bachelor's degree in quality assurance or Education or Business Administration or Management, or an alternative qualification acceptable to the Board.

Experience

- At least 2 years' relevant experience in quality assurance, academic administration, compliance, auditing or a related field, preferably in a higher education institution

General duties

1. To report to the designated supervisor or Head of Department.
2. To contribute to the strategic development and operational goals of the department or team.
3. To provide leadership and guidance in the planning, implementation, and improvement of assigned areas.
4. To ensure activities and projects are carried out in accordance with institutional standards, policies, and regulations.
5. To support continuous improvement initiatives and innovation within the department or team.
6. To mentor and provide guidance to junior staff, supporting their professional development and performance.
7. To assist in resource planning, operational management, and efficient use of departmental assets.
8. To represent the department in committees, working groups, and institutional initiatives as required.
9. To promote knowledge sharing and the adoption of best practices within the team or department.
10. To perform any other duties related to the advancement, management, and success of the department or institution.

Technical duties

Reporting to the Quality Assurance Manager, the Assistant Quality Assurance Officer shall assist in the effective delivery of quality assurance activities, including:

1. Supporting the implementation of quality assurance policies, procedures, frameworks, and continuous improvement initiatives across the organisation.

2. Assisting in the coordination of quality assurance reviews, audits, evaluations, and monitoring activities.
3. Collecting, compiling, and maintaining quality-related data, records, and supporting documentation for analysis and reporting purposes.
4. Assisting in the preparation of quality assurance reports, audit documentation, meeting papers, and other quality-related documents.
5. Supporting the coordination of accreditation, validation, and review processes by ensuring the availability and organisation of relevant documentation.
6. Assisting in monitoring compliance with established quality standards, policies, procedures, and regulatory requirements.
7. Maintaining accurate and up-to-date records of quality assurance activities, reports, evidence documents, and improvement actions.
8. Assisting in the administration and analysis of surveys, feedback forms, evaluations, and other quality monitoring tools.
9. Supporting the collection and consolidation of feedback from students, staff, and stakeholders to identify areas for improvement.
10. Assisting in tracking and following up on corrective actions, recommendations, and improvement plans arising from audits, reviews, and evaluations.
11. Supporting the preparation of presentations, summaries, and reports for quality assurance meetings, committees, and management review.
12. Assisting in the review and updating of quality assurance procedures, templates, forms, and documentation.
13. Providing administrative and technical support for quality assurance committees, workshops, meetings, and related activities.
14. Supporting the maintenance of quality assurance databases, filing systems, and documentation repositories.
15. Assisting in benchmarking activities and research on quality assurance practices, standards, and trends.
16. Collaborating with the Senior Quality Assurance Officer, Quality Assurance Officer, academic departments, and administrative units to ensure effective implementation of quality assurance activities.
17. Assisting in monitoring the effectiveness of quality improvement initiatives and reporting progress to the Quality Assurance Manager.
18. Ensuring confidentiality, accuracy, and proper management of quality-related information and documentation.
19. Keeping updated with developments in quality assurance standards, procedures, and best practices.
20. Maintaining proper records of completed quality assurance activities, reviews, and assignments.
21. Undertaking ad hoc quality assurance-related assignments as directed by the Quality Assurance Manager.
22. Performing such other duties directly related to the role and consistent with the responsibilities and expected outputs of the position.

Skills

Fluent in English and French, computer literate, good knowledge of office practice, and able to handle confidential matters with discretion.

The postholder may be required to work outside normal hours and on Saturdays.

Closing date: 23 October 2026

How to apply: Online only, through the PML careers portal at <https://www.poly.ac.mu/careers/>

Applications sent by email, post or hand delivery will not be considered.