



The African School of Governance (ASG) is a leading public policy and leadership education institution dedicated to empowering a new generation of purpose-driven African leaders. With a foundation rooted in African perspectives and global standards, ASG is committed to cultivating leaders who can address the complex challenges of the 21st century, both on the continent and worldwide.

At the African School of Governance, we are shaping a new era of leadership in Africa through a world-class public policy education, innovative research, and dynamic policy engagement focused on Africa's unique experiences. We aim to address the continent's pressing governance challenges by equipping emerging leaders with the mindsets, skills, and knowledge required for effective leadership.

ASG's vision is to nurture a prosperous and peaceful Africa where purpose-driven leaders have the mindsets, knowledge, and skills to drive sustainable development for all. The mission is to nurture leaders to drive Africa's sustainable development by providing innovative public policy education, cutting-edge research, and a platform for policy engagement that fosters transformative governance tailored to the continent's unique values and opportunities.

ASG seeks to address this gap in African public policy education and research while joining a network of other world-class institutions across the region and globe.

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Director Academic Affairs	REPORTS TO: Vice President – Academic Affairs
JOB REF: ASG/005	DEPARTMENT: Academics and Research

Job / Role Purpose:

To lead and guide strategic planning for the Academic Affairs and develop programs to strengthen and support learning. Ensure that ASG's academic standards are monitored, evaluated, and consistently upheld. Work with Data and Analytics, Research, and Assessment and other departments to monitor and sustain the ASG accreditation.

Key duties and responsibilities

- Provide leadership and supervision for Academic Affairs faculty and staff in the planning, development and implementation of academic programs and modules, academic advice and support services, and module and program reviews.
- Lead the development of new academic programmes and working closely with Faculty Directors, and recommend to the Vice President new programs, program modifications, and terminations of existing programs and/or courses.
- Support faculty professional development initiatives to nurture a quality teaching and learning environment.

- Provide line management and support to all teaching staff (full-time, visiting and adjunct faculty ensuring effective induction and supportive performance monitoring and career development.
- To manage teaching workloads and input in balanced workload negotiations for all teaching staff.
- To chair the Student Recruitment and Admissions Committee, Academic Committee and Exam Boards.
- To oversee the appointment of External Examiners/Validation Panel to Exam Boards
- To oversee all systems in the student journey from application to graduation and membership of alumni networks.
- To undertake teaching and research activities relevant to the role.

Expected Outputs/ Deliverables

- Development of new academic programmes
- Compliance with academic industry regulations
- System of evaluation for all academic personnel.
- Repository system for academic related HEC documentation

PERSON SPECIFICATION

Educational Requirements

- Ph.D. or Ed.D. in a field relevant to the Public Administration, Public Policy and Management.

Related Job Experience

- At least 10 years' experience in academic administration in a senior academic administrative role in a university or higher education institution.
- Experience working with a variety of boards, agencies, and personalities.
- Experience with the accreditation process and standards, program review, and assessment of student learning.

Required Technical Knowledge/Skills

- Excellent understanding of legal issues affecting faculty, students, academic standards, regulations, and accreditation requirements.
- Demonstrated ability overseeing curriculum and faculty development.
- In-depth knowledge of academic policies and procedures.
- Assessment of learning outcomes and strategic planning.
- Use of information technology for classroom enrichment and distance learning.
- Understanding of student needs and academic support services.
- Knowledge of current trends and best practices in higher education.

- Established supervisory skills with record of successful management of a diverse student and employee population.
- Establishing and maintaining effective working relationships with faculty, staff, elected officials, and members of the public.
- A track record of excellent and innovative teaching and a profile in research and publication in areas relevant to ASG programs.

Required Behavioural Skills

- Excellent leadership and management skills with the ability to create an environment where others are empowered to make their best contribution.
- Effective communication skills including negotiation, persuasion and influencing colleagues and stakeholders.
- Attention to detail and proactive problem-solving.
- Problem-solving and conflict-resolution skills
- Ability to prioritize and multi-task.
- Ability to use computers (e.g., MS Office) and education management systems.
- Interpersonal and stakeholder engagement.
- Innovativeness.
- Integrity and self-drive.
- Transparency and accountability.
- Fluent English required, fluent French desirable.

Contact/application information:

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for any of the roles, please complete and submit your application via the following link: [Application Form for ASG Staff Recruitment](#). All applications must be submitted via the online application form at this link.