

JOB DESCRIPTION

Position:	Assistant CEO: Qualifications Division
Division:	Qualifications Division
Grade:	ACEO Level
Salary Range:	\$80,000.00 p.a
Responsible To:	Chief Executive Officer, Samoa Qualifications Authority

Primary Objective:

To effectively lead and manage the Qualifications Division to achieve enhanced relevance of post school education and training (PSET) to national development goals through the development of standards-based National qualifications; improved learner access to education, training and employment opportunities; improved international recognition of Samoan qualifications as well as recognition of foreign qualifications in Samoa and effective support to PSET providers in the quality development of programmes and qualifications.

Responsibilities and Duties

1. Provide professional leadership, effective and efficient management of all resources, activities and operations of the Qualifications Division and report to the Chief Executive Officer (CEO) on divisional performance.
2. Identify priorities for future action, and provide quality advice to the CEO on all qualification services matters.
3. Provide sector-wide leadership in the coordination of National Qualifications development activities.
4. Facilitate the international recognition of Samoan qualifications through liaison with overseas government agencies in a robust manner.
5. Ensure effective management processes are established and implemented for qualification recognition services
6. Manage the facilitation of clear links and learning pathways between the school sector and the PSET sector in order to promote lifelong learning
7. Oversee and manage the development, implementation and review of the careers advisory service
8. Manage the national Record of Achievement
9. Manage and provide professional support and advice on quality development of programmes and qualifications to strengthen providers
10. Work collaboratively with stakeholder groups to establish quality standards and training requirements in particularly for trade, technician and professional occupations
11. Communicate effectively with providers and stakeholders and provide training and development opportunities for the staff and post school education and training sub-sector on quality development of programmes and qualifications and, on all qualification related activities.
12. Contribute effectively to the development, coordination, implementation, monitoring and review of strategic policies, plans and strategies for the post school education and training sub-sector and the Samoa Qualifications Authority (SQA), including the SQA corporate plan, annual management plan, budget, annual report and information systems and databases.

13. Prepare, plan for and manage the qualification division's budget and resources including the preparation, implementation, monitoring and review of the division's annual management plans, annual reports and performance appraisals.
14. Build and maintain a high performance team and culture within the division and SQA through effective performance management, communication and coaching/training of staff and maintaining collaborative and effective working relationship with the CEO and all SQA staff members, consistent with the SQA values and code of ethics.
15. Ensure that all qualifications divisional activities and reporting requirements are carried out effectively and efficiently in a timely manner and within budget.
16. Work collaboratively with post-school education and training institutions and providers as well as SQA personnel and stakeholders on identifying qualifications issues and provide leadership in the collaborative resolution of those issues.
17. Oversee and manage qualification services related projects.
18. Manage and work collaboratively with SQA staff, providers and relevant stakeholders in the development and maintenance of an accurate and comprehensive database for all providers, qualifications, programmes and courses, quality assurance reports and requirements.
19. Carry out related duties as required by the CEO

Selection Criteria

1. Appropriate levels of advanced education: a minimum of a bachelor's degree in education or relevant field. (essential)
2. Demonstrated ability to effectively plan for and manage divisional resources as well as the ability to lead and develop the resources to achieve defined and agreed targets and outputs as set out in SQA's corporate and annual management plans, in line with established SQA Code of Ethics. (essential)
3. Demonstrated ability in oral and written communication skills in both Samoan and English, analytical, decision making, and networking skills. (essential)
4. Significance previous experience of quality qualifications and programme development or experience at a management level in post school education and training (essential)
5. Relevant experience in outcomes and competency-based training and assessment and/or development of competency standards (essential)
6. Demonstrated understanding of issues and best practice in post-school education and training and qualifications/programme development (essential)
7. Relevant experience and understanding of quality assurance processes in post-school education and training (essential)
8. Sound knowledge of all relevant legislation, strategic and policy documents governing the Samoa Qualifications Authority's operations (essential)
9. Demonstrated computer literacy, organization, coordination and group facilitation skills (essential)
10. Demonstrated ability to synthesize and critically analyze information and identify potential solutions to identified issues (highly desirable)
11. Knowledge of the wide scope of post-school education and training both locally and internationally (highly desirable)