

SENIOR QUALIFICATIONS OFFICER
JOB DESCRIPTION

Position: Senior Qualifications Officer
Division/Dept: Qualifications Division
Salary grading: \$28,673 p.a.
Responsible to: Assistant Chief Executive Officer Qualifications, Samoa Qualifications Authority through the Principal Qualifications Officer

Primary Objective:

To provide professional and administrative support to the Qualifications Division team in order to achieve the targeted outputs of the Qualifications Division.

Responsibilities & Duties

1. Assist in organizing, facilitating and conducting workshops and consultations for National Qualifications development including training activities of the qualifications division.
2. Assist in the provision of ongoing support and guidance to PSET providers in developing qualifications, curriculum and programmes consistent with SQA quality standards
3. Prepare information updates of Qualifications team activities
4. Provide efficient and timely client service on queries regarding Qualifications Recognition, Recognition of Prior Learning, learning pathways, National Qualifications, and the Samoa Qualifications Framework.
5. Assist to coordinate documentation and record minutes of advisory group meetings.
6. Assist in the effective implementation of policies and guidelines relevant to the divisions work.
7. Collate, analyze and present reports on information needed for the performance of Qualifications Division functions.
8. Assist in the provision of career advisory services.
9. Maintain a current programme register that lists programmes, courses and qualifications currently offered by PSET providers in Samoa.
10. Assist to prepare and plan for the quality assurance division's budget and resources including the preparation, implementation, monitoring and review of the division's annual management plans.
11. Contribute effectively as a team member to achieve the targeted activities of the Qualifications division and SQA as a whole.
12. Prepare Internal Orders for the purchase of goods and services for the Quality Assurance Division in an effective and timely manner.
13. Perform administrative duties for Qualifications division when required.

Selection Criteria

1. Appropriate levels of education: a minimum of a bachelor's degree in education or relevant field. (essential)
2. Demonstrated ability in oral and written communication skills in both Samoan and English including analytical, report writing, decision making, interpersonal and networking skills. (essential)
3. Some previous experience in qualifications design and development or experience in post-school education and training organizations or at senior secondary level (essential)
4. Demonstrated ability to communicate clearly to providers and stakeholders the requirements of quality qualification and programme development and, qualification recognition locally and internationally (highly desirable)
5. Some experience in policy development, strategic planning, budgeting and annual management planning (highly desirable)
6. A high level of computer literacy with some experience in maintaining accuracy of database systems (highly desirable)
7. Fair knowledge of the wide scope of post-school education and training locally (highly desirable)
8. Knowledge of SQA plans including PSET Strategic and Corporate Plans and, quality assurance policies (highly desirable)
9. Demonstrated ability to provide clear and sound career advice and fair understanding of learning pathways (desirable)