

## **JOB DESCRIPTION**

<b>Position:</b>	Senior Officer, Quality Assurance
<b>Division:</b>	Quality Assurance Division
<b>Grade:</b>	Senior Level
<b>Salary Range:</b>	\$28,673.00 p.a.
<b>Responsible To:</b>	Assistant Chief Executive Officer QA, Samoa Qualifications Authority through the Principal Quality Assurance Officer

### Primary Objectives:

To enhance the quality and standards of post-school education and training (PSET), and contribute to the achievement of the Samoa Qualifications Authority (SQA) and Government's goals and objectives, through assisting to effectively implement robust quality standards, quality assurance policies, processes, procedures and systems and provide professional support on quality assurance issues.

### Duties and Responsibilities

1. Assist to identify priorities for future action on quality assurance matters.
2. Assist to develop, implement, monitor and review the implementation schedule of all quality assurance activities.
3. Maintain proper and accurate filing of all documentation submitted for provider registration, programme accreditation, registration of qualifications and quality audit.
4. Collate documentation for quality assurance panel and focus group meetings in an effective and systematic manner.
5. Assist in coordination of consultations, training and meetings on quality assurance activities.
6. Record accurate minute of the Quality Assurance Focus Group meetings.
7. Enter accurately and efficiently information on providers, qualifications, programmes and courses, quality assurance requirements in a comprehensive database.
8. Communicate clearly to providers and stakeholders the requirements of provider registration, accreditation of programmes, registration of qualifications and quality audit.
9. Maintain accuracy of Samoa's register of quality assured qualifications.
10. Communicate to the post-school education and training sub-sector and stakeholders the Samoa Qualifications Framework, its policies, processes and procedures.
11. Assist to provide professional support and advice on quality assurance issues for post school education and training, and support and strengthen provider quality management systems.
12. 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.
13. Prepare Internal Orders for the purchase of goods and services for the Quality Assurance Division in an effective and timely manner.
14. Carry out any other related duties as 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 of quality assurance policies and practice or experience in post-school education and training (essential)
4. Excellent filing and record keeping skills (highly desirable)
5. Demonstrated ability to communicate clearly to providers and stakeholders the requirements of provider registration, accreditation of programmes, registration of qualifications and quality audit (highly desirable)
6. Some experience in policy development, strategic planning, budgeting and annual management planning (highly desirable)
7. A high level of computer literacy with some experience in maintaining accuracy of database systems (highly desirable)
8. Fair knowledge of the wide scope of post-school education and training locally (highly desirable)
9. Knowledge of SQA plans including PSET Strategic and Corporate plans and, quality assurance policies (highly desirable)