

# **SAMOA QUALIFICATIONS AUTHORITY**

## **JOB DESCRIPTION**

**POSITION:** Principal Qualifications Officer  
**DIVISION:** Qualifications Division  
**SALARY GRADING:** P1 \$52,903.00 per annum  
**RESPONSIBLE TO:** Assistant Chief Executive Officer, Qualifications Division

### **PRIMARY OBJECTIVE:**

To coordinate, facilitate and implement development, application and review of Samoa Qualifications (SQs) and National Competency Standards (NCS) for priority sectors

### **DUTIES AND RESPONSIBILITIES:**

1. Coordinate, facilitate, undertake and report on development and review activities of National Competency Standards (NCS) and Samoa Qualifications (SQs) in accordance with established processes and guidelines;
2. Assist to coordinate work plans for and monitor progress and output of Standards Development Panels and Review Panels or Consultants;
3. Coordinate and facilitate vetting, validation and endorsement activities of newly developed or reviewed NCSs and SQs and prepare reports;
4. Coordinate, manage and report on activities of Sector Advisory Groups;
5. Monitor and address requirements by the Registration Panel (RP) during the Registration process of newly developed and reviewed SQs;
6. Facilitate and implement support activities for PSET Providers in the applications of SQs and NCSs (e.g. training workshops or coordinating professional developments, one on one support, awareness activities etc);
7. Facilitate learning pathways in development and application of SQs and NCSs;
8. Coordinate the development and pilot implementation of the Recognition of Current Competencies and the Registration and licensing of TVET Trainers;
9. Assist where relevant with the administration of the Record of Achievement (RoA) and management of other related projects;
10. Professionally manage relationships with stakeholders(industry, employers, providers etc) on development, application & review of SQs & NCSs and address related queries
11. Keep a record of issues encountered with the use of related Guidelines and Manuals for future reviews
12. Provide professional input in development, implementation and review of division work plans and budget, also SQA Corporate and Strategic Plans
13. Assist in other Qualifications and/or SQA activities when required by ACEO QD.

## **SELECTION CRITERIA:**

- 1.** A Bachelor Degree in Education/Social Science or relevant field. *(Essential)*
- 2.** Demonstrated experience with development and review of SQs and NCSs or similar standards and their applications. *(Essential)*
- 3.** At least three (3) years of relevant experience in design/delivery/review of training programmes. *(Essential)*
- 4.** Competency in English and Samoan communication, group facilitation, relationship management and event coordination. *(Essential)*
- 5.** Experience in the operation of a registration and licensing system with its related requirements. *(Essential)*
- 6.** Competency in planning, execution, continuous improvement and use of MS Office. *(Essential)*
- 7.** Competency in research, information analysis and report writing. *(Essential)*
- 8.** Understanding of the Recognition of Current Competency Standards. *(Highly Desirable)*
- 9.** Understanding of SQA functions. *(Highly Desirable)*