SAMOA QUALIFICATIONS AUTHORITY

JOB DESCRIPTION

POSITION: Quality Assurance Officer

DIVISION: Quality Assurance Division

SALARY GRADING: $25,797.00 per annum

RESPONSIBLE TO: Assistant Chief Executive Officer, Quality Assurance through the Principal Quality Assurance Officer

PRIMARY OBJECTIVE:

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 with implementation of quality assurance processes, procedures and systems.

DUTIES AND RESPONSIBILITIES:

1. Contribute to implementation and monitoring of the implementation schedule of all quality assurance activities
2. Assist in checking that all documentation requirements are in place in applications for PSET providers initial registration, annual registration renewal and recognition of non-formal learning.
3. Assist in checking applications for programme accreditation, registration of qualifications and quality audit that all documentation requirements are in place prior to engagement of quality assurance panels.
4. Collate documentation for quality assurance panel and focus group meetings in an effective and systematic manner.
5. Assist in maintaining accuracy of the Register of Quality Assured Qualifications
6. Enter accurately and efficiently information on providers, qualifications, programmes and courses, quality assurance requirements in a comprehensive database.
7. Assist in coordination of consultations, training and meetings on quality assurance activities
8. Communicate to providers and stakeholders the requirements of provider registration, accreditation of programmes, registration of qualifications, quality audit and recognition of non formal learning
9. Provide support on quality assurance issues for post school education and training
10. Maintain proper and accurate filing of all documentation submitted for provider registration, programme accreditation, registration of qualifications and quality audit.
11. Coordinate and record accurate minutes of Division meetings
12. Contribute to preparation of 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. Attend to other duties as directed by the A/CEO, Quality Assurance Division

SELECTION CRITERIA:

1. Minimum of a Bachelor 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, interpersonal and networking skills. *(Essential)*
3. Some experience of quality assurance practices or experience in Post School Education and Training. *(Highly Desirable)*
4. Demonstrated experience and/or skills in filing and record keeping. *(Highly Desirable)*
5. Demonstrated experience to communicate clearly to providers and stakeholders the requirements of the Quality Assurance processes. *(Highly Desirable)*
6. Computer literate with some experience in maintaining accuracy of database systems. *(Desirable)*
7. Some knowledge of the key documents guiding SQA's work. (e.g. Legislation, Strategic Plans & Policies). *(Desirable)*