



SAMOA QUALIFICATIONS AUTHORITY

Position Description (Contract Position – 3 Years)

Position Title:	Assistant Chief Executive Officer, Qualifications
Salary:	\$90,067.00p.a SAT
Division:	Qualifications
Location:	TATTE Building, Level 1 – SOGI

Working Relationships

Reports to:	Chief Executive Officer, Samoa Qualifications Authority
Internal relationships:	Office of CEO, Quality Assurance Division, Research, Policy & Planning Division; and Corporate Services Division.
External relationships:	Ministry of Finance, Ministry of Public Enterprises, Ministry of Education, Sports and Culture (Education Sector Coordination Division), PSET providers and stakeholders.

POSITION OBJECTIVES:

To provide professional leadership and overall management of the Qualifications Division functions of the Samoa Qualifications Authority (SQA) to enhance the relevance of post school education and training (PSET) to national development goals through the development of Samoa Qualifications and National Competency Standards; improved learner access to education, training and employment opportunities through effective careers advisory services; development and implementation of educational learning pathways; improved Foreign Qualifications Recognition Services in Samoa; effective management of the National Record of Achievement for PSET students; effective management of the Recognition of Current Competency Process; development and implementation of the TVET Trainers Registration; and provision of efficient and effective support to PSET providers in the development of programmes and qualifications.

DUTIES AND RESPONSIBILITIES

The ACEO Qualifications will:

- Work under the guidance of the SQA CEO in accordance with the requirements of the Samoa Qualifications Authority Act 2010;
- Provide professional leadership, quality advice, management capabilities and monitoring for the Qualifications Division in the areas of:
 - Samoa Qualifications and National Competency Standards development & review;
 - Career Advisory Services (CAS);
 - Educational Learning Pathways development and implementation;
 - Foreign Qualifications Recognition Services implementation;
 - National Record of Achievements for PSET students;
 - Recognition of Current Competency Process;
 - Development and implementation of the National TVET Trainers Registration; and
 - Development of providers programmes and qualificationsof the SQA and report to the CEO on its performance;
- Ensure effective and efficient coordination of the development, application and review of Samoa Qualifications and National Competency Standards in accordance with approved Policies and Guidelines;
- Ensure sound collaboration with stakeholder groups to establish quality standards and training requirements in particularly for trade, technician and professional occupations;
- Ensure effective and efficient management and coordination of the Annual Career Advisory Services activities; monitor; review and provide advice to the CEO of necessary changes to activities to ensure a robust CAS for PSET in Samoa;
- Lead the development and implementation of educational learning pathways between the school sector and the PSET sector in order to promote lifelong learning and ensuring access of PSET graduates into the labour force;
- Ensure effective and efficient management and implementation of the Foreign Qualifications Recognition Services for Samoa in accordance with the approved Guidelines and Manual;

- Ensure effective and efficient management of the National Record of Achievement for PSET students in close collaboration with all PSET providers and other relevant SQA Divisions in accordance with approved Policies and Guidelines;
- Ensure effective and efficient implementation of the Recognition of Current Competency Process in accordance with approved Policies and Guidelines and in close collaboration with all PSET providers;
- Lead the development and implementation of the National TVET Trainers Register in accordance with approved Policies and Guidelines;
- Ensure effective and efficient provision of professional support and advice to all PSET providers in the application of Samoa Qualifications and National Competency Standards;
- Oversee the preparation, implementation, monitoring and review of the Qualification Division's budget, resources, annual management plans, staff performance appraisals, and support the work of the staff through coaching and guidance where and when needed;
- Contribute to the development, implementation, monitoring and review of national strategic policies and strategies for the post school education and training sub-sector and the education sector; and
- Any other duties required by the CEO.

SELECTION CRITERIA AND CORE COMPETENCIES.

1. Educational Qualifications and Work Experience Specifications

- Appropriate level of advanced education: a Minimum Qualification of a Bachelor's degree in Education, Management, Governance, Development Studies, Social Science or relevant field from a recognised University;
- Minimum of five years at a senior management roles including qualifications and/or programme development; provision of Career Advice; development of learning pathways; qualifications recognition services; record of achievement implementation; recognition of current competency implementation; and development of a register for teachers/TVET trainers;
- High level of meticulous skills and knowledge in qualifications and/or programme development; Career Advisory Services; educational learning pathways; qualifications recognition services; record of achievement implementation; recognition of current competency process; and register for teachers/TVET trainers development; and
- Sound knowledge of all relevant legislations, strategic and policy documents governing the operations of the SQA and the Education Sector.

2. Leadership Competencies

- Ability to make sound, timely and effective decisions and produce results through strategic thinking and planning of Divisional activities to ensure SQA mandated functions are achieved in a timely manner; and
- Ability to lead the Division employees through coaching, guidance, motivation and communication to ensure employees are empowered and feel accomplished.

3. Managerial Expertise

- Demonstrated understanding of management principles particularly in a qualifications and related environment;
- Demonstrated ability in oral and written communication in both Samoan and English, analytical, decision making and networking skills; and
- Build and manage an effective team environment within the Division to ensure effective and efficient operations of daily activities.

4. Intellectual and Technical Competencies

- Demonstrated advanced relevant computing skills in Microsoft Office applications;
- Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions; and
- Demonstrated sound knowledge in outcomes and competency-based training and assessment and/or development of competency standards

5. Values and Professionalism.

- Possess appropriate values and belief in what is best for the common good;
- Is widely trusted and is seen as a direct and courageous individual;
- Personifies values of honesty, integrity, impartiality, transparency and accountability; and
- Demonstrate self-awareness and commitment to personal development.

6. Building and Sustaining Relationships.

- Nurtures internal and external relationships;
- Facilitates cooperation and partnerships;
- Values individual's differences, strengths and potential and harness these to achieve the SQA's mandated functions; and
- Develops, guides and monitors employees.

REMUNERATION

Salary

The salary for the position is SAT\$90,067.00 per annum before tax. This amount is inclusive of 10% employee contribution to National Provident Fund and 1% contribution to Accident Compensation Fund.

SECURITY CLEARANCE

The appointment will be subject to police record check and general security clearance.

Note: The above do not constitute a legally binding offer. All the terms and conditions of employment will be included in the Contract of Employment.