

SAMOA QUALIFICATIONS AUTHORITY
JOB DESCRIPTION

POSITION: Qualifications Officer
DIVISION: Qualifications Division
SALARY GRADING: O1 \$25,797.00 p.a.
RESPONSIBLE TO: Assistant CEO Qualifications Division

PRIMARY OBJECTIVE:

To contribute to the efficient performance of Qualifications Division (QD) functions through implementation of key duties related to the development, review, and applications of SQs and NCS and Registration and Licensing of TVET trainers and other related activities.

RESPONSIBILITIES/DUTIES:

1. Assist in coordination and facilitation of NCS and SQs development and review activities (e.g. needs analysis consultations)
2. Assist in researching and drafting and vetting of National Competency Standards (NCS) and Samoa Qualifications (SQs)
3. Assist in compiling reports and documentation for SQs & NCS activities (e.g. stakeholder meetings; consultations; validation; endorsement; etc)
4. Assist in coordination and facilitation of NCS and SQs awareness and application activities (e.g. training activities)
5. Assist in the coordination of professional developments for TVET Trainers
6. Assist in the implementation and the operation of the Registration and Licensing system for the TVET Trainers
7. Assist in the performance of other core functions of QD when needed from time to time; FQRS, CAS, RCC and ROA
8. Assist in liaison with stakeholders on all QD matters
9. Assist in development, costing, implementation, & review of Division work plans, SQA Corporate & Strategic Plans
10. Contribute effectively as team member to achieving QD& SQA goals and functions
11. Prepare internal orders and carry out administrative tasks for efficient performance of QD functions
12. Assist in other Q Division or SQA activities when required by ACEO Qualifications or CEO

SELECTION CRITERIA:

1. Bachelor's Degree in Education or relevant field. (Essential)
2. Demonstrated competency in oral and written communication in both Samoan and English and excellent interpersonal skills. (Essential)
3. Computer proficiency in MS Word, Excel & Access. (Essential)

4. Demonstrated ability to plan and organise events and activities. (Essential)
5. Demonstrated initiative and problem-solving skills. (Essential)
6. Fair knowledge of National Competencies (NCSs) and Samoa qualifications (SQs) (Highly Desirable)
7. Fair understanding of the role of Post-School Education and Training in national development. (Highly Desirable)
8. Ability to produce high quality work outputs within required time frames (Highly Desirable)
9. Understanding of key documents guiding SQA's work. (Desirable).