

SAMOA QUALIFICATIONS AUTHORITY

JOB DESCRIPTION

POSITION:	Principal Qualifications Recognition Officer
DIVISION:	Qualifications Division
SALARY GRADING:	\$56,606.00 per annum
RESPONSIBLE TO:	Assistant Chief Executive Officer, Qualifications Division

PRIMARY OBJECTIVE:

To coordinate implementation, monitoring and evaluation of the Foreign Qualification Recognition Service, administration and operation of the Record of Achievement (ROA) and other related activities.

RESPONSIBILITIES/DUTIES:

1. Coordinate Foreign Qualification Recognition Service to ensure timely processing of applications and queries.
2. Evaluate applications and produce reports for Foreign Qualifications Recognition in Samoa.
3. Monitor and produce quarterly report on implementation of FQR service
4. Advise ACEO QD and CEO when required on status, progress and issues arising in FQRS implementation.
5. Train staff in evaluation of applications for foreign qualifications recognition in Samoa.
6. Coordinate and administer the operation of the Record of Achievement database.
7. Compile and maintain updated information on local and international developments regarding foreign qualifications recognition.
8. Liaise with stakeholders, coordinate and facilitate awareness activities on foreign qualifications recognition in Samoa and ROA.
9. Address queries related to foreign qualification recognition services and ROA.
10. Maintain register of FQRS reports as well as record of decisions made.
11. Provide professional input in development, implementation and review of division work plans and budget, also SQA Corporate and Strategic Plans
12. Assist when required in the coordination and facilitation of development, review and application activities of SQs and NCS.
13. Assist in other Qualifications Division's functions or other SQA activities when required by ACEO QD or CEO

SELECTION CRITERIA:

1. Bachelor's Degree in Education or relevant field. (Essential) *Relevant postgraduate qualification will be an advantage*
2. Evidence of highly-developed research, analytical and reporting skills. (Essential)

3. Understanding of issues in local and international recognition of qualifications including sound knowledge of qualifications frameworks. (Essential)
4. Computer proficiency. (Essential)
5. At least 3 years relevant work experience. (Essential)
6. Understanding of education and training programme design, delivery and review. (Highly Desirable)
7. Proficiency in strategic planning; development, costing and efficient implementation and monitoring of annual budgets and work plans. (Highly Desirable)
8. Understanding of legislation, policies and strategic documents guiding the work of SQA. (Highly Desirable)
9. Ability to produce high quality work outputs within required timeframes. (Highly Desirable)