SAMOA QUALIFICATIONS AUTHORITY

JOB DESCRIPTION

POSITION TITLE: Research, Policy and Planning Officer (RPPO)
POSITION NO: Research, Policy & Planning Division (RPPD)
SALARY GRADE: $28,377 p.a.
ORGANISATIONAL LOCATION: Samoa Qualifications Authority (SQA) Office
Level 2, TATTE Building, SOGI
RESPONSIBLE TO: Assistant Chief Executive Officer –
Research, Policy & Planning Division

Primary Objective:

To contribute to the effective and efficient performance of the Research, Policy and Planning Division (RPPD) and related SQA functions through the performance of the following key responsibilities and duties.

Position Responsibilities and Duties:

The Research, Policy & Planning Officer will:

1. Assist in the coordination and conduct of research studies as well as in the development, monitoring and evaluation of PSET Strategic Policies.
2. Assist in the development, implementation, monitoring and review of SQA plans.
3. Assist in the coordination of the SQA Annual Seminar and the PSET Annual Conference.
4. Liaise with PSET Providers on gathering PSET performance data to produce the annual PSET Statistical Bulletin.
5. Assist in maintaining the accuracy of PSET Provider data collected by RPPD.
6. Assist in the monitoring and review of Memoranda of Agreement between SQA and its stakeholders.
7. Assist in the implementation of the PSET Support fund activities.
8. Prepare Internal Orders and carry out administrative tasks for the efficient performance of RPPD functions.
9. Assist in liaisons with SQA stakeholders on RPPD activities.
10. Contribute effectively as a team member to achieving the RPPD & SQA goals and functions.
11. Attend to other duties as directed by the ACEO RPPD.

Selection Criteria:

1. Degree in Social Science/Management/Economics/Statistics or any relevant discipline. **Essential**
2. Demonstrated knowledge and experience in conducting research and surveys, visualizing and assimilating data. **Essential**
3. Demonstrated knowledge and experience in developing, reviewing and monitoring strategic policies and strategic plans. **Essential**
4. Proficiency in Microsoft Office Applications (Excel, Word, PowerPoint) and/or Data Analysis. **Essential**
5. Ability to produce high quality reports within required timeframes. **Essential**
6. Demonstrated ability to work in a team, to show initiative and creativity. **Highly Desirable**
7. Understanding of key documents guiding SQA's work, e.g. legislation, strategic plans and policies. **Highly Desirable**