



# ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

## EMPLOYMENT OPPORTUNITIES

(3 year Contracts)

ASSISTANT TO THE CORPORATE COMMUNICATIONS SPECIALIST	QUALITY ASSURANCE OFFICER
<p><b><u>PRIMARY FUNCTION:</u></b> The Assistant to the Corporate Communications Specialist assists in the application of all forms of media and communication to build, maintain and manage the reputation of ACTT.</p> <p><b><u>SPECIFIC DUTIES AND RESPONSIBILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Researching and evaluating the target audience's perception of ACTT and its PR campaigns</li> <li>• Conducting focus groups, coordinating surveys, researching recent reports and articles, or assisting in commissioning market research</li> <li>• Initiating and planning PR campaigns: defining goals; analyzing problems and opportunities; liaising with management and clients (internal and external)</li> <li>• Assisting in the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, annual reports</li> <li>• Writing and editing press releases, newsletters, speeches and articles for review by the CCS</li> <li>• Maintaining and updating information on the organization's website</li> <li>• Assisting in organizing and co-coordinating special events, such as press conferences, exhibitions, open days, tours, competitions, seminars, workshops</li> <li>• Assisting in fostering stakeholder relations through public relations and media events</li> <li>• Preparing and designing advertisements and other publications (both internal and external)</li> <li>• Assisting in preparing financial budgets for activities and maintaining the departmental finances</li> <li>• Assisting in the coordinating, planning and execution of internal corporate activities</li> <li>• Overseeing the duties of other members of the department</li> <li>• Liaising with the technical team to create an informational package on the Council</li> <li>• Liaising with service providers/vendors</li> <li>• Any other related duties assigned by the Executive Director</li> </ul> <p><b><u>QUALIFICATIONS:</u></b></p> <ul style="list-style-type: none"> <li>• A Bachelor's degree in Media and Journalism or Mass Communications</li> <li>• Certification in graphic art will be an asset</li> </ul> <p><b><u>EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>• Experience and/or training in the area of public relations, research or corporate publications would be an asset</li> <li>• Submission of a portfolio of original work produced by the candidate that demonstrates the competencies he/she acquired through education and experience</li> <li>• Experience in desktop publishing required</li> </ul> <p><b><u>PERSONAL ATTRIBUTES:</u></b></p> <ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• Ability to work in a team environment</li> <li>• Excellent interpersonal, customer service and organizational skills</li> </ul>	<p><b><u>PRIMARY FUNCTION:</u></b> The Quality Assurance Officer is responsible for planning and implementing quality assurance processes to ensure that the work of ACTT complies with internationally accepted standards in the field of quality assurance and accreditation.</p> <p><b><u>SPECIFIC DUTIES AND RESPONSIBILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Design, develop and implement internal quality assurance processes for the Council's operations, including preparation of status reports</li> <li>• Conduct preliminary evaluations of institutions and programmes offered to determine whether they are within the Council's purview</li> <li>• Provide guidance and support to post secondary and tertiary institutions with respect to the registration process</li> <li>• Conduct gap analyses and prepare gap analysis reports on institutions applications for registration</li> <li>• Review and evaluate institutions responses to gap analysis reports to determine compliance with the criteria established by the Council for registration</li> <li>• Accompany and provide guidance to External Evaluators on site visits to evaluate institutions and programmes offered in order to determine compliance with the criteria established by the Council for registration</li> <li>• Review and edit site visits reports</li> <li>• Conduct audits of institutions and the programmes offered to determine continued compliance with the criteria established by the Council for registration and accreditation</li> <li>• Any other related duties assigned by the Executive Director</li> </ul> <p><b><u>QUALIFICATIONS:</u></b></p> <ul style="list-style-type: none"> <li>• A Bachelor's degree in the humanities or social sciences</li> <li>• Certified professional training in Quality from a recognised organization e.g. ASQ in quality auditing and/or total quality management</li> </ul> <p><b><u>EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>• A minimum of 3 years experience working at a professional level in a tertiary education and training environment</li> <li>• A minimum of 3 years experience in an organisation responsible for quality assurance and/or development and promulgation of quality standards</li> <li>• Familiarity with data and records management in a computerized corporate environment</li> </ul> <p><b><u>PERSONAL ATTRIBUTES:</u></b></p> <ul style="list-style-type: none"> <li>• Ability to work collaboratively with other professional and non-professional staff of the Council</li> <li>• Excellent written and oral communication and relationship building skills</li> <li>• Excellent time management skills</li> <li>• Ability to maintain confidentiality</li> <li>• Flexible approach</li> </ul>

**Please submit applications to:**

**The Human Resource Officer**  
**Accreditation Council of Trinidad and Tobago (ACTT)**  
**Level 3, Building B, ALGICO Plaza**  
**91-93 St. Vincent Street**  
**PORT OF SPAIN**

**Deadline for all applications:**

**WEDNESDAY 30TH DECEMBER, 2009**

**UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED**