



THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

EMPLOYMENT OPPORTUNITY

ASSESSMENT OFFICER (ON CONTRACT)

JOB OBJECTIVE

To ensure that all post secondary and tertiary level institutions meet the Registration requirements of the Accreditation Council of Trinidad and Tobago (ACTT) by providing registration guidance and support, and conducting evaluations and reviews as per the guidelines of the registration requirements.

DUTIES AND RESPONSIBILITIES

- Prepare Letters of Omissions (LOO) and Gap Analysis Reports on submitted Registration applications;
- Provide guidance and support to post secondary and tertiary level institutions regarding the Registration process and criteria for Registration to ensure they meet Council Registration requirements;
- Conduct preliminary evaluations of institutions and the Programmes they offer to determine whether they fall within the Council's purview, and prepare responses to Letters of Intent and Institutional Data Forms;
- Review responses to Letters of Omissions (LOO) and Registration applications and prepare Gap Analysis Reports based on the additional evidence submitted and Registration application;
- Review responses to initial Gap Analysis Reports and prepare Gap Analysis Reports to further capture additional evidence submitted needed for continued assessment for organisation;
- Review and edit site visit reports to ensure compliance with the guidelines for preparing a site visit report;
- Review and evaluate post secondary and tertiary level institutions' progress reports to determine if the recommendations identified in the External Evaluator site visit report were implemented;
- Represent ACTT on site visits to determine the institutions' compliance with the Council's Registrations criteria;
- Design, develop and implement Quality Assurance processes to enhance/improve registration process; and
- Conduct appropriate research to ensure standards are up to date and in alignment with international standards and best practice.

QUALIFICATIONS/CERTIFICATIONS/EXPERIENCE

- Bachelor in Education or Social Sciences
- Certified Professional Training in Quality e.g. Customer Information Quality (CIQ), or American Society for Quality (ASQ), or equivalent

PERSONAL ATTRIBUTES

- Strong interpersonal skills
- Excellent oral and written communication skills
- Ability to work with all stakeholders
- Trustworthiness and reliability
- Ability to maintain utmost confidentiality
- Excellent organisational, time management and interpersonal skills

Please submit applications to:

The Human Resource Officer
The Accreditation Council of Trinidad and Tobago (ACTT)
Level 3, Building B, Pan American Life Plaza
91-93 St Vincent Street, Port of Spain
or via email:
vacancy@actt.org.tt

Deadline for all applications: May 29, 2013

UNSUITABLE APPLICATIONS SHALL NOT BE ACKNOWLEDGED.