



THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

EMPLOYMENT OPPORTUNITY

RESEARCH ASSISTANT (ON CONTRACT)

JOB OBJECTIVE

To assist the Qualifications and Recognition department of The Accreditation Council of Trinidad and Tobago (ACTT) with research; collecting data from institutions to identify and address discrepancies; and filing information.

DUTIES AND RESPONSIBILITIES

- Provide research assistance and support in processing applications for Recognition, and other relevant areas as required by the Assessment Officers and Director;
- Collate and verify research findings and information on foreign and local institutions in a timely fashion;
- Assist in drafting, proofreading and editing correspondence to foreign and local external stakeholders;
- Prepare packages containing hard copies of application materials for dispatch to institutions within agreed timeframes;
- Assist in creating and maintaining databases on recognised institutions and programmes to support the activities of the Council;
- Provide the Director and other technical officers with progress updates on research projects undertaken by the Department;
- Interface with clients to guide their completion of applications for Statements on Recognition and other services; and
- Prepare research reports on completion of data collection activities.

QUALIFICATIONS/CERTIFICATIONS/EXPERIENCE

- Associate or equivalent in Social Sciences/Humanities
- Training in research methodologies will be an asset
- Proficiency in the use of Microsoft Office Suite, particularly MS Word, Excel and PowerPoint

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.