

THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

EMPLOYMENT OPPORTUNITY

ASSESSMENT OFFICER – QUALIFICATIONS & RECOGNITION (3 year contract)

JOB OBJECTIVE

To support the Qualifications and Recognition Department by advising on the status of all post-secondary and tertiary level institutions to ensure that programs have been quality-assured, and assessing international qualifications to determine their local equivalence.

DUTIES AND RESPONSIBILITIES

- Conduct research into the nature and quality of qualifications awarded by national, regional and international post-secondary and tertiary level institutions for comparison to local equivalencies
- Conduct appropriate research to ensure standards are up to date and in alignment with international standards and best practice
- Conduct Gap Analysis on applications and generate Gap Analysis Reports within timeframes agreed to by the department
- Assess international qualifications to determine recognition and local equivalence
- Establish criteria and standards for Transnational Recognition by assisting the Director and department
- Maintain accurate electronic logs on Statements on Recognition and accurate electronic records on Client Application and Status for convenient access by the department
- Liaise and correspond appropriately with external stakeholders, including diplomatic agencies, accreditation and recognition agencies, institutions, students and the public
- Review and approve the completeness of applications for all services offered by the department
- Represent the Council at site visits to evaluate institutions and programmes

- Represent the Council on internal and external Quality Assurance and Technical committees to ensure internal and external quality standards are met
- Review, edit and amend External Evaluator reports to ensure they meet the Council's quality standards
- Assist with the design, development and conduct of informational workshops and forums to promote the Council's services to post-secondary and tertiary institutions and the public
- Present information on departmental services at informational workshops and forums
- Assist the Director, department and Council with other related matters as required

QUALIFICATION/CERTIFICATION/EXPERIENCE

- Bachelor's degree in Social Sciences/Humanities/Education; a Master's degree would be an asset
- Auditor Certification (American Society for Quality: Lead Auditor) or any ASQ or equivalent qualification would be an asset
- Minimum three years' experience in a related field or any equivalent combination of experience and qualification

E-application form available at actt.org.tt/vacancies

In addition to online submission, please email résumé to vacancy@actt.org.tt

Completed e-application (inclusive of résumé) must be submitted by

November 24, 2025