

VANUATU QUALIFICATIONS AUTHORITY

Job Description

Job title	Quality Assurance Officer – Course/Programme Accreditation
Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	B001314
Level GRT Determination	PS 6.1
Organization	VANUATU QUALIFICATIONS AUTHORITY
Department	Quality Assurance and Compliance Division
Location Where the position is located	PORT VILA
Purpose “why this Post exists” this might be a one-line statement adapted from the Corporate Plan or Business Plan for higher-level Posts.	The Quality Assurance Officer – course/programme accreditation is responsible for analysing accreditation applications submitted by PSET providers and make informed decisions based on the analysis for Authority’s decision. S/he provides advice to providers on accreditation processes and to how providers can meet accreditation criteria set by the Authority. In addition, s/he also takes the leading role in the implementation of the compliance audit system set by the Authority, especially the site visit component.

Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible. (at least 4)

Key Result Area 1: Vanuatu’s PSET Quality Assurance system is implemented

Duties and responsibilities Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve for lower level jobs it will be more specific e.g. deliver, record, type, maintain.	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
1.1 Ensure that PSET courses/programmes are accredited with the VQA standards	<ul style="list-style-type: none"> • PSET courses/programmes are accredited according to VQA standards
1.2 Ensure that PSET providers continue to maintain their courses/programmes according to VQA standards	<ul style="list-style-type: none"> • Report produced on accredited courses/programmes
1.3 Assist in coordination of consultations, training and meetings on quality assurance activities	<ul style="list-style-type: none"> • Report on consultations and meetings provided to PSET providers on quality assurance activities • Number of trainings provided to PSET providers on quality assurance activities
1.4 Contribute to the implementation and monitoring of the implementation schedule of all quality assurance activities	<ul style="list-style-type: none"> • Implemented schedules of quality assurance activities monitor • PSET providers indicated an understanding of all quality assurance activities

Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible. (at least 4)

Key Result Area 2: Stakeholders and PSET providers have knowledge on course accreditation

<p>Duties and responsibilities Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve for lower level jobs it will be more specific e.g. deliver, record, type, maintain.</p>	<p>Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.</p>
<p>2.1 Provide workshops/meetings and pamphlets on the process of course/program accreditation to PSET providers</p>	<ul style="list-style-type: none"> • Report produced on the process of course/program accreditation
<p>2.2 Survey is developed and carried out to informed stakeholders on the course/program accreditation process</p>	<ul style="list-style-type: none"> • Report on survey conducted
<p>2.3 Provide support on quality assurance issues for post school education and training</p>	<ul style="list-style-type: none"> • Support is provided to post school education and training regarding quality assurance • Close work relation is establish between VQA and post school education and training
<p>2.4 Promote PSET system and encourage increase access to PSET courses</p>	<ul style="list-style-type: none"> • Report on promotion of PSET system and PSET courses
<p>2.5 Promote the benefits of course accreditation and the aims of VQA</p>	<ul style="list-style-type: none"> • Report on workshop conducted on promoting course accreditation and VQA aims
<p>2.6 Maintain excellent network and relationships with all PSET providers</p>	<ul style="list-style-type: none"> • Quality work produced by PSET providers on course accreditation
<p>2.7 Communicate to PSET providers and stakeholders the requirements of, accreditation of programs/courses, registration of qualifications, quality audit and recognition of non-formal learning</p>	<ul style="list-style-type: none"> • Documentation of intention to accredited and course accreditation are of quality • Report indicate PSET providers and stakeholders knowledge of the requirements of accreditation, audit and registration
<p>Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible. (at least 4)</p>	
<p>Key Result Area 3: Register of accredited course/program is regularly updated, applications analysis and site visits are audit</p>	
<p>Duties and responsibilities Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve for lower level jobs it will be more specific e.g. deliver, record, type, maintain.</p>	<p>Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.</p>
<p>3.1 Review reports of PSET provider's courses/programs every quarter</p>	<ul style="list-style-type: none"> • Quarterly reports indicated course accreditation status
<p>3.2 Maintain proper and accurate filling of all documentation submitted for course/program accreditation, registration of qualifications and quality audit</p>	<ul style="list-style-type: none"> • Documentations submitted for course/program accreditation, registration of qualifications and quality audit are file and properly maintain
<p>3.3 Ensure that reports of accreditation applications and site visits are produce and analysis</p>	<ul style="list-style-type: none"> • Reports of site visit conducted annually

3.4 Assist IT officer in updating accredited courses on database		<ul style="list-style-type: none"> Quarterly update of accredited courses on database
3.5 Undertake other tasks as prescribe by the Principal officer External Quality Assurance		<ul style="list-style-type: none"> Achievement of tasks are completed
Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible. (at least 4)		
Key Result Area 4: Quality Assurance and Validation Committee is functioning		
Duties and responsibilities Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve for lower level jobs it will be more specific e.g. deliver, record, type, maintain.		Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
4.1 Organize and carried out meetings of QA/Validation committee dealing with program/course accreditation		<ul style="list-style-type: none"> Minutes of meeting conducted annually
4.2 Assist in checking applications for course accreditation, registration of qualifications and quality audit that all documentation requirements are in place prior to engagement of quality assurance committee		<ul style="list-style-type: none"> Course accreditation applications submitted, check and approved by the Validation/QA committee Registration qualifications and quality audit applications are submitted, check and approved by the Validation/QA committee
4.3 Assist in reviewing documentations (Policy, Procedure and forms) on Quality Assurance Framework		<ul style="list-style-type: none"> Documentations (policy, procedure and forms) on Quality Assurance Framework reviewed
Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
Principal Officer External Quality Assurance		
Frequent Internal Personal Contacts with... ("Internal" means within VQA & Ministry responsible)	14	Occasional Internal Personal Contacts with...
<ul style="list-style-type: none"> National Qualification Officer IT officer CSD officers Senior Course Accreditation Officer Principal Officer External Quality Assurance 		<ul style="list-style-type: none"> Other VQA employees Members of the Validation and Quality Assurance Committee
Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
PSET providers and other stakeholders		Other stakeholders
Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.		<ul style="list-style-type: none"> Analysis of course/programme accreditation application
Special Conditions e.g. if unusual work hours, equipment or travel is required.		<ul style="list-style-type: none"> Domestic traveling is required
Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)		<ul style="list-style-type: none"> Review of job description

CRITERIAS TO BE SELECTED FOR THIS POST

(Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)

Qualification the required qualification for the job e.g certificate, diploma, degree...	<ul style="list-style-type: none"> • Bachelor Degree • Certificate IV
Special Business Education refers to the field of study that would be preferable	<ul style="list-style-type: none"> • Education • Training and Assessment/ Quality Assurance
Experience e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc	<ul style="list-style-type: none"> • Minimum of 3 years' experience in teaching/dealing with quality assurance especially course/program accreditation • Experience in planning and undertaking of PSET providers quality audit
Special Skills e.g. vehicle license, driving record, computer word/ excel etc	<ul style="list-style-type: none"> • Driving license and a good driving record
Thinking style e.g. an analytical thinker, a practical thinker, creative thinker	<ul style="list-style-type: none"> • Practical thinker
Communication/ Interpersonal Skills list the skills required of this position	<ul style="list-style-type: none"> • Demonstrate ability to analyse complex information and provide analysis to decision makers • Computer skills in work processing, spreadsheet and database • Ability to handle sensitive information • Has knowledge on the operation of PSET systems and the National PSET Qualification Framework • Has competency based training and assessment • Has understanding of industries existed in Vanuatu • Has knowledge on compliance and evidence based audit
Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	<ul style="list-style-type: none"> • Honest • Respect for self and others • Takes initiatives • Willingness to bring changes to the Authority s/he works for
Language "English, French and Bislama" is usual.	<ul style="list-style-type: none"> • Fluent in English or French and Bislama

ENDORSEMENT WITH NAME, SIGNATURE AND DATE

Prepared by the Human Resource Officer	Sign  Name Françoise Nguyen Date 15/07/2021
Certified by or for the Divisional Head that the Post fits with any Corporate Plan, and is required.	Sign  Name David Lambuk Date 20/7/21
Checked by the Chief Executive Officer for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign  Name David Lambuk Date 20/7/2021



DECISION OF VANUATU QUALIFICATIONS AUTHORITY

Decision: Approved or Deferred or Amended **Date of Decision:**

(Circle the appropriate Decision)

Name  Sign  Date **26/07/21**

