



# THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

# **EMPLOYMENT OPPORTUNITY**

## **SENIOR QUALITY ASSURANCE OFFICER (3 year contract)**

### **JOB OBJECTIVE**

*To support the core functions of the Accreditation Council of Trinidad and Tobago (ACTT) by establishing and implementing quality assurance processes and maintaining and improving existing quality assurance processes that impact the Council's responsibilities to its internal and external stakeholders.*

### **DUTIES AND RESPONSIBILITIES**

- Develop and establish procedures and systems for quality management to ensure commitments to internal and external stakeholders are met.
- Develop and maintain a quality management system by establishing quality objectives and metrics for the Council.
- Continuous monitoring and review of key quality metrics to guide the setting and achievement of performance targets.
- Develop quality documentation for policies, procedures, work instructions and records to ensure that quality information is accessible to staff.
- Review departmental procedures to guide effectiveness and productivity.
- Establish quality performance measures for departments within the Council to guide operational reviews.
- Assist in the conduct of quality audits to ensure they are successfully executed.
- Liaise with regional and international Quality Assurance bodies to promote the work of the Council and continuously improve internal Quality Assurance processes and initiatives.
- Create and manage internal surveys of departmental performance and employee satisfaction to ensure accurate and timely assessment.

- Perform Gap Analysis of Council operations versus international best practice standards in quality assurance to assess the Council's quality management systems.
- Assist in the training of new officers as necessary.
- Conduct appropriate research and attend international and regional conferences to ensure standards are up to date and in alignment with international standards and best practice.

### **QUALIFICATION/CERTIFICATION/EXPERIENCE**

- Bachelor's degree in Education/Humanities/Social Sciences
- Post-graduate/professional qualifications in quality assurance
- Minimum five years' experience working at a professional level in the higher education environment
- Proven experience in quality-related activities within a regulatory agency would be an asset

*E-application form available at*  
**[actt.org.tt/vacancies](http://actt.org.tt/vacancies)**

In addition to online submission, please email résumé to **[vacancy@actt.org.tt](mailto:vacancy@actt.org.tt)**

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

**March 28, 2025**