

EMPLOYMENT OPPORTUNITY:

Director – Accreditation and Quality Enhancement

3 YEAR CONTRACT

Job Objective

To lead and manage ACTT's registration, accreditation, programme approval, conferment of title and quality enhancement services, ensuring that technical reviews are rigorous, impartial, timely and aligned with approved criteria and relevant international practice. The Director strengthens the quality of institutions, programmes, evaluators and internal technical processes through research, stakeholder engagement, capability building, effective departmental leadership and continuous improvement.

Qualifications and Experience

- Master's degree in Education, Educational Administration, Curriculum Development, Instructional Design, Quality Assurance, Humanities, Social Sciences or a related discipline. A relevant doctoral degree will be an asset.
- Professional certification or formal training in quality management, knowledge management, accreditation, audit, assessment or external quality assurance will be an asset.
- Minimum five years' experience at the managerial or senior technical level in a tertiary education institution, quality assurance body, regulatory agency, professional body, state enterprise, or comparable organisation; or minimum five years' progressively responsible professional experience in a relevant field.
- Demonstrated experience in institutional or programme review, standards, evaluation, technical report review and stakeholder engagement.
- Sound knowledge of national, regional and international quality assurance and accreditation developments and relevant tertiary education legislation or policy.
- Demonstrated ability to lead teams, manage multiple external reviews and deliver reliable outcomes in a deadline-driven environment.

- Demonstrated commitment to continuous professional development and the ability to rapidly acquire and apply emerging management and digital practices will be an asset.
- An equivalent combination of relevant qualifications, professional experience and demonstrated technical leadership may be considered.

Duties and Responsibilities

KEY RESULT AREA 1: REGISTRATION, ACCREDITATION AND PROGRAMME APPROVAL (DUTY WEIGHTING = 40%)

- Plan and manage registration, accreditation, programme approval, conferment of title and related external evaluation exercises.
- Critically review gap analyses, institutional submissions, external evaluation reports and technical recommendations for quality, consistency and sufficiency of evidence.
- Ensure that applications, site visits, reports and decisions progress within approved timeframes and that delays are actively managed.
- Communicate technical requirements, findings and process status clearly to institutions, evaluators and other authorised stakeholders.

- Manage schedules, evaluator assignments, conflicts of interest, evidence requirements and logistical arrangements for external reviews.
- Recommend registration, conferment of title, programme approval and accreditation decisions within delegated authority and applicable governance processes.
- Maintain accurate departmental databases, case files, decision records, precedents and status reporting.
- Ensure that reconsiderations, complaints and complex technical issues are handled in accordance with approved procedures and principles of fairness.
- Review and assess curricula, assessment frameworks and programme relevance to ensure alignment with approved standards, learning outcomes, stakeholder needs and current academic and labour market requirements.

KEY RESULT AREA 2: QUALITY ENHANCEMENT, STANDARDS AND EVALUATOR CAPABILITY (30%)

- Lead the development, review and consistent application of accreditation criteria, standards, policies, procedures and guidance.
- Conduct and direct research to ensure that standards remain current and aligned with national priorities and relevant international practice.
- Recruit, assess, develop and monitor evaluators and maintain an appropriate pool of competent subject-matter experts.
- Plan and deliver workshops, guidance and capacity-building activities for institutions, evaluators and internal staff.
- Monitor adherence to internal technical quality standards and implement corrective and preventive improvements.
- Capture and share lessons from reviews, decisions and stakeholder feedback to strengthen organisational and sector capability.

KEY RESULT AREA 3: STAKEHOLDER ENGAGEMENT AND SECTOR DEVELOPMENT (15%)

- Maintain constructive relationships with institutions, ministries, professional bodies, regulators, evaluators and relevant regional and international organisations.
- Provide authoritative guidance on ACTT's registration, accreditation, programme approval and quality enhancement requirements.
- Represent ACTT at site visits, conferences, consultations, public functions and technical meetings.

- Advise on service fees and recommend strategies that support accessibility, value, cost recovery and the viability of technical services.
- Collaborate across ACTT to coordinate stakeholder communication, sector intelligence and responses to emerging quality issues.
- Promote awareness of ACTT's services and the value of quality assurance and continuous enhancement.

KEY RESULT AREA 4: DEPARTMENT LEADERSHIP AND MANAGEMENT (15%)

- Develop and implement departmental strategy, annual plans, procedures, service standards, training priorities and risk controls.
- Set departmental and employee performance targets and use regular meetings and reports to monitor results and corrective action.
- Lead, supervise, mentor and appraise technical and administrative staff and ensure appropriate succession and cross-training.
- Manage departmental workflows, budgets, projects, systems and resources according to priorities and approved authority.
- Prepare proposals for new services, projects, policies, criteria and standards, supported by evidence and implementation plans.
- Participate in executive management and cross-functional initiatives and contribute to ACTT's corporate planning and reporting.
- Perform other related duties of a comparable level as assigned by the Executive Director.
- May be required to act as Executive Director in the absence of the Executive Director.

Competencies

- **Strategic leadership:** Develops and communicates a clear vision, aligns resources and leads the Department in achieving ACTT's strategic objectives.
- **Business acumen:** Understands the Authority's business environment and makes sound financial and operational decisions.
- **Results orientation:** Achieves agreed objectives through effective planning, execution and performance management.
- **Team leadership:** Motivates, coaches and develops staff while fostering accountability and high performance.

- **Communication and interpersonal skills:** Communicates effectively, builds productive relationships and influences stakeholders at all levels.
- **Integrity and accountability:** Demonstrates ethical conduct, transparency and accountability in the management of public resources.
- **Analytical and decision-making skills:** Evaluates complex information, identifies risks and makes timely, evidence-based decisions.
- **Continuous learning and curiosity:** Demonstrates intellectual curiosity and a commitment to continuous learning by seeking new knowledge, embracing emerging technologies and adapting quickly to changing organisational and external environments.
- **Systems thinking:** Understands the interrelationships between people, processes, technology and organisational systems to develop integrated solutions.
- **Adaptability and innovation:** Anticipates change, embraces new ideas, leads through uncertainty and applies innovative approaches to improve organisational performance.
- **Digital proficiency:** Uses digital tools and data responsibly to improve service delivery, collaboration, control and decision-making.
- **Quality assurance:** Applies current technical knowledge of institutional and programme review, evidence evaluation, standards and external quality assurance.
- **Technical review and report quality:** Critically evaluates complex submissions and reports and ensures that conclusions are clear, consistent and defensible.
- **Quality enhancement and standards:** Establishes, implements and maintains quality standards and improvement initiatives, ensuring consistency, compliance and continuous enhancement of processes, services and organisational performance.
- Require correction, clarification or additional evidence where technical submissions or reports do not meet approved requirements.
- Recommend both evaluators and technical review arrangements within authorised processes and budgets.
- Manage the departmental budget, resources, databases, records and approved projects.
- Supervise, appraise and develop assigned staff and recommend appropriate employment actions.
- Represent ACTT in authorised technical, stakeholder and sector-development engagements.

Candidates must submit cover letter, curriculum vitae and names and email addresses of three referees by **October 28, 2026** to **vacancy-daqe@actt.org.tt**

Unsuitable applications will not be acknowledged.
The Accreditation Council of Trinidad and Tobago is an Equal Opportunity Employer.

Authorities

The incumbent is authorised to:

- Recommend registration, conferment of title, programme approval and accreditation matters within delegated authority and applicable governance processes.
- Develop and implement departmental procedures, technical guidance, quality controls and work standards within approved policy.