

EMPLOYMENT OPPORTUNITY:

Executive Director

3 YEAR CONTRACT

Job Objective

To provide strategic leadership and accountable management to the ACTT in fulfilling its statutory mandate and advancing a trusted, responsive and internationally aligned quality assurance and qualifications system for Trinidad and Tobago. The Executive Director translates Council direction and national policy into coordinated organisational action, safeguards public resources, strengthens institutional capability, and ensures that ACTT remains effective amid changes in the education, regulatory, technological, and operating environment.

Qualifications and Experience

- Master's degree in Education, Educational Administration, Quality Assurance, Public Administration, Business Administration or a related discipline. A relevant doctoral degree will be considered an asset.
- Professional training or certification in quality management, knowledge management, governance, leadership, public management or a related field will be considered an asset.
- Minimum five years' progressively responsible managerial experience, preferably in education, regulation, quality assurance or the public sector.
- Demonstrated experience in strategic planning, governance reporting, financial and operational oversight, people leadership and stakeholder management.
- Sound knowledge of institutional or programme accreditation, qualifications systems, relevant national legislation and regional or international quality assurance practice.
- Demonstrated commitment to continuous professional development and the ability to rapidly acquire and apply emerging management and digital practices will be considered an asset.
- An equivalent combination of relevant education, professional experience and demonstrated executive leadership capability may be considered.

Duties and Responsibilities

KEY RESULT AREA 1: STRATEGIC LEADERSHIP AND STATUTORY MANDATE (DUTY WEIGHTING = 25%)

- Lead the development, execution and periodic review of ACTT's strategic and corporate plans.
- Translate ACTT's statutory mandate, government policy and Council direction into clear priorities, programmes and performance expectations.
- Advise the Council on emerging trends, material risks, opportunities and policy issues affecting tertiary education, quality assurance and qualifications.
- Establish an enterprise performance framework that links strategy, operational plans, budgets, risks and results.
- Lead major institutional development, transformation and resilience initiatives required to sustain ACTT's effectiveness.
- Promote coordinated decision-making and accountability across all departments and functions.

KEY RESULT AREA 2: GOVERNANCE, POLICY AND PUBLIC ACCOUNTABILITY (20%)

- Implement Council-approved policies and decisions and provide timely, accurate reports on progress and exceptions.
- Ensure that ACTT operates in accordance with applicable legislation, public-sector requirements, approved policies, ethical standards and sound internal controls.

- Submit statutory, technical, operational and financial reports to the Council, line ministry and other authorised bodies within required timeframes.
- Maintain effective working relationships with the Chairman, Council members and Council committees and ensure that they receive the information needed to discharge their responsibilities.
- Oversee enterprise risk management, business continuity, compliance and the timely remediation of internal and external audit findings.
- Protect confidential information and ensure responsible management of ACTT's records, assets, intellectual capital and public resources.

KEY RESULT AREA 3: TECHNICAL AND REGULATORY LEADERSHIP (20%)

- Provide executive oversight of accreditation, quality enhancement, qualifications recognition and related technical services.
- Ensure that technical standards, criteria, policies and decision processes remain evidence-based, impartial and aligned with relevant national, regional and international practice.
- Promote consistent, timely and defensible technical decisions and effective management of reviews, evaluations and recognition services.
- Ensure that research and sector intelligence inform ACTT's standards, policy advice, services and strategic priorities.
- Advance quality enhancement and stakeholder capability across the post-secondary and tertiary education sector.
- Represent ACTT at national, regional and international fora and maintain relationships with peer agencies, regulators, institutions and development partners.

KEY RESULT AREA 4: PEOPLE, KNOWLEDGE AND ORGANISATIONAL CAPABILITY (20%)

- Lead, coordinate and hold the senior management team accountable for organisational performance.
- Ensure effective workforce planning, recruitment, performance management, leadership development and succession planning.
- Promote a culture of professionalism, service, collaboration, inclusion, learning and high performance.
- Champion knowledge management, institutional memory, cross-functional learning and effective transfer of critical knowledge.

- Ensure that roles, competencies, processes and work practices evolve in response to changes in ACTT's mandate and operating environment.
- Promote responsible use of digital and emerging technologies to improve services, controls, collaboration and decision-making.

KEY RESULT AREA 5: FINANCIAL, OPERATIONAL AND STAKEHOLDER STEWARDSHIP (15%)

- Direct the preparation and responsible execution of ACTT's annual budget and resource plan.
- Ensure effective financial management, procurement, administration, facilities, ICT and operational support.
- Monitor revenue, expenditure, service viability and resource sustainability and recommend corrective action where required.
- Maintain constructive relationships with government, institutions, professional bodies, employees, service providers and other stakeholders.
- Establish service standards and ensure that stakeholder feedback is used to improve organisational performance.
- Perform other related executive duties consistent with the office and as lawfully assigned by the Council.

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 make 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 and accreditation:** Establishes, implements and maintains quality management systems and accreditation standards, ensuring compliance with regulatory requirements, continuous improvement and consistently high standards of service delivery.

Authorities

The incumbent is authorised to:

- Lead and direct ACTT's operations within applicable law, Council-approved policies and delegated authority.
- Allocate organisational resources and approve operational and financial transactions within approved budgets and delegated limits.
- Recruit, supervise, appraise, develop and recommend employment actions for staff in accordance with approved policies and authority.
- Issue management directions, establish work methods and approve organisational procedures and standards.
- Represent ACTT and enter into commitments on its behalf with Council approval.
- Obtain information from all departments and require management action necessary to discharge the responsibilities of the office.
- Recommend policies, strategies, budgets, appointments and material initiatives to the Council for approval.

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

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