

## THE UNIVERSITY COUNCIL OF JAMAICA EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified candidates to fill the position of **Director, Accreditation (GMG/EO 4)** within the University Council of Jamaica.

### 1. Director Accreditation (GMG/EO 4) – Vacant

#### **Job Summary**

The Director of Accreditation manages the Accreditation Unit and is responsible for policy development and the management and planning of the activities and services of the Unit. The Director, Accreditation is also a member of the senior management team of the UCJ.

#### **Key Responsibilities**

##### **Technical**

- Provides leadership for accreditation officers and participates in the planning and execution of the quality assurance activities of the UCJ, inclusive of:
  - the development of standards and manuals for accreditation
  - the evaluation of institutions and programmes of study for accreditation
  - the supervision of accreditation activities and accreditation reports for institutions
  - the monitoring of institutions and programmes to ensure maintenance of standards;
- Coordinates the development and implementation of programmes, policies, and procedures to guide institutions in meeting quality standards and improving educational programmes and institutional operations at the tertiary level;
- Identifies best educational practices at the tertiary level, and disseminates such information to tertiary institutions;
- Identifies emerging concerns regarding institutions and tertiary education practice;
- Oversees the selection of peer review committees, and the coordination of site visits aimed at assisting institutions in determining needs and improving their operations and their educational provisions;
- Manages the accreditation process;
- Provides guidance, advice and direction for assessors;
- Maintains currency with tertiary/higher education trends and developments;
- Maintains currency with policies and practices of other external quality assurance bodies;

##### **Managerial and Administrative**

- Manages, plans and organizes for the training of assessors;
- Exercises judgment regarding certain institutional requests or circumstances and oversees institutional monitoring;
- Visits institutions for consultation as needed;

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- Coordinates meetings of the Accreditation, Curriculum and Development Committee of Council and provides a comprehensive report to Council on accreditation recommendations and activities;
- Has overall responsibility for the coordination of workshops, provision of education and training, and other small group interactions;
- Collaborates with colleagues to create consistent UCJ actions;
- Participates in the development of the Council's Corporate Plan and operational plans;
- Submit monthly and Annual report of Unit's achievement
- Represents the Council at selected professional meetings and forums;
- Contributes articles and reports for publication by the Council;
- Manages and monitors budget and resources of the department;

### **Human Resource Responsibilities**

- Agrees on objectives and performance targets with staff supervised and conducts interim and annual performance appraisals;
- Assesses staff training requirements on an on-going basis and ensures provision of structured training programmes and on-the-job coaching;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Units and recommends, promotion, and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the units and organization's goals;
- Prepares and conducts presentations on role of Unit for the Orientation/On boarding programme.

### **Required Competencies**

#### **Functional/Technical Competencies**

Excellent knowledge of :

- Quality assurance practices in tertiary/higher education and current educational issues, principles, practices, and organizations.
- Pertinent literature in the field of quality improvement and assurance in higher education.

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Ability to:

- Share the setting of policy and practice with colleagues;
- Anticipate, analyze, and prepare needed plans and programs;
- Make public presentations;
- Perform work with accuracy, speed;
- Compose correspondence and reports independently or from brief instructions;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines;
- Work with sensitivity in dealing with internal and external customers;
- Use creativity to design, implement, and evaluate interventions to improve efficiency of service to internal and external customers;

### **Qualifications & Experience**

- A Master's degree in Education from a recognized University.
- At least five years' experience in tertiary/higher education, and familiarity with and experience related to the accreditation process are required.
- Preferred experience in Quality Assurance in tertiary/higher education.
- Broad familiarity with tertiary/higher education internationally.
- Credentials and capacity to represent the UCJ with credibility.

**Please note that only shortlisted candidates will be contacted.**

Interested persons should forward their application and resume **no later than Friday, March 20, 2026 to be addressed to the:**

**Office of the Executive Director,  
The University Council of Jamaica  
31 Windsor Avenue  
Kingston 5  
Email: [jobs@uci.org.jm](mailto:jobs@uci.org.jm)**