

**GOVERNMENT OF JAMAICA**  
**JOB DESCRIPTION AND SPECIFICATION**  
**MINISTRY OF EDUCATION, SKILLS, YOUTH AND INFORMATION**  
**University Council of Jamaica**

<b>POST TITLE:</b>	Executive Director
<b>JOB GRADE:</b>	GMG/CTD 1
<b>DIVISION:</b>	Executive Office
<b>BRANCH:</b>	Executive Office
<b>POST NUMBER</b>	255967
<b>REPORTS TO:</b>	Council Chairman
<b>MANAGES</b>	Directly: Director, Accreditation Director, Quality, Planning & Evaluation Director, Human Resource & Administration Director, Information Technology Director, Finance Director, Public Relations & Communication Director 1, Public Procurement Internal Auditor Executive Assistant

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee	Date
Manager/Supervisor	Date
Head of Agency	Date
Date Received in Human Resource Division	Date Created/Revised

**1. MISSION OF THE ORGANIZATION (in which the position is located):**

To facilitate and oversee the development and maintenance of a robust higher education quality assurance system.

**2. JOB SUMMARY:**

Under the general direction of the Chairman, the CEO/Executive Director is responsible for the management of the day-to-day affairs of the council ensuring that its operations conform to the provisions of the University Council of Jamaica Act, the Public Bodies Management and Accountability Act and all other laws, regulations and orders applicable to the Council's activities and operations and provides for the regulation and advancement of higher education in Jamaica. The CEO/ED ensures that the organization functions effectively as the external quality assurance body that accredits, awards and enables academic development of degrees, diplomas and certification programs at diverse public and private higher educational institutions (local and international). The incumbent leads in and is accountable for the implementation of integrated systems of operation that enhance the efficient and effective management of the, human, physical and financial resources and the exercise of fiscal prudence in the delivery of quality service. The incumbent also is responsible for ensuring the Council adheres to, and is compliant with international standards/guidelines.

**3. KEY OUTPUTS:**

- Technical, strategic and policy advice provided to the Council
- Strategic/Business/Corporate/Operational Plan and budget in place to support the mandate of the organization
- Regulatory framework and monitoring systems and procedures developed and implemented
- Mechanism in place for the accreditation and overall external quality assurance of higher education institutions and programmes
- External Quality Assurance, Programmes planned, implemented and monitored;
- Customer service principles and standards in place
- Corporate Communication /Public Relations Programme developed and implemented

- Technical reports, position papers, draft Cabinet submission submitted
- Procurement strategy and governance framework in place
- Property and asset management systems developed and implemented
- Adequate skilled and competent, motivated staff in place
- Tools in place to evaluate management operations and financial performance
- Annual, quarterly, monthly progress reports prepared and submitted

#### **4. KEY RESPONSIBILITY AREAS:**

##### **Technical/Professional Responsibilities**

- Provides technical and strategic advice in determining the mission, vision, short and long-term goals of the council;
- Ensure the establishment and maintenance of a robust risk management framework that identifies, mitigates and monitors risks across functionality areas of the Council.
- Keeps the council fully informed on the condition of the operations and on all the important factors influencing its effectiveness;
- In collaboration with the Council/Permanent Secretary, leads the development and implementation of the strategic business plan Operational, Corporate Plans and Budgets ensuring alignment with government policy priorities;
- Leads the design and implementation of mechanisms that ensure the adherence to all required legal and regulatory frameworks relating to quality higher education and monitors compliance with relevant laws and regulations locally and internationally;
- Leads, in collaboration with the council the development and successful implementation of policies, standards systems and procedures to register, accredit and assure higher education institutions and programmes;
- Ensures that approved educational institutions develop quality assurance framework that facilitates the delivery of a wide range of new and innovative programmes to keep higher education abreast of current trends;
- Guides the establishments implementation and evaluation of

quality customer service principles, standards and measurements for the Council;

- Leads mechanisms that identify and incorporate the interests and needs of customers in business process design ensuring that the organisation's systems, processes, policies and programmes respond to customer/client needs;
- Provides leadership and direction to the communication and PR function, enabling the marketing of the services of the organization locally and internationally;
- Lead in the periodic review of quality assurance policies, strategies frameworks and procedures, to ensure comparability with and adherence to, standards and guidelines internationally such as ISO90001, principles of international bodies such as UNESCO, ILO, INQAAHE;
- Ensures the development and implementation of information technology framework to drive efficiency and effectiveness within the councils operations;
- Designs and implements mechanisms to foster strategic partnerships with critical public sector bodies and other key stakeholders in external quality assurance for higher education , regionally and internationally;
- Models behaviours reflecting the highest level of business, personal integrity and values, through compliance with the Code of Conduct and Ethics Guidelines and holding others accountable for the same;
- Implements and maintains systems that encourage a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees at all levels;

### **Management/Administrative Responsibilities**

- Leads senior management in the discharge of their responsibilities and delegates duties and responsibilities to senior management as necessary and appropriate for the effective operation of the business of the council;
- Leads the management team in periodically reviewing/recommending legislative and policies changes and facilitates the drafting/amendment of legislation;

- Oversees and ensures effective implementation of planned initiatives taking corrective action where necessary to enable the achievement of intended outputs and outcomes;
- Monitors the resources of the council to ensure optimal utilization, cost efficiency and value added results;
- Represents the council at meetings, conferences and other fora as needed;
- Holds regular management meetings with the Senior Executives to discuss developments in the entity, build teamwork, and develop synergy through shared information;
- Keeps abreast of international best practices in higher education with a view to improving the effectiveness of the council in achieving its objectives;
- Guides the provision of concise accurate and timely evidence based data and information to enable the council to make appropriate judgements and decisions;
- Prepares and submits reports, position papers, draft cabinet submissions and other documents;
- Ensures the development and implementation of an integrated risk management programme that facilitates the organization's planning, decision-making and reporting mechanisms.
- Guides the implementation of a maintenance and security programme to protect the organization's buildings, motor vehicles, equipment and other assets;
- Provides leadership in developing and implementing the procurement strategies for the council ensuring adherence to established government policies, guidelines and procedures;
- Facilitates the establishment of a procurement committee to monitor the implementation of, and ensure adherence to, procurement systems and guidelines as set out by the Ministry of Finance and Public Service;
- Leads in the preparation and submission of the annual and other reports on the achievement of objectives contained in Plans and alignment to the Budget in accordance with established legislations, guidelines and procedures

### **Finance & Accounts**

- Ensures the implementation of systems of control to facilitate probity in the administration and reporting of the public's finances of the organization;

- Manages the financial resources in an efficient, effective and economical manner and ensures that the financial activities adhere to the FAA Act, Public Sector Bodies Management Accounting Act and other relevant legislation and regulations and procedures.
- Ensures that the accounts of the organization are audited at the prescribed intervals and the results of the audit presented to the Council and other authorities as required.

### **Human Resource Responsibilities**

- Provides leadership to staff through effective objective setting, delegation and communication;
- Ensures that direct reports and staff are kept fully abreast of GOJ's goals and priorities with regards to higher education and related issues;
- Manages the welfare and development of staff of the council through the preparation of performance appraisals and recommendations for required training and development programmes;
- Recommends appointments, incentive arrangements and disciplinary action for staff in keeping with established human resource policies;
- Provides guidance to staff through coaching, mentoring, training and support as needed;
- Guides the development of a comprehensive human resource plan to support the recruitment, retention, welfare, training and development within the guidelines of the Government's human resource policy.
- Leads the development, and implementation of a succession planning programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the council.

### **PERFORMANCE STANDARDS**

- Sound advice provided to the Chairman on a timely basis and the Chairman/Council consistently demonstrates confidence in advice/information provided;
- The strategic direction of the organization is aligned to its priorities and the overall policy objectives of the parent ministry and government as a whole ;

- Strategic/Business/Corporate/Operational Plan and budget in place to support the mandate of the council in accordance with established frameworks, policies and standards;
- Higher educational institutions and programmes accredited; overall external quality assured in accordance with established standards;
- Monitoring and regulatory programmes designed, implemented and reviewed in accordance with established standards;
- Customer satisfaction is continuously improved ;
- Procurement strategies and plans implemented and accords to established policies and standards of the GOJ;
- Reports, position papers, draft Cabinet submission submitted within stipulated timeframe and accord to established standards;
- Communication/Public Relations Programme developed and implemented in accordance with established standards;
- The financial operations of the organization are carried out in accordance with established policy and legislative guidelines;
- Annual, quarterly, monthly Reports prepared in keeping with established guidelines and within agreed timeframe.
- The organization's assets are adequately maintained and always secured;
- Adequately skilled, competent and motivated staff in place;
- Individual Work Plans developed in conformity to established standards and within agreed timeframe;
- Staff Appraisals systems in place and adhered to in accordance to agreed timeframe and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

## **6. AUTHORITY TO:**

- Approve expenditure within assigned limits and budgetary controls.
- Approve the procurement of goods and services in accordance with Government of Jamaica Procurement Guidelines
- Approve/recommend disciplinary action and staff movement within the guidelines of the Staff Orders/HR Policy
- Approve/recommend recruitment, promotion and leave benefits
- Recommends policy/legislative changes
- Appraise the performance of staff supervised
- Sign correspondence and documents

**7. INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts):**

**(i) Internal Contacts**

<b>Contact</b>	<b>Purpose of Communication</b>
Council Chairman	To receive direction and guidance. Provide advice, reports, recommendations and other Information
Committees of council	Discuss matters pertaining to accreditation quality assurance technical reports Exchange Information
Senior Executives	To share information. Collaborate on the development and implementation of strategies, policy recommendations and procedures
Staff	To request and provide information.

**(ii) External Contacts**

<b>Contact</b>	<b>Purpose of Communication</b>
Ministry of Education and Youth	To obtain advice and guidance, share information
Professionals In the Higher education and Training Sector	To Request and Provide information Discuss matters pertaining to quality assurance and standards
Regional Higher education and training quality assurance bodies	To share information on best practices in higher education quality assurance. To inform policy decisions protocols and practices.
Universities, Community Colleges TVET other higher educational Institutions	To discuss matters regarding quality assurance and accreditation

External Quality Assurance Councils for CARICOM Countries	To inform policy and share best practices.
International External Quality Assurance Associations/bodies	Keep abreast of and ensure adherence to policies guidelines. To network and share best practices
Local and international Higher education and training Professionals	To engage their services; share information/discuss matters regarding services delivered to the Council
General Public	To share information obtain feedback on Higher Education and training matters.

## **8. REQUIRED COMPETENCIES:**

### **Core**

- Excellent leadership and management skills to lead senior professionals and technocrats.
- Sound analytical and strategic thinking skills
- Excellent communication, negotiating and problem-solving skills
- Excellent social and interpersonal skills
- Relates positively with all stakeholders, thus facilitating mutually productive working relationships
- Ability to analyse and interpret financial information for decision making
- Ability to exercise sound judgement and conviction of purpose in unfavourable/unpopular situations
- The ability to prioritise amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time
- Sound ethical, moral and professional values
- Strong customer orientation skills
- Respects, consults, develops and empowers employees
- Ability to manage limited resources to achieve challenging output targets.

## **Technical**

- Excellent knowledge of quality assurance practices in tertiary/higher education and current educational issues, principles, practices, and organizations.
- Knowledge of pertinent literature in the field of quality improvement and assurance in higher education.
- Knowledge of and familiarity with current developments, trends and practices in higher education quality assurance nationally and internationally
- Understanding of government's broad objectives and strategies for the development/regulation of the sector
- Knowledge and use of relevant computer applications/ICT
- Knowledge of GOJ laws, regulations, principles and practices relating to public sector administration
- Experience in GOJ legislation procedures and cabinet submission/decision process
- Knowledge of monitoring and evaluation techniques

## **9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

- Post graduate degree preferably a Masters in Education or relevant discipline
- Knowledge of quality assurance in higher education and training including relevant experience in undertaking quality assessments in a variety of contexts
- At least eight (8) years' experience in tertiary/higher education, and familiarity with and experience related to the accreditation process.

Or

- Any other equivalent combination of qualification and experience

## **10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment requires on-going interactions with senior executives and clients which will result in high degrees of pressure, on occasions.
- Required to travel both locally and overseas to represent the organization