

JOB DESCRIPTION AND SPECIFICATION

POSITION: Accreditation Officer
CLASSIFICATION: GMG/EO 3
DEPARTMENT: Accreditation Unit
REPORTS TO: Director, Accreditation
DIRECT REPORTS: N/A
POST NUMBER:

JOB PURPOSE

- Under the direction of the Director of Accreditation, the Accreditation Officer has responsibilities with regard to the execution of the Quality Assurance services offered by the Council. He/she has direct responsibilities for accreditation, monitoring and related activities relevant to public and private tertiary /higher education institutions operating in Jamaica as well as institutions located overseas.

In the execution of his/her responsibilities, the Accreditation Officer relates, on an on-going basis, to Presidents/Principals/Heads of Jamaican tertiary/higher education institutions as well as overseas institutions, and a diverse group of experts/consultants (comprising university professors, engineers, bankers, accountants etc.).

Key Outputs

1. Activities of the Accreditation Unit of the Council planned and executed;
2. Institutional visits and activities for the accreditation of institutions and programmes of study, local and overseas planned, co-ordinated and executed;
3. Institutions evaluated and awarded accreditation;
4. Programmes of study evaluated and awarded accreditation;
5. Advice and guidance to institutions about the criteria and processes for accreditation provided to institutions;
6. Training & advice on the Self-Study process, and the guidance on the preparation of the Self-Study Report provided;
7. Experts (assessors) to serve on accreditation teams procured;
8. Evaluation teams on institutional visits, supervised and facilitated;
9. Accreditation reports from chairs/assessors, reviewed and edited;
10. Executive summaries of Accreditation Mid-Cycle Evaluation/ Verification reports and responses from institutions presented to the Committees of the Council for deliberation (Accreditation, Curriculum and Development (AC&D) / Institutional Accreditation Review (IAR);
11. Deliberations and decisions of the AC&D/IAR Committees and Council, recorded and compiled;
12. Decisions of Council conveyed in writing to institutions;

JOB DESCRIPTION AND SPECIFICATION

13. Standards for the accreditation of tertiary /higher education institutions/programmes in Jamaica; delivery of various types and levels of tertiary/ higher education programmes developed and revised;
14. Standards to guide overseas institutions operating and delivering programmes of study in Jamaica developed and revised;
15. Accredited institutions and programmes supervised and monitored;
 - a. Annual Status Reports reviewed and presented to AC&D/IAR Committees.
 - b. Complaints and queries reviewed and addressed.
16. Information to institutions to further decision-making and actions to be taken or planned;
17. Training seminars and workshops for institutions developed, organized and executed.

Key Responsibilities

- Participates in the planning and execution of the activities of the Accreditation Unit of the Council;
- Plans and co-ordinates evaluation exercises and institutional visits for the accreditation of institutions and programmes of study, local and overseas;
- Assists in the accreditation of programmes of study by:
 - providing advice and guidance to institutions with regard to the accreditation processes
 - familiarising institutions with the criteria and processes for accreditation
 - advising institutions on the conduct of the Self-Study exercise, and the preparation of the Self-Study Report and other accreditation documents
 - procuring experts (assessors) to serve on accreditation teams
 - accompanying evaluation teams on institutional visits, and generally being involved in and facilitating such visits
 - receiving and editing accreditation reports from assessors, for submission to the institution and the Accreditation, Curriculum and Development (AC&D)/Institutional Accreditation Review Committee of the Council
 - presenting reports and institutional responses to the AC&D/ IAR Committee and Council for deliberation
 - accurately recording the results of deliberations of committees, and compiling clear, accurate reports of the deliberations and decisions of the AC&D Committee and Council, and
 - accurately and clearly conveying to institutions the decisions of Council.
- Participates in the development and revision of standards to guide local and overseas institutions operating and delivering programmes of study in Jamaica;
- Participates in the development and revision of standards to guide the delivery of tertiary education by distance;
- Supervises and monitors registered institutions to ensure that standards are maintained by:

JOB DESCRIPTION AND SPECIFICATION

- keeping them abreast of their obligations and the terms and conditions of accreditation
 - providing guidance to institutions regarding accreditation matters
 - receiving and reviewing annual status reports from institutions
 - paying visits to institutions as part of the monitoring process
 - apprising institutions of the date and procedures for their renewal of accreditation
 - guiding institutions in the identification of their training needs, and
 - making arrangements for seminars and workshops for institutions, as needed;
- Participates in the training programmes for staff of tertiary/higher education institutions;
 - Organizes training programmes for assessors on an on-going basis;
 - Manages complaints from the public to ensure appropriate and timely resolution;
 - Liaises and consults with the Director of Information Technology to facilitate effective use of the iQAMS system by evaluation team members and institutions;
 - Monitors and reports on areas for development/ troubleshooting for iQAMS;
 - Use iQAMS to produce reports, identify trends and issues related to quality assurance;
 - Supports and contributes to the research and development of external quality assurance guidelines, procedures and policies;
 - Develop and finalize policies under the guidance of the Director of Accreditation and Executive Director;
 - Collaborates with finance to implement Accounting Standards, payment of fees by institutions; and other related activities.
 - Conducts research on accreditation and quality assurance; discusses and presents research findings and recommendations to managers, Executive Director and the Council.
 - Contributes articles and reports for publication by the Council;
 - Attends seminars, workshops and conferences on quality assurance in tertiary/higher education as directed;
 - Contributes to the maintenance of a quality culture within the UCJ through various mechanisms and tools;
 - Participates in the preparation of the UCJ's Annual Report.
 - Performs any other duties which may be assigned by the Director of Accreditation/Executive Director for the smooth running of the Council and the execution of the quality assurance activities of the Council.

Performance Standard

Programme Accreditation

- Self-Study and Application reviewed and report submitted within the required timeline;

JOB DESCRIPTION AND SPECIFICATION

- Experts (Assessors) identified, matrix prepared and assessors approved according to requirements;
- Assessor training organized based on requirements;
- Preparation meeting organized and conducted with evaluation team as required;
- Visit conducted within 4-6 months after receipt of completed submission.
- Accreditation report from team chair reviewed and submitted to DOA according to requirements,
- Letter with Council decision (accreditation or other) prepared according to requirements, including accurately outlining the terms and conditions for accreditation or other Council decision (s) as per template including any special conditions determined by Council.

Institutional Accreditation

- Report prepared on the review of portfolio for candidacy according to requirements
- Certificate of Candidacy prepared and issued as per requirements after eligibility portfolio reviewed and approved;
- Workshop organized and conducted prior to institutions writing Self Study;
- Self-Study reviewed according to requirements and feedback submitted to institution as required upon receipt of Self-Study;
- Experts (assessors) identified and approved at least 6 weeks before the visit
- Assessor training organized as required;
- Preparation meeting organized as per requirements;
- Visit conducted as required after receipt of completed Self Study submission;
- Report reviewed and submitted to DOA according to requirements;
- Letter with Council decision prepared after Council decision and according to requirements;
- Research written according to required standards;
- Number of policies developed/reviewed within agreed timelines and according to QMS requirements as assigned;
- Evaluate ASRs as according to requirements;
- Respond to calls and queries, emails within 10 working days;
- Conduct verification visits as required

Other

- iQAMS Training workshops seminars attended/conducted as required;
- Prepare Reports from committee meetings according to requirements;
- iQAMS work view and workflow and documents reviewed as required.

Required Competencies

- Strong critical thinking, analytical, language and communication skills (oral and written)
- Basic leadership and management skills;

JOB DESCRIPTION AND SPECIFICATION

- Skills that enable one to work as a member of a high performing team, and to work under authority.
- Strong research skills;
- Ability to write clear, logical, accurate and timely reports
- Sound interpersonal skills
- Sound decision-making and problem solving skills
- Proficiency in the use of Microsoft Office applications
- Ability to perform work with accuracy, speed, and minimal supervision
- Effectively organize, prioritize, and manage time and work to meet tight deadlines
- Compose correspondence and reports independently or from brief instructions
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural,
- 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, and
- Maintain strict confidentiality

Technical Skills

- Sound knowledge of quality assurance practices in higher education
- Sound knowledge of the tertiary / higher education system
- Excellent communication (written and verbal) and presentation skills
- Sound knowledge of information management

Qualifications & Experience

- A Masters' degree in Education or a related discipline;
- Three (3) years' experience in a managerial position; and
- Three (3) years' experience working in the education system (preferably at the tertiary level).

THE UNIVERSITY COUNCIL OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Employee (Print Name)

Supervisor (Print Name)

Employee Signature

Supervisor's Signature

Date

Date

Version	Description of changes	Approved by	Revision Date
1.0	N/A	Althea Heron (Mrs) Executive Director, UCJ	September 11, 2017
2.0	N/A	Althea Heron (Mrs) Executive Director, UCJ	January 16, 2023
2.1	Minor changes regarding the deletion of the registration process	Office of the Executive Director (Executive Management Committee)	August 4, 2025

JOB DESCRIPTION AND SPECIFICATION
