



EARLY CHILDHOOD EDUCATION PRINCIPAL

Sector: **Private Education**

Job Family: **Early Childhood Education (Nurseries and Kindergartens)**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Early Childhood Education Principal leads the strategic development and implementation of plans in Early Childhood Education. They manage operations in compliance with industry regulations, fostering a culture of inclusivity, care, trust, mentoring, and continuous professional development. The Early Childhood Education Principal plays an important role in process governance, partnership development, monitoring Key Performance Indicators (KPIs), curriculum and pedagogy enhancement, and nurturing collaborative relationships with stakeholders. Additionally, they get involved in upholding the institution's corporate values while safeguarding the physical and mental wellbeing of students and staff.

Key Tasks
Accountable for the vision, mission, and values of Early Childhood Education to achieve Key Performance Indicators (KPIs).
Ensure school wide frameworks and policies, such as teaching, learning, and safeguarding in line with Early Childhood Education policies.
Foster a culture of development of new techniques, tools, and assistive technologies based on emerging trends, and evaluate improvements in the learning environment.
Lead the strategic design of partnerships, collaborations, and community programs.
Model professionalism when collaborating with families, community stakeholders, business partners, and represent the Early Childhood Education institution.
Oversee financial resources, risk management, systems, policies, and processes for day-to-day functioning.
Promote a culture of professional development through staff training, workshops, mentoring, and coaching to ensure effective resource management.

Core Skills	Level
Adaptability	Advanced
Building Inclusivity	Advanced
Communication	Advanced
Critical Thinking	Advanced
Planning and Organizing	Advanced
Problem Solving	Intermediate

Technical Skills
Quality Assurance Standards
Coaching, Mentoring, and Reflective Practice for Educators
Diversity, Inclusion, and Community Partnership
Ethical and Professional Integrity
Financial Administration and Data Management
Health, Safety, Hygiene, and Nutritional Standards for Children
Innovation and Change Management in Early Childhood Settings
Oversee Curriculum Design and Pedagogical Practice
Staff Development and Engagement
Team and Operations Management
Safeguarding Regulations, Processes, and Policies



EARLY CHILDHOOD EDUCATION SUBJECT COORDINATOR

Sector: **Private Education**

Job Family: **Early Childhood Education (Nurseries and Kindergartens)**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Early Childhood Education Subject Coordinator oversees holistic, subject-specific teaching and learning practices for early childhood education. They ensure compliance with health and safety standards, curricula objectives, and progressive enrichment opportunities while staying current with pedagogical developments. They collaborate with the leadership team, foster a culture of continuous learning and professionalism that is aligned with emerging trends. They develop partnerships with families, community leaders, and other stakeholders, contributing to the overall success and growth of the institution.

Key Tasks

Collaborate with families, community stakeholders, and other educators to create a supportive and inclusive learning environment.

Communicate with parents, guardians, and colleagues to monitor and provide regular updates on student progress, addressing concerns, and involving them in the educational process.

Coordinate and promote enrichment opportunities, such as school events, meetings, and committees to contribute to the overall success and growth of the institution.

Develop and implement age-appropriate curriculum and lesson plans catering to the diverse learning needs of young children.

Evaluate the effectiveness of teaching and learning approaches, and continuously improve the quality of the learning environment.

Lead and mentor teaching staff, promote professional development and ensure high-quality teaching practices.

Review and evaluate caregiving practices, enforce safeguarding protocols, health and safety procedures.

Stay current with emerging trends, research, and best practices in early childhood education.

Core Skills

Level

Adaptability	Intermediate
Building Inclusivity	Advanced
Collaboration and Teamwork	Intermediate
Communication	Advanced
Digital Literacy	Intermediate
Planning and Organizing	Advanced

Technical Skills

Child Development and Behavior Management

Child Mentoring and Assessment

Collaborative Learning Environment Creation

Curriculum Development and Implementation

Diversity and Inclusion Advocacy

Educational Trends Analysis

Event and Meeting Coordination



EARLY CHILDHOOD EDUCATION TEACHER / ASSISTANT TEACHER

Sector: **Private Education**

Job Family: **Early Childhood Education (Nurseries and Kindergartens)**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Early Childhood Education Teacher / Assistant Teacher fosters young children's development by planning and implementing age-appropriate curriculum and lesson plans. They create a supportive, holistic, and inclusive learning environment, collaborating with families, community stakeholders, and colleagues. The Early Childhood Education Teachers / Assistant Teachers continuously improve teaching practices, stay current with emerging trends in early childhood education, and contribute to the institution's success and growth. Additionally, they maintain open communication with parents and guardians, ensuring their involvement in the educational process, and adhering to health, safety, and hygiene standards.

Key Tasks
Co-develop and implement innovative teaching and caregiving methods aligned with curricula frameworks.
Collaborate with families, colleagues, and stakeholders for continuity of care and learning.
Design and enhance learning environments with developmentally appropriate materials, activities, and resources.
Evaluate and propose improvements for professional development, service quality, and community initiatives.
Guide and support junior educators.
Perform comprehensive learning needs assessments, monitor student progress, and provide holistic development reports.
Promote collaboration and communication by upholding the Early Childhood Education institution's vision, mission, and values.
Review and evaluate caregiving practices, assessments, enforce safeguarding protocols, health and safety procedures.
Track and manage the child's behavior and report any issues.
Provide a safe, emotional, and supportive environment for childhood behaviour

Core Skills	Level
Adaptability	Intermediate
Building Inclusivity	Intermediate
Communication	Intermediate
Empathy	Advanced
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Adapt Early Childhood Curriculum
Adaptability and Situation Management with Families and Community
Child Development, Assessment, Observation and Reporting
Classroom Management and Inclusive Guidance of Children's Behavior
Collaboration with Stakeholders and Community Partnership
Early Childhood Pedagogical Practice
Family and Caregiver Engagement



SCHOOL PRINCIPAL/DIRECTOR

Sector: **Private Education**

Job Family: **Primary and Secondary Schools**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The School Principal oversees the daily operations and management of the school. They develop and implement educational policies, manage budgets, and ensure a safe and conducive learning environment for students. The School Principal leads and supports the teaching staff, evaluates performance, and fosters a culture of continuous improvement and collaboration. The School Principal assesses the school's strategic goals and plans to meet the organization's objectives.

Key Tasks
Collaborate with parents, community members, and other stakeholders to foster strong relationships and support student success.
Create a safe, inclusive, and supportive learning environment for students and staff.
Develop and implement school policies, procedures, and educational programs in alignment with national and international standards.
Ensure compliance with national and international regulations and reporting requirements.
Identify and approve recruitment needs and requirements that meet Key Performance Indicators (KPIs) and the plans.
Lead, mentor, and evaluate teaching staff to promote professional growth and high-quality instruction.
Manage the school's budget, resources, and facilities to ensure efficient, effective, and safe operations.
Monitor and analyze student performance data to inform instructional strategies and school improvement initiatives.
Promote a culture of continuous improvement, innovation, and collaboration among staff and stakeholders.

Core Skills	Level
Building Inclusivity	Advanced
Communication	Advanced
Critical Thinking	Advanced
Digital Literacy	Advanced
Initiative	Advanced
Problem Solving	Advanced

Technical Skills
Budget Management
Conflict Resolution
Continuous Development and Improvement
Crisis Management
Cultural Competency
Curriculum Development
Data-Driven Decision Making
EdTech Integration
Project and Risk Management
Regulatory Compliance
Stakeholder Engagement
Strategic Planning



SCHOOL VICE PRINCIPAL/HEAD OF SCHOOL

Sector: **Private Education**

Job Family: **Primary and Secondary Schools**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The School Vice Principal assists in managing the daily operations and overall administration of the primary and secondary school. They support the implementation of educational policies, contribute to budget management, and help maintain a safe and conducive learning environment for students. The School Vice Principal collaborates with teaching staff, evaluates performance, and supports professional development. They adapt to the specific needs and challenges of either primary and secondary education levels.

Key Tasks
Analyze training needs and develop strategies for high-quality lessons.
Assist in monitoring and analyzing student performance data to inform instructional strategies and school improvement initiatives.
Assist the School Principal in developing and implementing school policies, procedures, and educational programs.
Collaborate with teaching staff to promote professional growth and high quality instruction.
Contribute to the management of the school's budget, resources, and facilities.
Engage with parents, community members, and other stakeholders to support student success.
Ensure compliance with national and international regulations and reporting requirements.
Participate in the recruitment of teaching staff, performance evaluations, and provision of feedback.
Support the creation of a safe, inclusive, and supportive learning environment.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Empathy	Advanced
Initiative	Advanced

Technical Skills
Budget Management Assistance
Change Management
Classroom Inspection
Coaching and Training
Conflict Resolution
Crisis Management
Cultural Competency
Curriculum Support
Data-Driven Decision Making
Edtech Integration Support
Educational Administration
Regulatory Compliance
Stakeholder Engagement



HEAD OF DEPARTMENT / SUBJECT COORDINATOR / YEAR COORDINATOR

Sector: **Private Education**

Job Family: **Primary and Secondary Schools**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Head of Department / Subject Coordinator oversees the curriculum, instruction, and assessment within a specific subject area or department in primary and secondary schools. They collaborate with teachers to develop and implement instructional materials, monitor student progress, provide professional development opportunities, and support the leadership team in appraisals. The role requires adapting to the specific needs and challenges of the regional educational context. They are responsible for leading and developing the staff of their department.

Key Tasks
Collaborate with other department heads and school leadership to promote a culture of continuous improvement and innovation, taking into account educational trends and challenges.
Collaborate with teachers to plan and deliver high quality instruction and support professional growth.
Coordinate departmental resources, including budget, materials, and technology, to support effective instruction.
Develop and implement curriculum, instructional materials, and assessment strategies in alignment with national and international standards.
Engage with parents, community members, and other stakeholders to support student success in the subject area.
Ensure compliance with national regulations and reporting requirements related to the subject area.
Identify and provide professional development opportunities for teachers to enhance subject knowledge and teaching practices.
Monitor student progress data to inform instructional strategies and departmental improvement initiatives.
Support leadership through the appraisal process.

Core Skills	Level
Adaptability	Advanced
Collaboration and Teamwork	Advanced
Communication	Advanced
Empathy	Intermediate
Initiative	Intermediate
Problem Solving	Advanced

Technical Skills
Curriculum Development
Data-Driven Decision Making
Edtech Integration
Instructional Materials and Resources Design
Professional Development Planning
Regulatory Compliance
Resource Management
Stakeholder Engagement
Subject-Specific Expertise
Teacher Collaboration and Support
Teaching and Assessment Strategies



SCHOOL TEACHER / SCHOOL ASSISTANT TEACHER

Sector: **Private Education**

Job Family: **Primary and Secondary Schools**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Teacher / Assistant Teacher delivers engaging lessons aligned with curriculum standards, assessing student progress, and providing constructive feedback. They differentiate instruction to meet diverse learning needs, create a safe, inclusive, supportive learning environment, and integrate educational technology to enhance student learning experiences. They require strong communication, interpersonal skills, and subject matter expertise, as well as the ability to collaborate with colleagues and engage with parents and guardians to support student success.

Key Tasks
Assess student progress and provide constructive feedback to support growth.
Collaborate with colleagues to share best practices, resources, and strategies for effective teaching and learning.
Communicate with parents and guardians to support student success, addressing concerns and sharing progress updates.
Create a safe, inclusive, and supportive learning environment that fosters respect, collaboration, and positive behavior.
Develop and implement project-based learning activities to promote critical thinking and problem solving.
Differentiate instruction to meet diverse learning needs, including students with special needs and english language learners.
Implement classroom management strategies to maintain a positive learning atmosphere and handle behavioral issues effectively.
Monitor and adjust instructional practices based on ongoing assessment data and student feedback.
Participate in professional development opportunities to enhance teaching skills and stay current with educational trends.
Plan and deliver engaging lessons aligned with curriculum standards, incorporating various teaching methodologies and resources.

Core Skills	Level
Adaptability	Basic
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Digital Literacy	Intermediate
Planning and Organizing	Basic

Technical Skills
Classroom Management
Cultural Competency and Sensitivity
Differentiated Instruction
Educational Technology Integration
Inclusive Teaching Practices
Lesson Planning and Delivery
Student Assessment and Feedback
Subject Matter Expertise



VICE PRESIDENT

Sector: **Private Education**

Job Family: **Higher Education Institutions**

Regulator: **Higher Education Council**

Licensing Requirements: **As per the requirements of the Higher Education Council**

Job Description

The Vice President plays an important role in supporting the President in strategic planning, decision-making, and implementation. They oversee specific areas of university operations, such as academic affairs, research, student services, and administration, depending on the institution's structure. The Vice President ensures the alignment of colleges and departmental goals with the university's objectives. They are responsible for developing policies, managing resources, and enhancing the quality of education and research. The Vice President also plays a key role in external representation, stakeholder engagement, and fostering partnerships that benefit the institution. They are instrumental in driving innovation, enhancing institutional reputation, and ensuring effective management of their respective areas.

Key Tasks
Assess and manage risks to ensure business continuity.
Assist in and oversee budget planning and resource allocation ensuring optimal utilization.
Assist the President in strategic planning and oversee its implementation.
Collaborate with other senior leaders to ensure a cohesive approach to university management.
Create an environment of academic excellence, encouraging innovation and research.
Develop policies and procedures to enhance the quality of education, research, and administration.
Engage in fundraising activities and generate leads.
Engage in stakeholder relations, representing the university in various forums and networks.
Lead departments and colleges, ensuring alignment with the university's strategic goals.

Core Skills	Level
Building Inclusivity	Advanced
Communication	Advanced
Critical Thinking	Advanced
Initiative	Advanced
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Business Continuity and Operational Excellence
Change Management and Organizational Development
Data-Driven Decision Making
Financial Management and Budgeting
Innovation and Technology Integration
Leadership and Resource Management
Performance Evaluation and Quality Control
Quality Assurance and Accreditation Proficiency
Risk Management and Mitigation
Stakeholder Engagement and Networking
Strategic Planning and Policy Development



DEAN OF COLLEGE / RESEARCH

Sector: **Private Education**

Job Family: **Higher Education Institutions**

Regulator: **Higher Education Council**

Licensing Requirements: **As per the requirements of the Higher Education Council**

Job Description

The Dean of College / Research leads and advances the college's academic programs, faculty members, and research initiatives. This role involves overseeing strategic planning, implementation, and monitoring of academic departments, ensuring alignment with organizational standards. The Dean of College / Research is responsible for faculty members recruitment, development, and evaluation, fostering an environment of academic excellence and research innovation. They oversee the development and implementation of curricula, accreditation processes, and student progression. The Dean of College / Research plays a significant role in budget management, resource allocation, and external partnerships, enhancing the college's image and opportunities for collaboration.

Key Tasks
Address student-related concerns and ensure a supportive learning environment.
Contribute to the university and college's decision-making processes.
Develop and implement strategic plans for the college, aligning with university wide goals.
Engage in fundraising activities including research grants.
Foster partnerships with external stakeholders, including industry, academic institutions and community engagement.
Lead the development and review of curricula, ensuring compliance with quality assurance and accreditation standards.
Manage faculty members recruitment, development, and evaluation, promoting a high standard of academic excellence.
Oversee academic departments, ensuring effective delivery of educational programs and research.
Oversee budgeting and resource allocation for the college, optimizing the use of resources.

Core Skills	Level
Adaptability	Advanced
Building Inclusivity	Advanced
Communication	Advanced
Critical Thinking	Advanced
Initiative	Advanced
Planning and Organizing	Advanced

Technical Skills
Academic Leadership and Strategic Planning
Change Management and Organizational Development
Curriculum Development and Academic Program Management
Data-Driven Decision Making
Faculty Members Management and Development
Financial Planning and Budgeting
Networking
Quality Assurance and Accreditation Proficiency



PROGRAM LEADER / DEPARTMENT CHAIRPERSON

Sector: **Private Education**

Job Family: **Higher Education Institutions**

Regulator: **Higher Education Council**

Licensing Requirements: **As per the requirements of the Higher Education Council**

Job Description

The Program Leader / Department Chairperson is a role focused on the leadership and management of a specific academic department or program. They handle strategic planning and operational oversight of the department's educational and research activities. They oversee curriculum development, faculty supervision, and ensure the highest standards of academic excellence. The Program Leader / Department Chairperson fosters an environment conducive to innovative teaching, learning, and research. They play a key role in budget management, resource allocation, and aligning the department's goals with overarching objectives. Additionally, they are involved in faculty members recruitment, mentoring, and professional development.

Key Tasks

Allocate resources and manage the department's budget effectively.
Develop and implement strategic plans for the department, aligning with college and university objectives.
Engage in faculty members recruitment, mentoring, professional development planning, and evaluation processes.
Foster a collaborative and innovative environment for learning, teaching, and research.
Manage and support faculty members, promoting professional development and academic excellence.
Oversee the design and delivery of academic programs, ensuring high quality education and research outputs.
Provide academic advising and support to students within the department.

Core Skills

Level

Adaptability	Advanced
Collaboration and Teamwork	Advanced
Communication	Advanced
Digital Literacy	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills

Academic Program and Curriculum Development
Budget and Resource Management
Development and Leadership
Quality Assurance and Accreditation Proficiency
Research Leadership and Contribution
Student Academic Advising and Support
Teaching Innovation and Technology Integration



FACULTY MEMBERS (LECTURER, ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, PROFESSOR)

Sector: **Private Education**

Job Family: **Higher Education Institutions**

Regulator: **Higher Education Council**

Licensing Requirements: **As per the requirements of the Higher Education Council**

Job Description

Faculty Members, encompassing Professors, Associate Professors, Assistant Professors, Lecturers, and Tutors, are integral to the academic heart of a Higher Education Institution. These roles involve teaching, research, and service. Faculty members develop and deliver course content, engaging students with innovative teaching methods and contributing to their intellectual growth. They conduct research, contribute to academic knowledge, and publish in scholarly journals. Faculty members play a role in curriculum development, academic advising, and mentoring students. They participate in departmental committees, contributing to the governance and continuous improvement of academic programs.

Key Tasks

Collaborate with colleagues on interdisciplinary initiatives and research.
Conduct research and disseminate findings through appropriate channels.
Contribute to the broader academic community through conferences, seminars, and collaborations.
Design and conduct assessments in alignment with relevant intended learning outcomes.
Develop and deliver course content, employing innovative teaching and learning methods.
Engage in curriculum development and continuous improvement of academic programs in adherence to Quality Assurance and accreditation.
Participate in departmental and institutional service, including university and committee engagement.
Provide academic advising and mentorship to students.
Provide students with constructive and timely feedback, monitoring academic progress.
Stay updated with developments in the field and integrate findings into teaching and research.

Core Skills

Level

Building Inclusivity	Advanced
Communication	Advanced
Critical Thinking	Intermediate
Digital Literacy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills

Area of Knowledge Expertise
Collaborative and Interdisciplinary Work
Curriculum Development and Evaluation
Innovative Teaching and Instructional Design
Pedagogy Skills
Research and Publication Skills



HIGHER EDUCATION TEACHER ASSISTANT / TUTOR

Sector: **Private Education**

Job Family: **Higher Education Institutions**

Regulator: **Higher Education Council**

Licensing Requirements: **As per the requirements of the Higher Education Council**

Job Description

The Higher Education Teacher Assistant / Tutor supports the faculty members and enhances student learning experiences at universities and other higher education institutions. They handle a blend of academic and administrative tasks, including supporting the development of lecture materials, supervising student activities, conducting review sessions, holding office hours, uploading course materials, and assisting in research projects. They require a thorough understanding of the subject matter. Higher Education Teacher Assistants / Tutors facilitate the educational process, ensuring resource accessibility, and maintaining academic standards. Their contributions are vital for the smooth operation of academic departments and for fostering a conducive learning environment.

Key Tasks

- Assist in the administration of exams, including proctoring, grading, and following institutional policies.
- Assist in the delivery of lecture materials and presentations.
- Contribute to the development of curriculum and academic content under the guidance of faculty members.
- Facilitate communication between students and faculty members, acting as a liaison for academic concerns.
- Maintain records of student attendance and progress.
- Manage online learning platforms, ensuring resources are up-to-date and accessible to students.
- Participate in research projects and contribute to academic publications.
- Provide feedback to students on assignments and help address academic inquiries.
- Supervise and support students during laboratory sessions, tutorials, and workshops.
- Support the organization and execution of departmental events, such as conferences and seminars.

Core Skills

Level

Collaboration and Teamwork	Intermediate
Communication	Advanced
Critical Thinking	Intermediate
Digital Literacy	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills

Academic Ethics
Assessment Techniques
Classroom Management
Digital Learning Platform Proficiency
Pedagogy Knowledge
Student Feedback Provision



TECHNICAL ROLES (LAB INSTRUCTORS / DEMONSTRATOR / LAB ASSISTANT)

Sector: **Private Education**

Job Family: **Higher Education Institutions**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

Technical roles in Higher Education Institutions, including Lab Instructors, Demonstrators, and Lab Assistants under the supervision of the teaching faculty members, are essential for the technical aspects of academic learning and research. These professionals facilitate laboratory sessions, demonstrations, and tutorials, ensuring a hands-on learning experience for students. They maintain and prepare laboratory equipment and materials, and ensure safety protocols are followed. Their role involves assisting in research projects and providing technical support to faculty members and students. They contribute to the day-to-day functioning of academic departments, facilitating the smooth operation of courses and research activities. These roles require a deep understanding of the technical aspects of the subject matter, excellent organizational skills, and the ability to communicate effectively with students and faculty members.

Key Tasks

- Assist faculty members and students by providing necessary technical support on research projects.
- Ensure adherence to safety protocols and procedures in the laboratory.
- Manage laboratory inventory, supplies, and coordination with suppliers.
- Prepare and maintain laboratory equipment and materials, ensuring readiness for classes and research.
- Provide technical assistance and troubleshooting during laboratory sessions.
- Support faculty members in laboratory sessions, demonstrations, and tutorials, engaging students in practical learning.

Core Skills

Level

Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Digital Literacy	Basic
Numeracy	Basic
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills

Data Collection
Document Management
Equipment Operation and Maintenance
Inventory and Resource Management
Laboratory Safety and Management
Technical Expertise In Relevant Subject Areas
Technological Adaptability



DIRECTOR

Sector: **Private Education**

Job Family: **Vocational and Technical Training Institutions**

Regulator: **Ministry of Labour**

Licensing Requirements: **As per the requirements of the Ministry of Labour**

Job Description

The Director oversees all aspects of the institution's operations and educational programs. They contribute to the development of the vision and mission of the institution, aligning them with industry demands and educational standards. The Director guides policy development and program planning, ensuring the highest quality of vocational and technical education. They engage in stakeholder management, fostering relationships with industry partners, government entities, and educational bodies. They supervise financial administration, resource allocation, and the promotion of an innovative, practical learning environment. Additionally, the Director drives institutional growth by setting and developing organizational strategies, enhancing the institution's reputation, and ensuring compliance with regulatory standards.

Key Tasks

Address and resolve institutional challenges, setting a standard for effective leadership.

Develop and implement strategic plans and policies for the institution.

Direct the management team, fostering a culture of excellence and continuous improvement.

Engage with industry partners, government bodies, and educational networks.

Ensure compliance with vocational and technical training standards and regulations.

Oversee financial management, budgeting, and resource allocation.

Promote an innovative, skill-based learning environment for students.

Set and develop organizational strategies and drive continuous improvement.

Core Skills

Level

Adaptability	Advanced
Building Inclusivity	Intermediate
Communication	Advanced
Critical Thinking	Advanced
Empathy	Intermediate
Initiative	Advanced

Technical Skills

Educational Administration Leadership

Financial Oversight and Budgeting

Industry Trend Knowledge

Performance Evaluation Proficiency

Quality Assurance Compliance

Risk and Compliance Management

Stakeholder and Partnership Management

Strategic Leadership and Organizational Management

Strategic Planning and Policy Development

Talent and Succession Planning

Training Standards and Regulations Compliance

Vocational Program Management

Vocational Training Methodologies



ASSISTANT DIRECTOR

Sector: **Private Education**

Job Family: **Vocational and Technical Training Institutions**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Assistant Director oversees administrative and academic aspects, managing the organization's learning products, services, and operational processes. The Assistant Director manages the product and service portfolio, monitors performance, and identifies improvement opportunities. They support the Director in setting and implementing the vision and mission of the institution, aligning them with industry demands and educational standards, and are responsible for policy development, program planning, and ensuring the highest quality of vocational and technical education. They engage in stakeholder management, fostering relationships with industry partners, government entities, and educational bodies. Additionally, the Assistant Director supports institutional growth by setting and developing organizational strategies, enhancing the institution's reputation, and ensuring compliance with regulatory standards along with managing vendors and personnel involved in learning delivery, driving financial performance, and implementing processes that enhance operational excellence.

Key Tasks

Collaborate with other leaders for cohesive institutional management.
Develop and implement policies and procedures to maintain educational standards.
Engage in stakeholder relations and partnership development.
Foster a culture of excellence in vocational and technical education.
Manage a specific area of the institution, aligning with strategic objectives.
Monitor and evaluate departmental performance and initiatives.
Oversee program development, aligning courses with industry needs and educational standards.
Participate in budget planning and resource allocation.
Support the Director in strategic planning and operational implementation.

Core Skills

Level

Adaptability	Advanced
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Empathy	Intermediate
Initiative	Intermediate

Technical Skills

Compliance with Training Standards and Regulations
Financial Planning and Budgeting
Industry Trends, Analysis, and Curriculum Alignment
Leadership in Educational Management
Quality Assurance and Performance Evaluation
Stakeholder and Partnership Development
Strategic Planning and Policy Development
Talent and Succession Planning



PROGRAM COORDINATOR / HEAD OF DEPARTMENT

Sector: **Private Education**

Job Family: **Vocational and Technical Training Institutions**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Program Coordinator / Head of Department manages and leads a specific vocational program or department. They develop and oversee course offerings, ensuring they meet industry standards and are in alignment with job market demands. The Program Coordinator / Head of Department is involved in faculty members recruitment, development, and evaluation, promoting an environment of practical learning and skill development. They oversee student learning and progress, student academic affairs, including guidance and support, and maintaining accreditation standards. Additionally, they manage budgets, allocate resources, and foster partnerships with industry stakeholders to enhance program relevance and employment opportunities for graduates.

Key Tasks

Develop and oversee the department's curriculum and vocational training programs.
Develop partnerships with industry stakeholders for program enhancement.
Ensure adherence to accreditation standards and industry requirements.
Lead the faculty team and support staff.
Oversee departmental budgeting and resource allocation.
Oversee practical student learning, progress, and manage student academic affairs, including advising and support.
Recruit, develop, and evaluate faculty members, ensuring high teaching standards.
Represent the department in institutional planning.

Core Skills

Level

Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Advanced
Initiative	Intermediate
Planning and Organizing	Intermediate

Technical Skills

Accreditation and Industry Compliance
Budget and Resource Management
Curriculum Development and Management
Faculty Members Recruitment and Development
Industry Partnership Development
Program Evaluation and Management
Program Quality Assurance and Continuous Improvement
Student Academic Support
Subject Matter Knowledge
Vocational Training Methodologies



INSTRUCTOR / TRAINER

Sector: **Private Education**

Job Family: **Vocational and Technical Training Institutions**

Regulator: **Ministry of Labour**

Licensing Requirements: **As per the requirements of the Ministry of Labour**

Job Description

Instructors / Trainers deliver specialized vocational and technical education. They are responsible for designing, customizing, and conducting courses that provide practical skills and knowledge aligned with industry standards. They undertake risk assessments, ensuring compliance with health and safety regulations. This role involves hands-on training, where instructors use their industry experience to bridge the gap between theoretical learning and practical application. They prepare course materials, conduct workshops, and assess student performance. Instructors / Trainers contribute to curriculum development, ensuring courses remain relevant to evolving industry needs. Additionally, these educators often collaborate with industry professionals to enrich their teaching and provide real-world perspectives to their students.

Key Tasks

Actively collaborate with industry experts and professionals to enhance the relevance and applicability of course content and training methods.
Assess and evaluate student performance through practical tests, projects, and examinations, providing constructive feedback for improvement.
Conduct hands-on training sessions and practical workshops, demonstrating techniques and processes relevant to the vocational field.
Design and deliver vocational and technical courses, tailoring content to meet specific skill requirements and industry standards.
Engage in ongoing professional development and training by participating in workshops, seminars, and events.
Maintain up-to-date knowledge and skills, integrating the latest developments and technologies into teaching practices.
Provide comprehensive guidance and support to students, addressing their learning needs and career aspirations within the vocational sub-sector.
Regularly develop and update course materials, including syllabi, instructional resources, and assessments, ensuring alignment with current industry practices.

Core Skills

Level

Collaboration and Teamwork	Intermediate
Communication	Advanced
Digital Literacy	Basic
Planning and Organizing	Advanced
Problem Solving	Intermediate

Technical Skills

Assessment Design, Implementation and Evaluation
Classroom and Workshop Management
Continuous Professional Development
Course Design, Customization and Delivery
Curriculum Development
Effective Teaching Methodologies
Hands-On Training Proficiency
Industry and Subject Knowledge
Industry Collaboration and Networking
Student Guidance and Support
Student Mentorship and Career Guidance



LAB TECHNICIAN

Sector: **Private Education**

Job Family: **Vocational and Technical Training Institutions**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Lab Technician in Vocational and Technical Training Institutions support the practical and technical aspects of vocational education. They set up, maintain, and manage laboratory equipment and facilities. The Lab Technician assists instructors in preparing and conducting laboratory sessions, ensuring all equipment and materials are ready and operational. They uphold safety standards, conduct risk assessments, and ensure compliance with health and safety regulations. Their role involves providing technical support, troubleshooting equipment issues, and maintaining an organized and efficient laboratory environment. The Lab Technician assists in practical research projects and contributes to the development of laboratory exercises and materials.

Key Tasks

- Assist in the set up of laboratory sessions and demonstrations.
- Contribute to the development of laboratory exercises and instructional materials (Standard Operating Procedures).
- Maintain an organized and efficient laboratory environment.
- Manage laboratory inventory and supplies, coordinating with vendors as needed.
- Prepare and maintain laboratory equipment and materials for instructional use.
- Provide technical support and troubleshoot equipment.
- Support faculty members and students in practical research projects.
- Uphold and comply with safety protocols.

Core Skills

Level

Collaboration and Teamwork	Intermediate
Communication	Intermediate
Digital Literacy	Intermediate
Initiative	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills

Chemical Handling and Storage Expertise
Health and Safety Standards
Data Collection and Analysis
Equipment Calibration and Maintenance
Inventory and Supply Management
Laboratory Equipment Management
Laboratory Organization and Efficiency
Laboratory Procedure Documentation
Practical Research Assistance
Risk Assessment
Technical Support and Troubleshooting



VICE PRESIDENT / VICE PRINCIPAL / DIRECTOR OF ADMINISTRATION

Sector: **Private Education**

Job Family: **Academic / Administration Support**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Vice President / Vice Principal / Director of Administration supports educational, vocational, and training institutions by managing non-academic support functions. This role includes the coordination and supervision of various support services such as administrative tasks, facility management, and academic support services. The Vice President / Vice Principal / Director of Administration plays a key role in ensuring efficient operational processes, managing staff, and aligning support services with the institution's objectives. They are responsible for policy development, resource allocation, and maintaining a high standard of service delivery. They foster an environment of collaboration, efficiency, and continuous improvement within the administrative framework of the institution.

Key Tasks
Allocate facilities and resources effectively across all departments.
Contribute to institutional strategic planning and decision-making.
Coordinate and oversee academic and administrative support services.
Develop and implement policies for support services.
Enforce compliance with organizational health and safety regulations.
Engage with stakeholders and manage external relations.
Ensure alignment of support services with educational goals.
Ensure compliance with regulatory requirements.
Manage operational processes and improve efficiency.
Oversee budgeting, financial management, and procurement for the school.

Core Skills	Level
Adaptability	Advanced
Building Inclusivity	Intermediate
Communication	Advanced
Critical Thinking	Advanced
Planning and Organizing	Advanced

Technical Skills
Administrative Leadership
Efficiency Optimization
Financial Management and Budgeting
Operational Efficiency Management
People Management
Policy Development and Implementation
Resource Allocation and Budgeting
Stakeholder and External Relationship Management
Strategic Planning Contribution
Support Services Coordination



EDUCATIONAL TECHNOLOGIST

Sector: **Private Education**

Job Family: **Academic / Administration Support**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Educational Technologist in educational, vocational, and training institutions specializes in integrating technology into the learning environment. They evaluate, implement, and manage educational technologies that enhance student learning and engagement. The Educational Technologist collaborates with faculty members to develop technology enriched instructional materials, support the effective use of learning management systems, and facilitate technology training for staff and students. They stay ahead of emerging educational technologies and trends, ensuring the institution's technology resources are effectively utilized to improve educational outcomes.

Key Tasks
Collaborate with faculty members on technology integration.
Develop technology enriched instructional materials.
Ensure effective utilization of technology resources.
Evaluate and implement educational technologies.
Facilitate technology training for staff and students.
Maintain an up-to-date record of all digital resources and related information.
Manage and support learning management systems.
Research emerging educational technologies and trends.
Support technology enhanced learning initiatives.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Intermediate
Critical Thinking	Intermediate
Digital Literacy	Advanced
Initiative	Intermediate
Planning and Organizing	Intermediate

Technical Skills
Data Management and Reporting
Digital Literacy Enhancement
Educational Technology Implementation
Educational Technology Trend Analysis
Education and Technology Integration
Instructional Design for Digital Learning and Material Development
Technology Related Policies and Guidelines
Learning Management Systems (LMS) Management and Support
Research in Educational Technologies
Support of Technology Enhanced Training
Technology Resource Utilization
Technology Training Facilitation



CAREER COUNSELOR

Sector: **Private Education**

Job Family: **Academic / Administration Support**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Career Counselor in educational institutions guide learners on career planning. They provide personalized advice, stay informed about job market trends, career pathways, and offer insights into various career options. They collaborate with faculty members and administration staff to support student success, as well as the development and implementation of advising resources and workshops.

Key Tasks
Assist learners in setting and achieving career goals.
Collaborate with faculty members and administration staff on to enable learners success.
Develop advising resources and conduct workshops.
Engage with external organizations for career opportunity insights.
Place learners into work-based training opportunities.
Provide personalized career advice to learners.
Stay informed about job market trends and educational pathways.

Core Skills	Level
Adaptability	Advanced
Collaboration and Teamwork	Intermediate
Communication	Advanced
Initiative	Advanced
Planning and Organizing	Intermediate
Problem Solving	Intermediate

Technical Skills
Advising Resource Development
Advising Strategy Development
Career Opportunity Insight
Career Workshop Design and Implementation
Collaboration with Faculty Members and Administration Staff
Course Selection and Career Planning
External Organization Engagement
Goal Setting and Achievement Facilitation
Job Market and Educational Pathway
Learner Support and Guidance
Personalized Career Advising



ADMISSIONS AND REGISTRATION OFFICER

Sector: **Private Education**

Job Family: **Academic / Administration Support**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Admissions and Registration Officer facilitates the student admission and enrollment process in the educational institute. They manage applications, guide prospective students, and ensure an accurate intake through the registration process. They maintain student records and comprehensive knowledge of offered courses or programs.

Key Tasks
Address inquiries and concerns on admission requirement, program offerings, and institute facilities.
Analyze and report on enrollment trends and data.
Collaborate and communicate with relevant departments within the institute.
Identify and engage with external opportunities to promote the institution through trend identification, and event participation.
Implement strategies or policies related to admissions and registration.
Maintain accurate and up-to-date student records.
Manage the institution processes among a variety of stakeholders throughout the registration and enrollment process.
Manage the student registration and enrollment process.
Oversee admissions procedures and application processing.

Core Skills	Level
Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Communication	Advanced
Digital Literacy	Intermediate
Initiative	Intermediate
Planning and Organizing	Intermediate

Technical Skills
Academic Department Collaboration
Admissions Procedure Management
Application Processing and Evaluation
Data Management and Reporting
Enrollment Trend Analysis
Inquiry and Concern Address
Orientation and Course Enrollment
Policy Implementation in Admissions
Prospective Student Guidance
Student Records Maintenance
Student Registration and Enrollment



LIBRARIAN / LEARNING RESOURCE CENTER OFFICER

Sector: **Private Education**

Job Family: **Academic / Administration Support**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Librarian / Learning Resource Center Officer manages the resources and services of the library or learning resource center in educational institutions. They curate educational materials in line with government and school policies, facilitate access to learning resources, and maintain an organized and conducive learning environment. They cultivate a positive culture of literacy while supporting the research and learning needs of students and faculty members.

Key Tasks
Collaborate with faculty members to align resources with curriculum needs.
Curate physical and digital educational materials.
Facilitate access to learning and research resources.
Implement information literacy programs and workshops.
Maintain an organized and conducive learning environment.
Manage and maintain accurate resource catalogs.
Oversee the maintenance and operation of the learning resource center.
Support research and learning activities of students and faculty members.

Core Skills	Level
Collaboration and Teamwork	Basic
Digital Literacy	Intermediate
Initiative	Intermediate
Literacy	Intermediate
Numeracy	Basic
Planning and Organizing	Intermediate

Technical Skills
Bilingual
Collection Development and Management
Digital Resource Promotion and Management
Educational Material Curation
Faculty Members Collaboration
Information Literacy Program Implementation
Learning Environment Maintenance
Learning Resource Accessibility
Learning Resource Center Operations
Research and Learning Support
Resource Catalog Management
User Service and Engagement



STUDENT / ALUMNI AFFAIRS EXECUTIVE

Sector: **Private Education**

Job Family: **Academic / Administration Support**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Student / Alumni Affairs Executive in educational institutions manages and enhances the student and alumni experience. They develop and implement programs and services that support student life, engagement, and alumni relations. They coordinate events, manage communication channels, and foster a strong alumni network. Student / Alumni Affairs Executive handles student activities, school events, and community services. They also communicate directly with the families on any student-related matters.

Key Tasks

- Collaborate with academic departments and external partners.
- Coordinate student and alumni events and activities.
- Develop and implement student life and engagement programs.
- Foster a strong, supportive alumni network.
- Manage communication and outreach to students and alumni.
- Monitor and evaluate the effectiveness of student and alumni programs.
- Oversee alumni database and record-keeping.
- Support student leadership and development initiatives.

Core Skills

Level

Collaboration and Teamwork	Advanced
Communication	Advanced
Digital Literacy	Intermediate
Empathy	Advanced
Initiative	Intermediate
Planning and Organizing	Advanced

Technical Skills

- Academic and External Collaboration
- Alumni Database Management
- Alumni Network Engagement
- Communication and Outreach Management
- Community Building Initiatives
- Event Coordination and Management
- Program Effectiveness Evaluation
- Record-Keeping and Data Management
- Relationship Building and Networking
- Strategic Planning for Student / Alumni Affairs
- Student Leadership Support
- Student Life Program Development



COUNSELOR

Sector: **Private Education**

Job Family: **Academic / Administration Support**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

Counselors in educational institutions provide counseling services to students, addressing academic, emotional, and social concerns. They develop and implement support programs, promote mental health awareness, and provide crisis intervention through investigation and follow-up of safeguarding measures in line with international and local standards, such as the Child Protection Policy.

Key Tasks
Collaborate and communicate with academic staff and administration.
Conduct social, emotional, and wellness workshops and awareness campaigns.
Develop and implement non-academic support programs, such as social and emotional development.
Guide personal development and coping strategies.
Understand the institute's learning structure.
Liason with relevant stakeholders, the community, and relevant governing authorities, regarding students' profiles and mitigation of concerns.
Maintain confidentiality and ethical counseling practices.
Monitor student well-being, maintain case records, and intervene as necessary.
Offer crisis intervention, safeguarding, and conflict resolution.
Provide counseling services for academic, emotional, and social issues.

Core Skills	Level
Adaptability	Intermediate
Building Inclusivity	Advanced
Collaboration and Teamwork	Intermediate
Communication	Advanced
Empathy	Advanced

Technical Skills
Academic Staff Collaboration
First Aid, and Other Safety Protocols
Confidentiality, Trust, and Ethical Practice
Conflict Resolution Skills
Coping Strategy Advisement
Counseling Services Provision
Crisis Intervention
Personal Development Guidance
Student Support
Student Documentation, Safeguarding, and Reporting
Therapeutic Communication Techniques
Wellness Facilitation, Awareness, and Promotion



SUPERVISOR

Sector: **Private Education**

Job Family: **Academic / Administration Support**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Supervisor oversees the day-to-day operations of support staff in educational institutions. They ensure efficient administrative and academic support services and support the counseling department in data entering, and submitting student records related to student behavior issues.

Key Tasks
Address issues and challenges related to day-to-day operations.
Contribute to policy and procedure development.
Enforce the student Code of Conduct and behavior policies.
Facilitate communication between staff and academic departments.
Maintain and oversee students' well-being and safety during school hours.
Suggest process improvements for support functions.
Support daily operations of Academic and Administrative Support staff.
Support organization of events in school such as exams and parent teacher meetings.

Core Skills	Level
Adaptability	Advanced
Building Inclusivity	Intermediate
Collaboration and Teamwork	Advanced
Literacy	Basic

Technical Skills
Administrative Support
Health and Safety
Interdepartmental Communication
Policy and Procedure Implementation
Resource and Facilities Monitoring
Service Delivery Efficiency
Workflow Optimization



DEAN OF STUDENT AFFAIRS

Sector: **Private Education**

Job Family: **Academic / Administration Support**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Dean of Student Affairs oversees the development, implementation, and evaluation of student services and programs within educational, vocational, and training institutions. They foster an inclusive, supportive, and engaging learning environment that enhances student success and wellbeing. The Dean of Student Affairs works closely with academic departments, administration, and external stakeholders to align student services with institutional goals and student needs.

Key Tasks
Collaborate with Academic and Administrative departments to integrate student services with academic programs.
Develop and implement strategic plans that support student learning, engagement, and success.
Engage with students to gather feedback and assess the effectiveness of student services and programs.
Ensure compliance with legal, regulatory, and accreditation standards related to student affairs.
Establish and maintain policies and procedures that promote student rights, responsibilities, and diversity.
Lead, motivate, and manage the student affairs team to deliver high-quality services and programs.
Manage budgets and resources efficiently to support student affairs initiatives.
Oversee a broad range of student services, including admissions, registration, student records, counseling, career services, graduation ceremonies, and extracurricular activities.
Represent the institution in external forums and build partnerships with community organizations to enhance student opportunities.
Respond to student crisis and coordinate support services to address student needs.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Advanced
Empathy	Intermediate
Initiative	Advanced
Planning and Organizing	Advanced
Problem Solving	Intermediate

Technical Skills
Budget and Financial Management
Crisis Management
Data-Driven Decision Making
Diversity and Inclusion Advocacy
Legal and Regulatory Compliance
Stakeholder Engagement
Strategic Planning and Policy Development
Student Services Management



HEAD OF ADMISSIONS AND REGISTRATION

Sector: **Private Education**

Job Family: **Academic / Administration Support**

Regulator: **Ministry of Education**

Licensing Requirements: **As per the requirements of the Ministry of Education**

Job Description

The Head of Admissions and Registration oversees the admission and registration process for an educational institution. They develop strategic planning and management of all admissions policies, procedures, and criteria to ensure an efficient and equitable process. The Head of Admissions and Registration leads a team to manage applications, communicate with prospective students, and maintain accurate and confidential student records. They also collaborate with academic departments to align admissions with institutional goals and compliance with regulatory standards.

Key Tasks
Analyze admissions data to inform strategic decisions and report to senior management.
Coordinate with Academic and Administrative departments to align admissions strategies.
Develop and implement admissions policies, procedures, records management and graduation.
Ensure compliance with relevant regulations and accreditation standards.
Facilitate continuous improvement in the admissions and registration process.
Lead and manage the admissions and registration team.
Liaise with academic departments to verify graduation eligibility and academic standing.
Manage communication with prospective students and parents.
Oversee the maintenance of accurate and confidential student records.

Core Skills	Level
Adaptability	Basic
Collaboration and Teamwork	Intermediate
Communication	Advanced
Numeracy	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills
Adherence to Personal Data Protection Law
Budget Management
Data Analysis and Reporting
Documentation Management
Policy Development and Administration
Process Improvement
Regulatory Compliance
Stakeholder Engagement
Strategy Development and Implementation



QUALITY DIRECTOR

Sector: **Private Education**

Job Family: **Quality Assessment and Accreditation**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Quality Director oversees quality assurance and continuous improvement of academic and administrative processes. They develop and implement quality standards, monitor compliance with accreditation and regulatory bodies, and ensure that educational services meet the highest standards. The Quality Director collaborates with various departments to integrate quality practices, assess the effectiveness of academic programs, and facilitate institutional and program reviews. They lead the development of quality enhancement strategies, manage internal quality audits / reviews, and are key in driving a culture of excellence throughout the institution.

Key Tasks

Assess the effectiveness of academic and administrative programs and services.

Collaborate with Academic and Administrative departments to integrate quality practices.

Conduct internal audits and facilitate institutional reviews for continuous improvement.

Develop and implement institution-wide quality assurance standards and processes.

Drive a culture of excellence and continuous improvement across the institution.

Lead the development of quality enhancement strategies and initiatives.

Manage and report on quality metrics, risk management, and performance indicators.

Monitor compliance with accreditation and regulatory bodies.

Core Skills

Level

Adaptability Advanced

Communication Advanced

Critical Thinking Advanced

Initiative Advanced

Planning and Organizing Advanced

Problem Solving Advanced

Technical Skills

Academic Program Assessment

Accreditation and Regulatory Compliance

Continuous Quality Improvement Methodologies

Cross-Departmental Collaboration

Data Analysis, Performance, and Risk Metrics

Internal Auditing Techniques

Policy Development and Implementation

Quality Assurance Systems Development

Quality Management Leadership

Reporting and Documentation of Quality Measures

Stakeholder Engagement in Quality Processes

Strategic Planning for Quality Enhancement



ASSESSMENT MANAGER

Sector: **Private Education**

Job Family: **Quality Assessment and Accreditation**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Assessment Manager maintains and enhances the quality and integrity of assessments and evaluations. They develop and implement assessment strategies, ensuring alignment with educational objectives and standards. The Assessment Manager oversees the assessment process, including design, administration, and analysis. They ensure compliance with regulatory and accreditation standards, provide training, support assessors, and manage feedback mechanisms for continuous improvement. They involve collaboration with academic departments to ensure assessments are effectively measuring student learning outcomes.

Key Tasks

Collaborate with academic departments on assessment design.
Develop and implement assessment strategies and policies.
Ensure compliance with regulatory and accreditation standards in assessments.
Monitor and evaluate the effectiveness of assessment methods.
Oversee the design, administration, and analysis of assessments.
Provide training and support to assessors and educators.
Report on assessment outcomes and quality assurance measures.
Utilize feedback mechanisms for assessment improvement.

Core Skills

Level

Collaboration and Teamwork	Intermediate
Communication	Advanced
Critical Thinking	Advanced
Initiative	Intermediate
Planning and Organizing	Advanced
Problem Solving	Advanced

Technical Skills

Assessment Design and Administration
Assessment Strategy Development
Compliance With Educational Standards
Data Analysis and Interpretation
Feedback Management and Improvement
People Management and Leadership Skills
Quality Assurance In Assessment Processes
Reporting and Documentation Skills
Stakeholder Engagement In Assessments
Training and Support For Assessors



INTERNAL QUALITY ASSURER (IQA) / INTERNAL VERIFIER

Sector: **Private Education**

Job Family: **Quality Assessment and Accreditation**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Internal Quality Assurer (IQA) / Internal Verifier ensures the quality and integrity of the assessment process within institutions. They validate assessment procedures and outcomes, ensuring adherence to internal and external standards. The IQA / Internal Verifier provides guidance and support to assessors, ensuring consistent and fair assessment practices. They contribute to the continuous improvement of assessment strategies and participate in the development of assessment tools and resources.

Key Tasks
Collaborate with academic departments on assessment alignment.
Conduct internal verifications / audits and participate in quality reviews.
Ensure consistency and fairness in assessment practices.
Establish and develop sampling strategies and tools to meet the requirements of the assessment and quality assurance process.
Follow agreed procedures for the recording, storing, reporting, and confidentiality of information.
Monitor and report on assessment quality and effectiveness.
Provide constructive feedback, guidance, and support to assessors.
Report on assessment outcomes and quality assurance measures.
Validate assessment procedures and outcomes for compliance with standards.

Core Skills	Level
Collaboration and Teamwork	Advanced
Communication	Advanced
Critical Thinking	Intermediate
Initiative	Intermediate
Planning and Organizing	Intermediate
Problem Solving	Advanced

Technical Skills
Academic Collaboration
Assessment Procedure Validation
Assessment Staff Training
Assessment Strategy Development
Fairness in Assessment Practices
Knowledge of Regulations
Quality Monitoring and Reporting
Standardization of Assessment Practices



ASSESSOR

Sector: **Private Education**

Job Family: **Quality Assessment and Accreditation**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Assessor plans and conducts assessments that measure learner competence and development. They facilitate data collection and analysis, using this to measure learners' progress and establish overall trends and performance gaps. They also provide inputs on the overall effectiveness of the curriculum to facilitate continuous improvement.

Key Tasks

- Analyze data to identify learning gaps and performance issues.
- Collaborate with others to ensure standards of assessment practice and outcomes.
- Communicate the assessment process and administer assessment materials.
- Compile and consolidate assessment reports following data management protocols.
- Conduct assessments against specified criteria following relevant assessment regulations.
- Engage learners and stakeholders for feedback on assessment processes.
- Implement processes to evaluate the effectiveness of assessment methods.
- Report improvement areas based on performance analysis.

Core Skills

Level

Adaptability	Intermediate
Collaboration and Teamwork	Intermediate
Communication	Advanced
Critical Thinking	Intermediate
Digital Literacy	Basic
Planning and Organizing	Intermediate

Technical Skills

- Assessment Implementation
- Data Management
- Learning Evaluation
- Report Writing
- Research Data Analysis
- Stakeholder Engagement and Management
- Talent Capability Assessment



QUALITY SPECIALIST

Sector: **Private Education**

Job Family: **Quality Assessment and Accreditation**

Regulator: **N/A**

Licensing Requirements: **N/A**

Job Description

The Quality Specialist implements and maintains quality assurance processes within an educational, vocational, or training institution. They conduct regular reviews and audits of academic programs and administrative processes to ensure compliance with internal standards and external accreditation requirements. The Quality Specialist works closely with academic and administrative staff to identify areas for improvement, recommend changes, and monitor the implementation of corrective actions. This position requires a deep understanding of quality frameworks, excellent analytical skills, and the ability to effectively communicate findings and recommendations.

Key Tasks
Administer quality surveys and analyze data from quality assessments to inform strategic decisions.
Assist in monitoring and reporting on the effectiveness of quality improvement initiatives.
Assist staff on quality assurance practices and standards.
Assist in conducting audits and reviews of academic programs and administrative processes to ensure compliance with established standards.
Collaborate with department heads and staff to identify areas for quality improvement.
Facilitate preparation for external accreditation visits and compliance with accreditation standards.
Follow up and ensure that quality assurance policies and procedures are up to date.
Manage the documentation and records related to quality assurance activities.
Participate in the development and review of institutional policies and procedures to enhance quality.
Serve as a liaison between the institution and external quality assurance and accreditation bodies.

Core Skills	Level
Collaboration and Teamwork	Intermediate
Communication	Advanced
Critical Thinking	Intermediate
Digital Literacy	Advanced
Planning and Organizing	Advanced
Problem Solving	Intermediate

Technical Skills
Accreditation Standards and Processes Proficiency
Audit and Compliance
Continuous Improvement Processes
Data Analysis and Reporting
Documentation Management
Policy Development and Implementation
Quality Assurance Methodologies