



BARBADOS ACCREDITATION COUNCIL
"Your Gateway to Global Recognition"

The Barbados Accreditation Council (BAC) is seeking to recruit competent and motivated persons to its team as it seeks to promote a Quality Culture in Barbados' tertiary educational sector. Successful applicants will be contracted for a period of two (2) years in the first instance.

MANAGER, TECHNICAL SERVICES

The successful applicant will plan, coordinate and direct quality assurance and quality enhancement activities (which includes registration, accreditation, recognition of qualifications, institutions and programmes) to meet the Council's strategic goals and objectives.

Salary and Allowances

S6 (Fixed): \$88,182.48 per annum – Travelling and telephone allowances will be payable

Qualifications and Experience:

- a. Post Graduate qualification in Human Resource Development or related discipline with not less than three years' relevant experience.
- b. Practical experience in quality assurance and quality enhancement practices and procedures in the tertiary sector would be an asset.

Competencies Required:

- Excellent management and coordinating skills
- Excellent research and analytical skills
- Excellent communications skills (including presentation skills)
- Proficiency in Microsoft Office
- Excellent interpersonal relations skills
- Strong negotiating skills
- Strong supervisory and management skills
- Excellent time and task management skills

QUALITY ASSURANCE OFFICER

Salary: S8 (Fixed) - \$75,518.76 per annum

Brief Summary of Responsibilities

The successful applicant will report to the Manager, Technical Services. He/she will be part of a team that has responsibility for the quality assurance and quality enhancement functions of the Council.

Qualifications and Experience

- a) A Master's Degree in Education or related discipline;
- b) Specialized training in Curriculum Design and Education Evaluation; and
- c) At least three (3) years working experience in tertiary/postsecondary education and training.

Competencies required:

- Excellent research and analytical skills
- Excellent communications skills (including presentation skills)
- Proficiency in Microsoft Office
- Excellent interpersonal relations skills
- Strong negotiating skills
- Excellent time and task management skills

ACCOUNTANT

Salary Scale: Z16-8: \$43,792.20 - \$55,339.08 per annum

Brief Summary of Responsibilities

The successful applicant will be responsible for efficiently and effectively managing the financial resources of the Council which comprises such monies as may be voted by Parliament for the purpose of capital and operating expenses as well as other monies arising from grants or donations. He/she will be expected to maintain an up-to-date and professional accounting system for the Council and provide status reports on the financial activities of the Council and perform supervisory functions.

Qualifications and Experience Required

- a) Professional accounting designation or at least completion of Level IV of a professional accounting qualification recognized by the Institute of Chartered Accountants of Barbados. Not less than seven (7) years experience in accounting is required;
- b) Working knowledge and experience in government's accounting procedures and processes required;
- c) Working knowledge of the government's Financial Rules and Audit Act and Regulations required; and
- d) Proficient in the use of professional accounting software (e.g. Quickbooks) and Microsoft Office, particularly Excel;

Competencies Required:

- Excellent Information Technology Skills (e.g. Microsoft Office Suite, Quickbooks)
- Excellent financial management/accounting skills
- Good supervisory skills
- Excellent time and task management skills
- Good oral and written communication skills
- Excellent analytical and reporting skills; and
- Good interpersonal relations skills

STATISTICAL ASSISTANT

Salary Scale: Z23-17 - \$36,644.64 - \$42,833.60 per annum

Brief Summary of Responsibilities

The responsibilities of the Statistical Assistant will include collecting, compiling, analyzing data collected through surveys, key informants and other mechanisms; disseminating information to the general public, relevant Ministries/Departments where approved; producing publications based on the data collected; liaising with research and statistical service providers engaged by the Council, relevant Ministries/Departments and statutory boards; and assisting with the development and maintenance of manual and electronic databases on the Council's recognition services.

Qualifications and Experience Required:

At least five (5) subjects at CXC General Proficiency level, one of which should be Mathematics or a related subject; and not less than three (3) years' relevant experience.

Competencies Required:

- Excellent database management skills - proficiency in Microsoft Office (in particular Excel, Access would be an asset)
- Excellent time and task management skills
- Good oral and written communication skills
- Excellent analytical and reporting skills; and
- Good interpersonal relations skills

For the above-mentioned employment opportunities, successful applicants will need to own a car or have access to a car to conduct the Council's business:

Travelling allowances will be payable in accordance with the prevailing travelling rates as determined by the Council.

CLERK/TYPIST

Under general supervision, the Clerk/Typist is responsible for operating the PBX system, receiving and directing members of the public; and providing secretarial and clerical support.

Salary Scale: Z38-24 – \$23,242.68 - \$35,646.48 per annum

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- a) At least four (4) subjects at CXC General Proficiency level including English Language;
- b) Typewriting at 35 w.p.m;
- c) Proven training and knowledge of word processing.

Competencies Required:

- Excellent interpersonal relations//customer care
- Basic Office Procedures
- Proficiency in Microsoft Office (Word, Excel, Access, Outlook)

Further details on the above-mentioned vacancies can be obtained from the Council's website at www.bac.gov.bb or via email: info@bac.gov.bb or from its Secretariat at Telephone No: 436-9094.

Applications accompanied by curriculum vitae and the names of two (2) referees should be submitted by **Friday, December 9, 2011** to:

**The Chairman,
Barbados Accreditation Council
123A&B, "Plaza Centrale"
Roebuck Street, BB11080
Bridgetown, BARBADOS, W.I.**

via post and/or email to: info@bac.gov.bb

Only suitable applicants will be acknowledged.