



TALENT SEARCH

The Barbados Accreditation Council (BAC) is seeking to fill key roles within the organization. The BAC offers Registration, Accreditation and various Recognition services designed to set standards and processes through which higher-learning institutions can operate. They also facilitate the free movement of labour by CARICOM nationals throughout the region through the Certificate of Recognition of CARICOM Skills Qualifications programme. With such a pivotal role, the BAC seeks expressions of interest from highly innovative, creative and focused professionals, keen to contribute to the further development and execution of the BAC's plans and programmes.

QUALITY ASSURANCE OFFICER

The Quality Assurance Officer has responsibility for the quality assurance and quality enhancement functions (registration, accreditation, equivalency, articulation and related activities) of the Barbados Accreditation Council (BAC).

Qualifications & Experience

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

Salary Scale – S8

EXECUTIVE ASSISTANT

The Executive Assistant has overall responsibility for supporting the daily job duties of the Executive Director and the management of the Council's records. The duties include but are not limited to maintaining the Executive Director's appointment calendar. Handling correspondence, vendor and contract arrangements for the Council, records management, preparing and facilitating documentation for the Board and liaising with Ministries and other governmental organizations.

Qualifications & Experience

- A bachelor's degree in business administration or equivalent, Diploma in Business Administration or Business Studies **OR**
- Caribbean Vocational Qualification in Administrative Assistance Level 3 **OR** Caribbean Vocational Qualification in Management Level 3
- At least five (5) years in an Executive Secretary position
- Experience in records management and finalization of Board documents

Salary Scale – Z16-11

Applications should be forwarded to hrstrategicservices@gmail.com no later than the 24th January, 2023. **Unsuitable applications will not be acknowledged**