



Antigua and Barbuda National Accreditation Board

EMPLOYMENT OPPORTUNITY

The Antigua and Barbuda National Accreditation Board (ABNAB) is a statutory body of the Government, charged with the responsibility of accrediting and re-accrediting institutions operating in Antigua and Barbuda and the programmes of study offered; registering institutions within and outside Antigua and Barbuda which offer programmes of study in Antigua and Barbuda, and ensuring that the quality of all higher education programmes offered in Antigua and Barbuda meets the standards set by the Board of Directors for any award.

Applications are invited from suitably qualified persons to fill the post of **ACCREDITATION OFFICER**. Reporting to the Executive Director, the Accreditation Officer will, among other duties, be responsible for the following tasks:

- Organizing the registration and accreditation processes, procedures and related training programmes;
- Assisting with the supervision, registration, and monitoring of foreign institutions offering programmes in Antigua and Barbuda;
- Assisting with the evaluation and determination of the equivalence of local, regional, and international qualifications;
- Participating in the articulation arrangements between post-secondary/tertiary education and training institutions operating within the private and public sectors in Antigua and Barbuda;
- Liaising with professional and accreditation bodies locally, regionally, and internationally;
- Conducting and reporting on research activities related to registration, accreditation, equivalency and articulation;
- Providing technical input into speeches, reports, background papers, articles, briefs, and other documentation on accreditation, equivalency and articulation;
- Assisting with the promotion and marketing of registration, accreditation and articulation through educational activities e.g. post-secondary/tertiary institutions, education and training fairs/exhibitions.

Knowledge, Skills and Abilities

- Strong interpersonal and communication skills;
- Excellent organizational and decision-making skills;
- Good monitoring and evaluation skills;
- Ability to work as part of a team;
- Demonstrated abilities using Microsoft Office Suite.

Education and Experience

A bachelor's degree in education or an equivalent combination of education and planning and a minimum of three (3) years' experience in tertiary/post-secondary education and training. A master's degree will be considered an asset.

Salary and other terms and conditions of employment will be negotiated with the successful candidate.

Applications, including (1) your contact information, (2) a resume, and (3) names and contact information for two references should be sent to abnab@ab.gov.ag and addressed to **the Chair of Antigua and Barbuda National Accreditation Board**.

If there are any issues submitting your application via email, please call 562-8173.

The deadline for accepting applications is Friday 30th December 2022.

We thank all interested applicants but advise that only those who are suitably qualified will be contacted.