

MAURITIUS QUALIFICATIONS AUTHORITY

SCHEME OF SERVICE

Post: Accreditation Officer

Salary Scale: Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 (**MQA 12**)

Qualifications:

A. A Degree from a recognised institution or an equivalent qualification acceptable to the Board.

B. Candidates should:

- i. reckon at least two years' experience in the Management or Industrial or Educational or Vocational or Technical field;
- ii. possess good interpersonal and communication skills; and
- iii. be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To assist the Manager in the discharge of his duties;
2. To advise on matters related to the National Qualifications Framework;
3. To assist in the proper administration of the Authority, the promotion of its good order and efficiency, the preparation of staff development programmes, the coordination and supervision of the work of subordinate staff, the correspondence of the office and security and the preparation of legislation and reports;
4. To assist in the drafting of rules and regulations for registration and accreditation;
5. To prepare input for the maintenance of database related to the registration and accreditation, and to generate reports;
6. To implement policies and perform tasks related to registration and accreditation;
7. To assist in the implementation of audit policies for training institutions as well as the auditing of standards and qualifications.
8. To assist in the maintenance of a register of national standards for occupations as well as a database of learners' accounts for Mauritians.
9. To provide and maintain up-to-date information for the publication of documents related to registered unit standards, qualifications and training institutions;
10. To carry out visits and quality audits in relation with the functions of the Authority;
11. To use ICT in the performance of his duties; and

12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Accreditation Officer in the roles ascribed to him/her.