

JOB DESCRIPTION/SPECIFICATION

1. IDENTIFICATION SECTION

JOB TITLE : Standards and Research Specialist
GRADE : ZAQA/04
INSTITUTION : Zambia Qualifications Authority
DEPARTMENT : Qualifications Services
SECTION : Standards and Inspections
UNIT :
JOB HOLDER :

2. **JOB PURPOSE** : To undertake the development and review of standards and the conduct of research in order to facilitate approval by the Board and inform decision making.

| 3. KEY RESULT AREAS | PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES) |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Research | Undertakes periodically the conduct of research on emerging issues related to the National Qualifications Framework in order to facilitate decision making. |
| Standards | Undertakes effectively the development and review of guidelines and standards in order to facilitate approval by the Board. |
| Compliance Monitoring | Undertakes periodically the conduct of compliance monitoring of Appropriate Authorities in order to ensure adherence to the National Qualifications Framework standards. |
| Publication | Undertakes timely the publication of national qualifications standards in order to facilitate implementation by Appropriate Authorities and Awarding Bodies and create public awareness. |

4. REPORTING RELATIONSHIPS

- a) Reports to:**
Manager - Standards and Inspections
- b) Other Jobs Reporting to (4a) above:**
Inspector
- c) Number and Level of Immediate Subordinates:**
Nil
- d) Contacts**
 - i) Internal Contacts:**
Appropriate Authorities on standards and compliance monitoring
Public higher education and TEVET institutions on research
Public sector institutions on development of national occupational standards
 - ii) External Contacts:**
Private higher education and TEVET institutions on research
Private sector institutions on development of national occupational standards

5. RESPONSIBILITIES

- a) Safety and Health of Others:**
Nil
- b) Responsibility for Public Resources:**
Responsible for all resources under the jobholder's charge
- c) Level of Authority/Decision Making:**
Makes technical decisions
- d) Consequence of Error:**
Incompetence or negligence on the part of the job holder could lead to inefficiency in the development of standards

6. KNOWLEDGE AND SKILLS REQUIREMENTS

- a) **Minimum Primary/Secondary Education:**
Full Form V/Grade 12 School Certificate
- b) **Minimum Vocational/Professional Qualifications:**
Bachelor's degree
- c) **Minimum Relevant Pre-Job Experience:**
4 years' experience in Monitoring and Evaluation roles
- d) **Communication Skills**
 - i) **Written Skills:**
Ability to write technical and analytical reports
 - ii) **Oral Skills:**
Ability to communicate effectively in English
- e) **Other Skills/Attributes:**
Computer Literate
Integrity
Interpersonal
Numeracy
Confidentiality
Facilitation

7. ENVIRONMENTAL AND OTHER FEATURES:

- a) **Condition of Work Place:**
Office
- b) **Physical Effort Applied when Performing the Job:**
Minimal

- c) **Mental Effort Applied when Performing the Job:**
Moderate mental effort associated with development and review of standards and the conduct of research.

- d) **Hazards Involved in the Performance of the Job:**
Nil

8. JOB DESCRIPTION APPROVAL

Agreed by (Signature)

Job Holder:.....**Date:**.....

Supervisor:.....**Date:**.....

HOD:.....**Date:**.....

Director General:.....**Date:**.....