

JOB DESCRIPTION/SPECIFICATION

1. IDENTIFICATION SECTION

JOB TITLE : Verification Specialist

GRADE : ZAQA/04

INSTITUTION : Zambia Qualifications Authority

DEPARTMENT : Qualifications Services

SECTION : Verification Services

UNIT :

JOB HOLDER :

2. **JOB PURPOSE** : To supervise and undertake the verification and evaluation of local and foreign qualifications held by individuals in order to determine authenticity and facilitate recognition.

3. KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Verification	Supervises and undertakes effectively the verification of qualifications in order to determine authenticity.
Evaluation	Supervises and undertakes effectively the evaluation of foreign qualifications in order to facilitate recognition.
Learner Achievement Database	Supervises and undertakes effectively the maintenance of the Learner Achievement database in order to facilitate generation of statistics and reports as well as the verification of qualifications.
Performance Management	Supervises timely the preparation of work plans and implementation of the performance management system in order to monitor, evaluate and enhance performance.

4. REPORTING RELATIONSHIPS

- a) **Reports to:**
Manager - Verification Services
- b) **Other Jobs Reporting to (4a) above**
Nil
- c) **Number and Level of Immediate Subordinates:**

2 Verification Officer ZAQA/05

d) Contacts

i) Internal Contacts:

Appropriate Authorities on verification of qualification
Public Awarding bodies on submission of learner
achievement records and verification of qualifications

ii) External Contacts:

Private and foreign awarding bodies on submission of learner achievement
records and verification of qualifications.
Foreign verification Authorities and Agencies on verification of
qualifications.

5. RESPONSIBILITIES

a) Safety and Health of Others:

Nil

b) Responsibility for Public Resources:

Responsible for all resources under the job holder'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 the
proliferation of misrepresented and fraudulent qualifications and litigations

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

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:**
Supervisory
Computer Literate
Integrity
Interpersonal
Numeracy
Facilitation
Confidentiality

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 verification and evaluation of qualifications
- 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:.....