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

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:.....