

POSITION DESCRIPTION

IDENTIFICATION

Position Title: Accreditation & Curriculum Officer

Position Number: LBG043

Section: Office of the DVCE

Department: Curriculum Review & Development Office

Location: Laucala Campus

Category: Professional

Level: 1

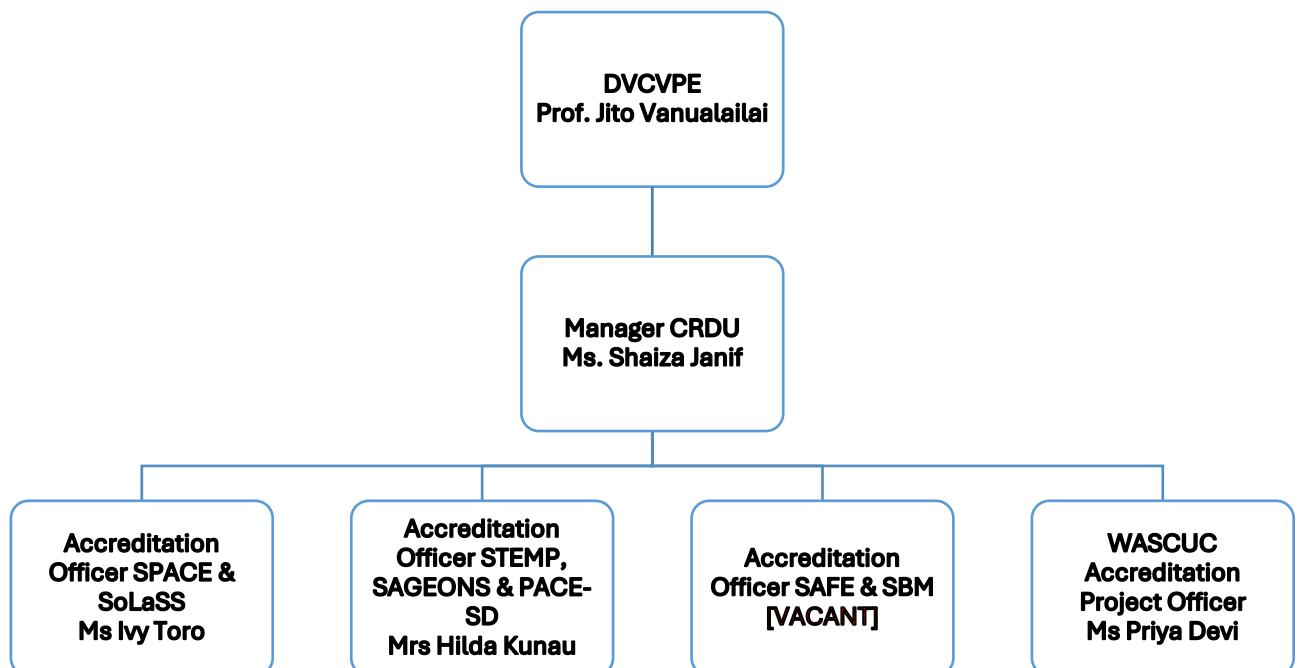
Current Incumbent: TBC

Date of substantive appointment: 3 years

Reports To: DVCE Supervised by: Manager Curriculum Review and Development (CRDU) in consultation with Heads of SAFE & SBM.

ORGANISATION CONTEXT

Position will be under the Deputy Vice-Chancellor & Vice-President Education and supervised by the Manager Curriculum Review and Development (CRDU) in consultation with Director Education.



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PURPOSE

The University is committed to providing an internationally recognised platform in the pursuit of learning, teaching and research. One of the key initiatives in regard to improving the quality of our programmes and the graduates is getting our programmes internationally accredited.

The position will be responsible for coordinating all work leading to curriculum review and development, and the accreditation and review of programmes.

NATURE AND SCOPE

The appointee will:

- Coordinate curriculum review and mapping activities for new programmes, programmes undergoing accreditation, external review, or revision
- Coordinate all work leading to accreditation and review of programmes
- Work with Academic Units to prepare all accreditation and external programme review documents
- Liaise with Accrediting bodies, Industries and Stakeholders on matters relating to accreditation, programme revision, etc.
- Provide secretarial support to Programme Advisory Committees (PAC)
- Carry out any research required by the Manager CRDU
- Analyse data as required by the Manager CRDU
- Prepare reports as required by the Manager CRDU

POSITION DIMENSIONS

Give details of staff and total level of costs within the organisation under the position's overall control.

Staff Responsible for:

Directly: N/A

Indirectly:

Total Level of Costs:

Limits of Authority: N/A

Financial: \$

Non Financial:

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

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<p>External</p> <ul style="list-style-type: none"> • Accrediting Bodies • Local Stakeholders 	<p>Purpose of contact</p> <ul style="list-style-type: none"> • Accreditation Liaison • For Programme Advice/Consultation
<p>Internal</p> <ul style="list-style-type: none"> • Academic Units • Planning and Quality Office • (PQO) • Information Technology Services (ITS) • Centre for Flexible Learning (CFL) • Other Support Services 	<p>Purpose of contact</p> <p>For facilitation of all work leading to accreditation, programme review, and curriculum review and development.</p> <p>Policy and framework development</p> <p>Quality measures</p> <p>Communities of Practice</p>

Aim: KRAs to have a logical heading. KRAs: 4 — 6.in total Key tasks: 4-5 tasks per KIRA. Performance Measures: Identify the performance standards for someone doing the job at the 100⁰/0 level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KIRA for Corporate Responsibilities which is generic to all positions

Key Result Areas Jobholder is responsible for	Performance Measures Jobholder is successful when
<p>Accreditation and Programme Review:</p> <ul style="list-style-type: none"> • Work with Schools to prepare all accreditation and external programme review documents. • Liaise with Accrediting bodies, Industries and Stakeholders on matters relating to accreditation, programme revision, etc. • Coordinate curriculum review and mapping activities for new programmes, programmes undergoing accreditation, external review, and programme revision. 	<ul style="list-style-type: none"> • Timely preparation of the accreditation and external programme review documents. Successful accreditation and external programme review visit. • Timely submission of curriculum alignment table(s), curriculum map(s) and associated revision/proposal forms are facilitated to the University Academic Programme Committee.

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TERMS & CONDITIONS

Salary: Professional Level 1 Steps 1-5: \$52,546.71 - \$64,371.97

Length of Contract: 3 years

Gratuity and Allowances: N/A

Other Benefits: N/A

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

- A postgraduate qualification in a relevant discipline (e.g., Tourism & Hospitality Management; Management and Public Administration; Land Management & Development; Accounting & Finance, Economics; Education, etc);
- At least four years relevant experience in a comparable administrative role.

Knowledge / Experience

- A postgraduate qualification in a relevant discipline;
- A proven track record of successful project management;
- Possesses a keen analytical mind with attention to detail and accuracy.

Key Skills / Attributes / Job Specific Competencies

- Excellent interpersonal and communication skills;
- The ability to take initiative, solve problems and work without supervision to achieve goals and meet deadlines;
- The ability to work well in a diverse team environment;
- Personal and professional integrity;
- Good planning/organising skills and the ability to act professionally;
- Punctuality and dependability;
- A keen analytical mind with attention to detail and accuracy;
- Excellent report-writing skills.

FORM 5.5.05A

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APPROVAL

Supervisor name: Professor Jito Vanualailai

Date: 2026