



## VACANCY NOTICE

The Ministry of Education, Culture, Science and Technology invites applications from suitably qualified professionals for the post of **Executive Director**, National Accreditation Council of Belize.

### **Purpose of Post**

To provide the day-to-day management/administration, direction and execution of the Annual plan of the National Accreditation Council of Belize. This will be done in conjunction with the established Tertiary and Post-Secondary Education Services Unit which manages the tertiary education and national human resource development for the country.

### **Essential Duties and Responsibilities**

1. Lead the development and operationalisation of the vision and mission of the NACB.
2. Lead and direct the planning, development and implementation of policies and procedures of the NACB.
3. Implement management systems for planning, monitoring and assessing critical areas of the Council's performance and operations.
4. Liaise with internal and external stakeholders to promote the sharing of relevant information.
5. Maintain confidentiality agreements with external stakeholders by ensuring that confidentiality policies and guidelines are followed and adhered to.
6. Lead and direct new and existing initiatives towards institutional development, engaging internal and external stakeholders.
7. Report on the technical, operational and financial activities; external and internal events; and other relevant Council functions to the Board of Directors to promote cross-functional awareness and efficiency and further support the strategic initiatives of the Council.
8. Advise the Board of Directors on any emerging trends or issues related to quality in tertiary education.
9. Submit statutory reports on the technical, operational and financial activities of the Council to the Board of Directors and the Ministry of Education to account for the use of public funds and demonstrate returns on public investment.
10. Identify and implement training and leadership development opportunities to staff according to the needs of the Council.
11. Conduct appropriate research to ensure standards are up to date and in alignment with international guidelines and best practice.
12. Formally assess the performance of staff in accordance with the Council's performance management system.

### **Minimum Qualifications**

A Master's degree in education administration a certificate in Quality Management will be an asset.

### **Skills and Experience Required**

Decision making, organizational development, analytical thinking/teamwork and cooperation, policy formulation, quality assurance and accreditation, communication written/oral, building relationships and alliances, management for results, financial management, research, and digital proficiency.

Years of Experience in Supervisory/Management Level: 5 years

Years of Experience in Related Field: Administrative Post – private or public sector

**Candidates not to exceed forty-five (45) years of age.**

**Salary**

Commensurate with relevant experience and qualifications

**Selection Process**

Applications will be reviewed, and shortlisted candidates will be contacted for an interview via email or telephone number

The interview process may include a presentation, a second interview, etc.

**Interested persons who consider that they have met the qualifications stated and have the aptitude for post of this nature are requested to submit complete application package along with two letters of reference to the**

**Director,  
Tertiary Education Unit,  
Ministry of Education, Culture, Science and Technology,  
West Block Building, Independence Plaza, Belmopan, Belize.**

or forward via email

**yvonne.palma@moe.gov.bz or [PalmaYv@gobmail.gov.bz](mailto:PalmaYv@gobmail.gov.bz)**  
no later than **Monday, February 19, 2024.**

Ends