

Job Description 1.1. NACB Executive Director

Classification 1.1	Executive Director
Appointed by and with the authority of	According to the NACB Act section 5 (1), the Executive Director shall be appointed by the Minister of Education after consultation with the [NACB] Board. He/she shall be appointed for a term of five years and shall be eligible for reappointment.
Reports to	Board of Directors through the Chairperson
Works in collaboration with and is ultimately responsible for	All Directors, Officers, Staff and Support Staff appointed by the NACB.
Summary of duties of the post.	1. The Executive Director (ED) is the principal executive officer of the Council and is responsible to the Board of Directors of the National Accreditation Council of Belize (NACB) through Board chair for the day-to-day management, administration, direction and control of the Council. 2. Serves the quality assurance interests of the NACB's stakeholders and collectively the nation of Belize in contributing to the generation of high-quality human capital for Belize's development. 3. Provides leadership, direction, supervision and support to the NACB in conceptualizing, planning, executing and evaluating the multi-year and annual work plan of the NACB. 4. Ensures the drafting and revision of policies, regulations and protocols of registration, recognition and accreditation for Board review and approval. 5. Ensures the sound and cost-effective implementation and regular review of registration, recognition and accreditation policies, regulations and protocols for Board review and approval. 6. Ensures the drafting and revision of recruitment, retention, management, and development of human resource policies, regulations and protocols for Board review and approval. 7. Uses effective communication skills to articulate the mission, vision, goals, values and on-going work of the NACB team and with external stakeholders. 8. Promotes and protects the interests of the NACB and its employees and works to develop the institutional efficiency and effectiveness of the NACB to achieve its mission and goals.

	9. Ensures the timely submission of the annual report, annual audit and other periodic reports required by the Board. 10. Plans towards the self-sustainability of the NACB. 11. Demonstrates an ability to develop and manage financial documents. This includes budgets, cash flow, income statements, balance statements, audit compliance, inventory of assets, and so on. 12. Ensures that proper technical hardware and software are in place for the creation and efficient management of the NACB database 13. Seeks through project proposals technical, in-kind, and financial support for the work of the NACB from potential donor institutions in collaboration with relevant ministries of government and relevant networks. 14. Leads and coordinates the necessary training in education institutions for compliance with registration and accreditation standards of the NACB. 15. Liaises with existing quality assurance agencies national and regional such as the Belize Board of Teachers Education, Technical and Vocational Education, Caribbean Accreditation Authority for Education in Medicine and Other Health Professions (CAAM-HP), CANTA, Nursing Council, Association of Engineers and Architects ... for close partnerships in the accreditation of institutions and programs in those areas.
Special aspects of this appointment	Contract. <i>Works until the tasks get done</i>. May be required to travel both nationally and internationally. Per section 5, subsection 4 of the NACB Act, the Executive Director receives such remuneration and such other terms and conditions of employment as the Minister acting on the advice of the C.E.O. determines. Allowances of this appointment to be defined.
Regular supervision and annual evaluation	Supervised by the Chairperson of the Board and is evaluated on an annual basis by the Board through the Chairperson of the Board following procedures established by the Board. The annual evaluation is based principally on the annual NACB work plan outputs based on the ED's job description.
Requirements for this post	Suitable candidates shall provide evidence of • An <i>earned</i> (honors degree does not qualify) doctoral degree (PhD or professional) from an accredited university

	• Five years of experience or more in senior leadership in higher education. • Being recognized for his/her contribution to academia at the national and/or regional levels in education. • Relevant training in quality assurance • Four years of experience or more in the design, implementation, and evaluation of higher education programs and/or institutions • High ethical standards. * • Familiarity with the opportunities and challenges of the Belizean educational landscape, quality assurance networks in Belize and the region. • Excellent proficiency in English. • Proficiency in Spanish is an asset. Recommendation. Two letters of recommendation that <i>address the summary of duties of the post and Requirements of the Post</i>. The letters of recommendation shall be submitted <i>separately</i> by referees to the contact provided below. (* Evidence can be provided through letters of recommendation or through a letter from the relevant officer of the candidate's institution.)
Specific duties	Leadership 1. Coordinates, with the support of the Board, the drafting of the NACB mission, vision, goals and the integration of these statements to each NACB Department's mission, vision, goals and objectives with stakeholder participation as practicable. 2. Is responsible for the regular assessment of the NACB mission, vision, goals and objectives as articulated in annual and multi-year plans and coordinates the formal review of these statements with stakeholder participation in five-year cycles. 3. Uses outstanding oral, written and graphic communication in articulating, via varied media forms, the mission, vision, goals, values and on-going work of the NACB among the NACB team and external stakeholders. 4. Provides strategic leadership for constructing, maintaining and promoting NACB's corporate image as a professional and trustworthy national accreditation agency in Belize and beyond.

	5. Takes appropriate measures/steps to avoid any legal liability accruing to the NACB, its Board and its employees arising from its work. 6. Liaises with existing quality assurance agencies national and regional such as the Belize Board of Teachers Education, Technical and Vocational Education, Caribbean Accreditation Authority for Education in Medicine and Other Health Professions (CAAM-HP), CANTA, Nursing Council, Association of Engineers and Architects ... for close partnerships in the accreditation of institutions and programs in those areas. Planning to achieve outcomes. 7. Conceptualizes the NACB quality assurance and accreditation infrastructure to strategically institutionalize the NACB from year to year. 8. Coordinates the drafting of NACB's Five- Year plan to translate mission, vision and goals into activities and deliverables in five-year cycles with its corresponding budget. 9. Coordinates the implementation of the approved multi-year plan in annual segments and in five-year cycles. 10. Leads an institutional quality audit of the NACB to determine the effectiveness of the five-year plan implementation on the development of the NACB and to help inform the drafting of the next five-year plan. 11. Coordinates the development of the annual NACB plan and the formulation of the annual budget for the Board's review and approval informed by the multi-year plan and the previous Annual Report and budget performance report. 12. Coordinates the implementation and subsequent evaluation of the annual NACB plan and its annual budget according to approved policies and regulations. Chief Technical Officer of the NACB 13. Reports to the Board through the Chairperson and maintains an on-going working relationship with the Chair in between Board meetings.
--	---

	14.Executes the policies and directives of the Board within given deadlines. 15.Ensures orderly transition with the support of the Corporate Secretary in the cycle of Board membership appointments and their proper orientation to their role/function including statutory requirements in respect to the announcement of Board membership and the use of the Board seal. 16.Based on the work of standing technical and <i>ad hoc</i> committees, recommend to the Board policies, regulations, protocols and procedures on quality standards, personnel management, finance, networking, research and training for the proper development of the NACB. 17.Based on the work of the technical and <i>ad hoc</i> committees of the Board, ensures the regular evaluation and updating of quality standards, policies, regulations and protocols relating to the relevant areas of work of the NACB including accreditation, re-accreditation of institutions and programs, registration and re-registration of tertiary level institutions and recognition of institutions offering programs in Belize. 18.Ensures the proper annual auditing of the NACB for submission to the Board within given deadlines. 19.Coordinates the timely production of the NACB Annual Report for submission to the Board within given deadlines. 20.Provides leadership, coordination and support for NACB technical committees and <i>ad hoc</i> committees and serves as an <i>ex-officio</i> member in each or, where practical, designates another officer to deputize as <i>ex-officio</i> on his/her behalf. 21.Through the relevant technical committee and relevant directors and with the support of partners both in Belize and abroad, drafts research standards in quality assurance and accreditation to continuously improve the quality of the work of the NACB and of the institutions accredited by the NACB. 22.Assumes leadership in the NACB to meet standards of quality required by third tier accrediting agencies in CARICOM, Central America and elsewhere and maintains accreditation of the NACB as an accreditation agency beyond Belize.
--	---

Human Resources

- 23.** Ensures proper human resource management of the NACB according to approved policies and protocols.
- 24.** Ensures that recruitment, retention and development of human resources of the NACB are conducted according to policy and protocols approved by the Board and recommends improvements of these policies and protocols at regular intervals.
- 25.** With the support of the Executive Committee and other agencies and with national, regional and extra regional partnerships, implements the orderly and up to date training of the Board, directors, officers and staff including a bank of external peer reviewers of the NACB.
- 26.** Works towards the development and regular review for approval by the Board of a contributory pension plan for the employees of the NACB.
- 27.** Works towards the development and the regular update of a staff policy manual for approval by the Board that contains the human resource policies and regulations of the NACB.
- 28.** Participates in training with the objective of improving his/her expertise particularly in the areas of his/her responsibility as Executive Director.

Financial Resources

- 29.** Is responsible for the financial integrity of the NACB.
- 30.** Ensures the development and regular updating of a financial manual for approval by the Board that contains the financial policies, regulations and protocols of the NACB.
- 31.** Demonstrates an ability to read and understand financial documents. This includes budgets, cash flow, income statements, balance statements, and so on. He/she understands the basics of the tax system, audits, and compliance.
- 32.** Ensures proper management, checks and balances of the finances of the NACB for the most efficient and cost-effective use of the NACB's fiscal and material resources.
- 33.** Provides regular financial reports to the Board on the financial affairs of the NACB.

	34. Seeks, through project proposals, technical, in-kind, and financial support for the work of the NACB from potential donor institutions in collaboration with relevant ministries of government and/or relevant networks. 35. Develops and updates a quality assurance service for interested partners of the NACB in helping to establish quality assurance consultancies for the public and private sectors. Networking with partners and stakeholders 36. Develops and maintains on-going working relationships with NACB stakeholders. 37. Prior to submitting any standard or policy relating to registration, accreditation, new program approval criteria and matters affecting academe, ensures that the relevant committee has consulted with and has taken account of the views of the academic institutions, professional associations and other stakeholders as applicable. 38. Leads and coordinates the necessary training in education institutions for compliance with registration, accreditation and recognition standards of the NACB. 39. Represents the NACB in Belize, the region and beyond through strategic and active participation in partnerships particularly in Belize, CARICOM, SICA and beyond. Use of Technology 40. Works to ensure that proper and current technical hardware and software are in place for the creation and management of the NACB database that systematizes data recording, retrieval and proper storage on policy and standards, regulations, collaboration, finances including fundraising, assets inventory, document creation and storage, marketing and communication and productivity. 41. Ensures that the NACB is equipped with and applies in its work technological hardware and software thereby demonstrating, by example, how an agency can be developed with the highest standards of efficiency and effectiveness.
--	--

	Evaluation 42.Coordinates the annual evaluation of the implementation of the institutional plan and budget. 43.Participates in his/her own annual evaluation. 44.Conducts the annual evaluation of the NACB personnel who report directly to him/her. 45. Aims to meet and maintain ISO standards of quality and efficiency for NACB. 46.Performs any other duties related to his/her areas of responsibility as may be required by the Board.
--	--