



**MIC-IT INVITES APPLICATIONS FROM SUITABLY QUALIFIED
CANDIDATES FOR THE FOLLOWING POSITION:
QUALITY ASSURANCE OFFICER**

OVERVIEW

The **Quality Assurance Officer** supports the development, implementation, monitoring and review of Quality Systems and Processes at the MIC Institute of Technology.

The incumbent will be responsible for the conduct of Quality Activities inclusive of Policy Research, Quality Monitoring and Internal Quality Audits. The incumbent also assists in the operationalisation of the Institution's quality plan.

JOB SUMMARY includes

1. Conduct quality assurance investigations
2. Plan, design and conduct quality audits
3. Plan, organise, conduct and review Quality Assurance and Policy Research
4. Conduct field visits and prepare data for management review
5. Guide the development, implementation, monitoring and review of Quality Assurance procedures, including developing and delivering training and information sessions for staff
6. Identify and record compliance and policy issues and make recommendations to detect, prevent and correct noncompliance
7. Assist in the design and implementation of monitoring and evaluation systems
8. Assist in the development of new projects/programmes as well as the review of existing projects/programmes as required
9. Liaise with internal and external stakeholders on behalf of the MIC-IT on quality assurance and compliance matters
10. Prepare comprehensive reports



MINIMUM QUALIFICATIONS & EXPERIENCE

1. Bachelor's Degree in Social Science, or Statistics or relevant field
2. Minimum three (3) years' experience working with a Quality Management system
3. Experience in statistical analysis and report generation
4. Professional qualification in Quality Management Systems will be an asset
5. Certification in Project Management
6. Any other equivalent combination of training and experience

REQUIRED SKILLS & COMPETENCIES

1. Excellent communication skills (oral, written and interpersonal)
2. Excellent presentation skills and the ability to prepare reports and proposals
3. Possess analytical and critical thinking skills
4. Excellent conflict resolution, mediation and negotiation skills
5. Possess great time management skills with a keen sense of prioritise in order to meet deadlines
6. Ability to deliver training and guidance to others
7. Ability to analyse and synthesize data from a wide variety of sources and summarise in a clear and concise manner
8. Ability to lead and execute projects
9. Ability to work independently and as part of a team
10. Competent in the use of Office Suite
11. Knowledge of research principles, techniques and practices of research
12. Knowledge of relevant regulatory requirements
13. Knowledge of tools, concepts and methodologies of Quality Assurance
14. Knowledge of the accreditation process for academic programmes preferably in a vocational environment
15. Knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches
16. Knowledge of academic and policy writing



TRAINING
SERVICES

INDUSTRY
SERVICES

CONSTRUCTION
SERVICES

CAREER OPPORTUNITY



APPLICATION AND DETAILED RESUME SHOULD BE SUBMITTED TO:

**Manager, Human Resources
MIC Institute of Technology (Head Office)
5A Century Drive, Trincity Business Park, Macoya
Or email to recruitment@mic.co.tt**

CLOSING DATE FOR APPLICATIONS: FRIDAY, 8 NOVEMBER 2024

We would like to thank applicants for their interest and we wish to advise that only those candidates considered will be contacted.