

## **Jd Qualification Officer**

### **Key responsibilities:**

- Assist in planning and organization of meetings, workshops, consultations with stakeholders
- Provide guidance in preparation of documents and other requirements for registration and programme accreditation;
- Conduct analysis of application for registration from PCET providers
- Conduct analysis of provider's programme accreditation
- Provide guidance, advice and support to providers on matters relating to provider registration and programme accreditation;
- Provide guidance and advise to providers on compliance with TNQAB registration requirements
- Provide administrative assistance to panels in conducting panel meetings, site visits to the Provider/Organization for registration and/or accreditation purposes
- Conduct support visits to providers to help them meet Registration criteria
- Provide accurate information related to quality assurance process and procedures to public and stakeholders on the organization's website
- Conduct monitoring and quality audits of providers
- Assist in other areas as and when required from time to time by the PQO, D/CEO and CEO