

INSTITUTE OF CHARTERED ACCOUNTANTS OF SIERRA LEONE

JOB DESCRIPTION

Job Title: Education Officer
Department: Education and Training
Reports to: The Director

Job Purpose:

- To ensure that expertise for the training of students for examinations for admission to membership of the Institute is provided, approved courses of study are followed, suitable institutions to provide tuition for students are identified and maintained, and opportunities for professional development of members are created.
- To provide professional assistance to the Director in advertising, organising and promoting participation in Accountancy in Sierra Leone and implementing ICASL marketing strategy and activities.

Responsibilities:

The Education Officer will assist the Director to develop, implement and monitor key educational projects including the ATSWA examination scheme. S/he will also support the Director in planning, organising, preparing, developing, implementing and evaluating the Institute's Continuous Professional Development (CPD) trainings.

Key activities will include but not limited to:

Education (70%)

- Plan, organise, prepare, implement all plans of the Institute in pursuit of the ATSWA Scheme;
- Consult with the Director to determine staff training needs and priorities, analyse problem areas and develop appropriate training programs to address such areas,
- Identify and make arrangement for the use of instructors or consultants in the preparation and conduct of the Institute's training programs;

- Assist with the preparation and maintenance of resource materials, training aids and equipment; order training materials;
- Register, supervise and monitor the activities of tuition providers of the Institute;
- Monitor curricula and syllabuses of all training programmes organized by the Institute and have them approved by the Director;
- Prepare and monitor transmission of Radio and TV education programs for schools, teachers and the public.

Marketing (30%)

- Plan, prepare and manage the publication and distribution of publicity materials.
- Write press releases for the approval of the Director.
- Write, edit and proofread marketing material for use in different channels.
- Oversee and update ICASL website and Facebook page.

Qualification and Competencies

- Bachelor's degree in Education, Bachelor of Arts Degree; Bachelor's Degree in Development Studies
- Strong organizational and leadership skills;
- Excellent planning and organizational skills;
- Results oriented person who will do whatever it takes to increase the popularity of the Institute's programs;
- Performance driven leadership with strong profit and accountability focus
- Outstanding written and oral communications skills with proven ability in the English Language;
- Ability to plan, develop and implement training programs
- Ability to analyse and exercise good judgment and professional knowledge in the selection of training programs and techniques designed to meet specific training needs;
- Ability to present classroom instruction and conduct seminars and discussion sessions effectively to achieve training objectives;
- Ability to evaluate training accomplished and recommend alternative approaches to achieve training objectives;
- Ability to establish and maintain effective working relationships with other employees and the public.