

MANAGER (ASSESSMENTS)

Looking for individuals for managing/overseeing creation of skill question banks and assessment guidelines for blue collared workforce across various sectors

Requirement:

- Individuals with minimum of 5 years of experience in Vocational Education and Training sector in managing/creating/defining skill assessments
- Individuals with prior experience of working in Gulf shall be preferred

Responsibilities:

- Create and Maintain a list of SMEs across sectors to be roped in for creating Question Banks
- Engage with SMEs across sectors to create Assessment Blueprints for Job Roles across Sectors
- Work with SMEs, moderators, instructional designers, language experts, and translators to create and maintain assessment materials (Q Banks/Lab Materials) mapped to competencies of job role/s
- Undertake Quality Checks to ensure Questions are unambiguous, understandable, technically correct and aligned to the assessment blueprint
- Understand different assessment items - simulations, gamification, AR-VR questions etc.
- Maintain equipment list, answer sheets, suggested practical/viva solutions of job role/s
- Collaborate with Technical Team for uploading the Questions Banks on UAC IT Portal
- Analyse / Review the performance of the Questions on regular basis
- Approve the results by validating proctoring on the portal for generation of Skill Certification
- Ensure Quality and performance of assigned assessments is monitored and information on improvements/changes is provided.
- Develop and maintain effective working relationships with key stakeholders (including customers, Assessment Practice Team, Operations)

Key Skills and Attributes

- Strong Communication Skills and English language proficiency, both written and verbal
- Ability to handle complex assignment independently
- Excellent command on Microsoft Office Tools
- Meticulous, process oriented and attention to details with strong analytical abilities
- Plans, manages and drives own efforts to successfully deliver the output within stipulated time
- Ability to work closely with leadership, fellow team members, and brainstorm with them
- Excellent leadership and administrative skills, including ability to manage multiple programme at a time, without supervision
- Excellent planning and organizing skills and the ability to analyze complex qualitative and quantitative data, craft possible solutions and recommend actions

About the Organisation

UAC is an industry-focused organization that provides skill certification programs to nurture a skilled workforce with a focus on Middle East & GCC. It has been established with the principle to provide innovative solutions to governments and employers to maintain and hire a cadre of highly skilled employees meeting the current market trends.