

Job description

Function/Role:	Supervising Examiner CTA and LC's (SE-CTA)
Committee:	Commission of Certification (COC)
Terms:	3 years
Elect/Shadow period:	1 year shadow period
Max. years of extension:	3 years max.
Tasks and responsibilities:	The SE-CTA is responsible for supervising the EATA CTA examination processes: • attends the COC meetings as a voting member of COC and is expected to take an active role in their deliberations and exchanges. • is together with the COC chairperson responsible for continuous improvement of the CTA examination system and works closely together with PTSC. • ensuring that all EATA CTA-examinations whether online or in presence are carried out according to the rules and regulations of the EATA handbook. • Supports the COC exam supervisor concerning CTA candidates application. • coordinates the Language Coordinators (LC). This involves training and giving them support. Once a year if needed s/he organises, with the Chair of COC, a meeting with all the LCs to create a learning group for sharing competencies, problems and solutions; to give information about new procedures that need implementing; to give and receive reciprocal support; to collect information from LCs and to hold a wider view about local communities. • Writes once a year her/his key findings in a report to COC showing strength, weaknesses and proposals for improvement of the work of LC's • is available to the Language Coordinators and Local Exam Supervisors for guidance and support as they carry out their respective roles and ensures positive perception of LC's work in the official EATA media. • proposes recipients to receive a silver medal at the COC

Competencies:	Good in (intercultural) communication Very good English – written and spoken High capacity to manage conflicts High capacity to manage critique and stress Good leadership skills Deep understanding of organizational structure and processes
TA competencies and requirements:	TSTA
Special requirements:	The SE is willing to accept the rule of not examining and evaluating written exams during her/his term.
Other:	a very experienced examiner with international experience

Reviewed

Chair COC Christoph Seidenfus	General Secretary Ana-Marija Vidjak	EATA President Sylvia Schachner
Date: 15/05/2026	Date: 15/05/2026	Date: 15/05/2026