

Job description

Function/Role:	Supervising Examiner TSTA and appeals (SE-TSTA)
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 is responsible for supervising the EATA 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 TSTA examination system and works closely together with PTSC • ensuring that all EATA TSTA-examinations whether online or in presence are carried out according to the rules and regulations of the EATA handbook. • is responsible for confirming TSTA candidates application. • Is in close contact with all special institutes which have contracts with EATA and chooses, in agreement with the COC chair, a COC Representative for each national examination place across Europe, to know what is going on and what the needs of our community are. • receives the reports from COC Representative of all exams (Ordinary and Special). Moreover, s/he forwards them, after COC has approved them, to the Local Exam Supervisors and the President of the national association and sends the last two reports from an exam site to the next COC Representative appointed to that site. • By suggestion of the National Association agree the appointment of Local Exam Supervisor(s) with COC chair. • Is responsible for developing the appeal system in a clear, contractual and customer-minded way • administers the appeals processes (CTA- TSTA – CTA Trainer) as described in the EATA handbook and therefore, in order to prevent conflicts of interest, the SE shall not examine at EATA exams during their period in office.

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