

# TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



## Vacant Positions

The Tonga National Qualifications and Accreditation Board invites application to the following vacant positions

Post Title	No. of Vacant posts	Salary Band and Range	Requirements
Senior Qualification Analyst	2	Salary Band J (28224TOP – 42336)	<p><b>Qualification and Work Experiences</b> Bachelor's Degree from a recognized Tertiary Institution with at least three (3) years of working experience in a Quality Assurance Agency or five (5) years working in any education System similar to the Ministry of Education and Training System in Tonga. Also but not essential, for the applicant to have some experience in preparation of applications for registration and accreditation.</p> <p><b>OR</b></p> <p>Master's Degree from a recognized Tertiary Institution with at least 3 years of working experience in a Quality Assurance agency or any education System similar to the Ministry of Education and Training System in Tonga</p> <p><b>Professional Attributes</b> Excellent nature in working as a team– Team work Excellent Planning Skills – Planning Flexible and Approachable – Relationship Fluent in both oral and in writing, both Tongan and English – Communication High standard of skills in servicing client – Client Focus High analytical skills (ability to think analytically) – Excellent Work Ethics High problem solving knowledge and skills – Problem Solving</p>

<b>Qualification Analyst</b>	<b>1</b>	<b>Salary Band K (24413TOP – 37044TOP)</b>	<p><b>Qualification and Work Experiences</b> Bachelor’s Degree from a recognized Tertiary Institution with at least three (1) years of working experience in a Quality Assurance Agency or five (3) years working in any education System similar to the Ministry of Education and Training System in Tonga. Also but not essential, for applicant to have some experience in preparation of applications for registration and accreditation.</p> <p><b>Professional Attributes</b> Excellent nature in working as a team– Team work Excellent Planning Skills – Planning Flexible and Approachable – Relationship Fluent in both oral and in writing, both Tongan and English – Communication High standard of skills in servicing client – Client Focus High analytical skills (ability to think analytically) – Excellent Work Ethics High problem solving knowledge and skills – Problem Solving</p>
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All applications must be addressed to the, **Chief Executive Officer, Tonga National Qualifications and Accreditation Board, Molisi City Central, Salote Road, Nuku’alofa**, in a closed envelop marked, “**Job Application**”. Applications must be received no later than 4.30pm Friday, 23 July 2021. All applications must be accompanied by a current cover letter, curriculum vitae, certified copies of academic certificates and transcripts, and particularly two referees. Incomplete application will not be considered and only shortlisted applicant will be informed.

The Job description and application form can be downloaded from the Board website: [www.tnqab.to](http://www.tnqab.to) or by contacting LAPULOU TU’IPULOTU during working hours at telephone; 28-136 or email [lapulou@tnqab.to](mailto:lapulou@tnqab.to) for an e-copy.

The successful applicant must serve the Tonga National Qualifications and Accreditation Board (TNQAB) Office, and perform other duties given by the CEO or its supervisor.

THANK YOU

**Tonga National Qualifications and Accreditation Board**