

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



VACANCY

The Tonga National Qualifications and Accreditation Board (TNQAB) invites interested qualified candidates from within or outside government services to apply for the vacant position

Post Title	# of Vacant Position
Senior Analyst	1

1. **Position Title:** Senior Analyst (1)

Salary: Band J

Range: \$28,224 - \$42,336 (TOP)

Position Purpose

The purpose of this position is to contribute to the achievement of the goals and objectives set out in the TNQAB Corporate Plan (CP) and Annual Management Plan (AMP). The Senior Qualification Analyst will be responsible for analyzing and evaluating providers programme accreditations applications and relevant supportive documents. Consultations, report writing and peer reviewing of accreditation or audits reports and monitor progress. He/ she will also quality assure degree programs and higher institutions training programs when required.

Minimum Requirements:

i. **Qualification and Work Experiences**

- Master's Degree from a recognized Tertiary Institution at least 3 years working experiences in any education system similar to the Ministry of Education and Training System in Tonga.

OR

- Bachelor's Degree from a recognized Tertiary Institution with at least five (5) years working in any education System similar to Ministry of Education and Training System in Tonga.

ii. Technical Competencies:

Applicant are expected to have advance computer knowledge and to be competent in using Microsoft Office.

iii. Professional Attributes

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

All applications must be addressed to the, Chief Executive Officer, Tonga National Qualifications and Accreditation Board (TNQAB), First Floor Molisi City Central, Salote Road, Nuku'alofa, in a closed envelop marked, "Job Application". All application must be received no later than 4:30pm, 31st May, 2022. All application must be accompanied by a current curriculum vitae (CV), certified copies of both academic certificates and transcripts and in particular two references. One of the reference will be from your most recent employer.

The Application Form and Job Description can be obtained from TNQAB office front desk, during working hours, from 8:30am to 4:30pm, Monday to Friday or through TNQAB Website, www.tnqab.to or can be request via email to: halalotoangi@tnqab.to