

VACANY NOTICE

The Tonga National Qualifications and Accreditation Board (TNQAB) are seeking application for these two vacant positions:

1. Senior Policy Officer
2. Driver for its Office

Post Title	Salary	Requirements:
1. Senior Policy Analyst	Entry salary depends on qualification and work experience	<p>Qualification</p> <ul style="list-style-type: none">• Minimum qualification is a Bachelor Degree from a recognized university. <p>Knowledge and Skills:</p> <ul style="list-style-type: none">• Good knowledge of processes for policy development and review,• good analytical and negotiation skills,• excellent communication skills,• advanced computer skills (word processing and excel) <p>Work Experiences</p> <ul style="list-style-type: none">• Minimum of 3 experience years work experience is essential• Desirable to have experience in policy and related areas• Has provided input into policy discussions and decisions in quality assurance
2. Driver	Entry salary depends on qualification and work	<p>Qualification:</p> <ul style="list-style-type: none">• Pass the Tonga School Certificate or better <p>Experience</p>

	experience	<ul style="list-style-type: none"> • At least 3 years work experience in driving for an organization • Hold valid driving License <p>Knowledge and skills</p> <ul style="list-style-type: none"> • Good Knowledge of Tonga’s local traffic regulations and expectations of a good driver • Can drive both automatic and manual Vehicles. • Ability to adapt to different work situation and can work after hours • Honest, hardworking personality, helpful and reliable individual
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The successful applicant must serve to achieve the objectives of the Tonga National Qualifications and Accreditation Board (TNQAB) Office, and perform other duties given by the CEO.

Job description and application form can be downloaded from the Board website: www.tnqab.to or pick up from TNQAB Office. Alternatively, please contact Mrs. Lapulou Tu’ipulotu during working hours at telephone; 28-136 or email lapulou@tnqab.to to email you the application. All applications must be accompanied by a current CV, certified copies of academic certificates and particulars of two referees. Only shortlisted candidates will be informed.

All applications must be addressed to: **Acting Chief Executive Officer, Tonga National Qualifications and Accreditation Board, Molisi City Central, Salote Road, Nuku’alofa**, and must be received no later than 4.30pm Wednesday, 15th of August, 2018.

THANK YOU

Tonga National Qualifications and Accreditation Board