

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



Vacant Position:

- i. Senior Qualification Analyst

The Tonga National Qualifications and Accreditation Board (TNQAB) are seeking application for the above vacant position.

Post Title	Division	Band	Salary Range	Requirements:
1. Senior Qualification Analyst	Quality Assurance Division	J	28,224TOP – 42,336TOP	<p>Qualification and Work Experiences</p> <ul style="list-style-type: none">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 Ministry of Education and Training System in Tonga. <p>OR</p> <ul style="list-style-type: none">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>Technical Competencies:</p> <ul style="list-style-type: none">Proficiency in evaluation and analysis of accreditation

				<ul style="list-style-type: none"> • applications • Sound knowledge of quality assurance processes <p>Professional Attributes</p> <ul style="list-style-type: none"> • 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
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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, 30 April 2021. All applications must be accompanied by a current cover letter, curriculum vitae, certified copies of academic certificates and transcripts, and particularly two referees. One of these referees will be from your most recent employer. Incomplete application will not be considered and only shortlisted candidates will be informed.

The Job description and application form can be downloaded from the TNQAB website: www.tnqab.to or by contacting LAPULOU TU’IPULOTU during working hours at telephone; 28-136 or email 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 and its supervisor.

THANK YOU

Tonga National Qualifications and Accreditation Board