

# TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



## VACANCIES

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

Post Title	# of Vacancies
Senior Qualification Analyst	2

1. **Position Title:** Senior Qualification Analyst (2)

**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 when required.

### Minimum Requirements:

- i. **Qualification and Work Experiences**

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.

**OR**

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.

- ii. **Technical Competencies:**

Proficiency in evaluation and analysis of accreditation applications

Sound knowledge of quality assurance processes

**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

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Post Title	# of Vacancy
Qualification Analyst	1

**2. Position Title:** Qualification Analyst (1)

**Salary:** Band K

**Rate:** \$24413 – \$37044(TOP)

**Position Purpose**

This position is responsible for effective implementation of registration processes, administrative support for workshops and training, update accreditation database to ensure efficient delivery of the Board’s quality assurance services.

**Minimum Requirements:**

**i. Qualification and Work Experiences**

Bachelor’s Degree from a recognized Tertiary Institution with at least one (1) year of working experience in a Quality Assurance Agency or three (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.

**ii. 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

Post Title	# of Vacancy
Part time Cleaner	1

3. **Position Title:** Part time Cleaner (1)

**Salary:** NA

**Rate:** \$30 (TOP) per hour

### **Position Purpose**

Cleaning of TNQAB office to make ensure that it meets good housekeeping sanitation and provides a clean working space for TNQAB employees.

### **Working Hours**

Successful applicant will be required to work three (3) days per week (Mondays, Wednesdays and Fridays) for 2 hours after normal working hours, 8:30am to 4:30pm.

### **Minimum Requirements:**

- Proven that s/he has working experience as a Cleaner
- Ability to handle and move heavy equipment and machinery
- Knowledge of Cleaning Chemicals and supplies
- Integrity

Interested applicant are required to submit their application form together with signed covering letter responding to the vacant post, and particulars of two referees.

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. Alternatively you can request via email: [lapulou@tnqab.to](mailto:lapulou@tnqab.to)

All application must be receive no later than **4:30pm, 16<sup>th</sup> September 2021**. Incomplete application will be automatically disqualified, and only complete application will proceed for Short Listing. Only successful applicant will be contacted for interview.

All application must be addressed to:

Chief Executive Officer

Tonga National Qualifications and Accreditation Board, Molisi City Central, Level 2

Salote Road,

Nuku'alofa.