

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD

VACANCY 2018

The Tongan National Qualification and Accreditation Board wishes to invite all interested applicants from with-in or outside the government services to apply.

| Post Title | Division | Band | Salary | Requirements: |
|--------------------------|-------------------|------|--------------------|--|
| 1. SENIOR POLICY ANALYST | Corporate Service | J | \$28,224-\$41,699. | <p>1. Qualification</p> <p>a. <i>Education:</i> Minimum qualification is a Degree in Policy or relevant field from a recognized university. A master degree in policy or related field is also desirable.</p> <p>b. <i>Language:</i> Fluent in both English and Tongan both orally and in writing.</p> <p>c. <i>Knowledge and Skills:</i> Good knowledge of processes for policy development and review, good analytical and negotiation skills, excellent communication skills, computer skills (word processing and excel).</p> <p>2. Desired Experiences</p> <p>a. Minimum of 3experience years work experience in policy development and review.</p> <p>b. Has provided input into policy discussions and decisions.</p> |

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

All application 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, 16th of February 2018.

THANK YOU

Tonga National Qualifications and Accreditation Board.