

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



3 VACANCIES

The Tonga National Qualifications and Accreditation Board (TNQAB) invites interested qualified candidates to apply for the following vacant posts.

Posts	# of Posts	Requirements	Time & Due Dates	Salary Band & Range
Principal Qualification Officer	2	<ul style="list-style-type: none"> i. Qualifications & Work Experiences <ul style="list-style-type: none"> a. A Master’s degree in quality assurance or a related field or sub-field from a recognized Tertiary Institution, with at least 3 years of working experience in a quality assurance agency or b. Bachelor degree in quality assurance or related field or subfield from a recognized Tertiary Institution with at least 7 years of working experience. ii. Technical Competencies: <ul style="list-style-type: none"> a. Proficiency in evaluation and analysis of registration and accreditation applications b. Sound knowledge of quality assurance processes c. Demonstrated advanced relevant computing skills in Microsoft Office applications; d. Is analytical, proactive, innovative and able to conceptualize strategic issues the Authority faces and apply appropriate and cost-effective solutions; and e. Demonstrated sound knowledge in quality assurance processes and Quality Management Systems development. iii. Professional Attributes <ul style="list-style-type: none"> a. Excellent nature in working as a team– Teamwork b. Excellent Planning Skills – Planning c. Flexible and Approachable – Relationship 	4:30pm, 2nd June 2023	Band H (T\$36,338 – T\$54,508)

		<ul style="list-style-type: none"> d. Fluent in both oral and writing, both Tongan and English – Communication e. High standard of skills in servicing clients – Client Focus f. High analytical skills (ability to think analytically) – g. Excellent Work Ethics h. High problem solving knowledge and skills – Problem Solving i. Sound planning and delivery capability developed in areas where timeliness and quality are paramount and workload is high j. Experience in working at the level of an Executive Management Team k. Well-developed people relationship and communication skills encompassing influence and persuasion, negotiation, and presentation. The ability to interact/work with people from a wide range of backgrounds and cultural diversity. l. Demonstrated commitment to supporting equitable outcomes for every learner m. Proven capability in recognizing and addressing the needs and interests of people from a wide range of backgrounds n. A demonstrated ability to lead and apply innovative means of leading complex processes while displaying an adaptive and responsive approach to changing needs o. Integrity and a track record of treating people fairly and with dignity p. Understanding of the ethical principles to avoid conflicts of interest and to maintain political and interpersonal neutrality q. Demonstrated ability to handle ambiguity r. Demonstrated energy and enthusiasm for the work, acting as a positive role model for employees and colleagues 		
Assistant Accountant Officer	1	<ul style="list-style-type: none"> i. Minimum Qualification and Experiences: <ul style="list-style-type: none"> a. Diploma in Accounting from a recognized tertiary institution with a minimum of three (3) years’ work experience in Accounting or a related field ii. Technical Competencies <ul style="list-style-type: none"> a. Computer Literate (able to use Microsoft Office Application) b. Ability to comprehend and use basic accounting terminology, codes, and formats 	4:30pm, 8th of May 2023	Band L (T\$21,079 - T\$31,612)

		<ul style="list-style-type: none"> c. Skills in posting data and making arithmetic calculations with speed and accuracy <p>iii. Professional Attributes</p> <ul style="list-style-type: none"> a. Excellent nature in working as a team– Team work b. Excellent Planning Skills – Planning c. Flexible and Approachable – Relationship d. Fluent in both oral and writing, both Tongan and English – Communication e. High standard of skills in servicing clients – Client Focus f. High analytical skills (ability to think analytically) – Work Ethics g. High problem solving knowledge and skills – Problem Solving 		
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Interested applicants are required to submit their application form, current CV, certified copies of academic certificates and transcripts with a signed covering letter responding to the vacant post, and in 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 downloaded from the TNQAB website, www.tnqab.to . Alternatively, you can request via email to: fono@tnqab.to . An incomplete application will be disqualified, and only complete applications will proceed for shortlisting. Only successful applicants will be contacted for an interview.

All applications must be addressed to:

Chief Executive Officer
Tonga National Qualifications and Accreditation Board, Molisi City Central, Level 1
Salote Road,
Nuku'alofa.