

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



VACANCY ANNOUNCEMENT

The Tonga National Qualifications and Accreditation Board (TNQAB) invites suitably qualified and experienced individuals to apply for the vacant position:

Position Title:

Vacancy: Principal Qualification Officer (PQO), National Qualifications Unit. (*Report to the Chief Executive Officer*)

Number of Post: 1

Salary Band: Band H (T\$40,063 – T\$60,095 per annum)

Application Deadline: 4:30pm, 26th March 2026

Key Requirements:

1. Qualifications and Work Experience

Applicants must meet one of the following criteria:

- A **Master's degree** in Quality Assurance or a related field from a recognized tertiary institution, with at least **3 years' experience** in a quality assurance agency; OR
- A **Bachelor's degree** in Quality Assurance or a related field from a recognized tertiary institution, with at least **7 years' relevant experience**.

2. Technical Competencies

The successful candidate will demonstrate the following core technical competencies:

- **Accreditation and Evaluation Expertise** – Proven experience in assessing registration and accreditation applications, including institutional and programme evaluations within a regulatory or quality assurance environment.
- **Quality Assurance Systems Knowledge** – Strong understanding of Tonga National frameworks, standards, and Quality Management Systems (QMS) development and implementation.
- **Advanced Analytical and Report Writing Skills** – Ability to critically analyze complex information, synthesize findings, and produce high-quality reports, recommendations, and policy advice.
- **Strategic Planning and Policy Analysis** – Demonstrated capability in strategic thinking, policy interpretation, and contributing to organizational planning and continuous improvement initiatives.
- **Digital and Information Management Proficiency** – Advanced proficiency in Microsoft Office applications and the effective use of digital tools for data management, reporting, and operational efficiency.

3. Professional Attributes

The successful candidate will demonstrate:

- **Strategic Leadership** – Ability to think strategically, analyze complex issues, and provide sound, forward-looking advice to senior management.
- **Team Leadership & Teamwork** – Proven capability to lead, mentor, and work collaboratively with staff while fostering a positive and high-performing team culture.
- **Integrity & Ethical Conduct** – High personal integrity with the ability to maintain professional neutrality and manage conflicts of interest appropriately.
- **Stakeholder Engagement & Communication** – Strong interpersonal, negotiation, and presentation skills with the ability to engage effectively with diverse stakeholders.
- **Decision-Making & Problem Solving** – Sound judgement and ability to make timely, evidence-based decisions in complex and high-pressure environments.
- **Adaptability & Resilience** – Capacity to manage ambiguity, lead change, and remain effective under demanding workloads.

4. Application Process

Interested applicants must submit:

- A current Curriculum Vitae (CV)
- Certified copies of academic certificates and transcripts
- A signed covering letter addressing the position requirements
- Contact details of **two referees**

The detailed Job Description may be obtained from the TNQAB Office (Front Desk) during working hours (8:30am – 4:30pm, Monday to Friday), downloaded from the TNQAB website at www.tnqab.to, or requested via email.

Applications may be submitted electronically to: [*tnqab@tnqab.to*](mailto:tnqab@tnqab.to)

5. Submission Address

All applications must be addressed to:

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