

# 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:** Qualification Officer (*Reports to the Principal Qualifications Officer*)

**Number of Post:** 1

**Salary Band:** Band K (T\$27,732 – T\$42,066 per annum)

**Application Deadline:** 4:30pm, 09<sup>th</sup> March 2026

### Key Requirements:

#### 1. Qualifications and Work Experience

Applicants must meet one of the following criteria:

- Bachelor's degree in Quality Assurance, Education, or a related field from a recognized tertiary institution with at least **2–3 years' relevant work experience**; OR
- Diploma in a relevant field with at least **5 years' relevant experience** in education, compliance, administration, or regulatory services.
- Experience in a quality assurance, accreditation, or education environment will be an advantage.

#### 2. Technical Competencies

The successful candidate will demonstrate the following core technical competencies:

- Working knowledge of accreditation, registration, or evaluation processes
- Understanding of quality assurance standards and procedures
- Ability to analyze documentation and prepare clear written reports
- Competence in data collection, record management, and compliance monitoring
- Proficiency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint)
- Ability to follow policies, procedures, and regulatory guidelines accurately

#### 3. Professional Attributes

The successful candidate will demonstrate:

- Strong teamwork and collaboration skills
- Good organizational and time management skills
- Clear written and verbal communication in Tongan and English
- Professional integrity and reliability
- Sound problem-solving ability
- Willingness to learn and develop professionally

#### 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](http://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