

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



VACANCY SENIOR QUALIFICATION ANALYST

The Tonga National Qualifications and Accreditation Board (TNQAB) invites applications from suitably qualified and experienced persons for the position of **Senior Qualification Analyst - National Qualifications Unit**.

Position Purpose:

The Senior Qualification Analyst will support the effective implementation of the Tonga Qualifications Framework and the functions of the National Qualifications Unit, including the evaluation of qualifications, assessment and moderation activities, quality assurance, accreditation-related processes, monitoring, analysis, and the provision of technical advice and recommendations.

Key Responsibilities:

The successful applicant will be responsible for:

1. **Qualifications Evaluation and Analysis:** Evaluate and analyse qualifications, programmes, applications, and supporting evidence against relevant standards, criteria, policies, and regulatory requirements.
2. **Assessment and Moderation:** Undertake and support assessment and moderation activities and provide technical advice on assessment practices, including Recognition of Prior Learning (RPL).
3. **Quality Assurance and Compliance:** Support the implementation of quality assurance processes and monitor compliance with applicable qualifications, education and training standards and requirements.
4. **Accreditation and Monitoring:** Participate in accreditation, monitoring, evaluation, and review activities and contribute to evidence-based findings and recommendations.
5. **Data Management and Analysis:** Collect, maintain, analyse, and interpret qualifications and quality assurance data and prepare accurate reports to support decision-making.
6. **Technical Reporting and Advice:** Prepare clear, accurate, and evidence-based technical reports, assessment findings, recommendations, correspondence, and other documentation for management and relevant committees.
7. **Stakeholder Engagement and Support:** Communicate and work effectively with education and training providers, assessors, moderators, stakeholders, and other relevant parties in relation to qualifications, assessment, quality assurance, and accreditation matters.

Professional Attributes:

The successful applicant will be expected to demonstrate:

1. **Teamwork and Collaboration** – Ability to work effectively and cooperatively with colleagues and contribute positively to team objectives.
2. **Planning and Organisational Skills** – Strong planning, organisation, and time-management skills, with the ability to prioritise tasks, meet deadlines, and manage multiple responsibilities.
3. **Communication Skills** – Excellent oral and written communication skills in both Tongan and English, with the ability to communicate clearly and appropriately with staff, management, clients, and stakeholders.
4. **Flexibility and Interpersonal Skills** – Adaptable, approachable, respectful, and able to establish and maintain positive professional relationships.
5. **Client and Service Orientation** – Strong commitment to providing responsive, respectful, professional, and high-quality service to clients and stakeholders.
6. **Analytical Skills** – Ability to analyse information, interpret data, identify trends and underlying issues, assess relevant facts, and draw sound and logical conclusions.
7. **Problem-Solving** – Ability to identify problems, assess alternative solutions, exercise sound judgement, make timely decisions, and implement practical and effective solutions.

8. **Confidentiality and Information Integrity** – Demonstrates a strong commitment to maintaining the confidentiality, security, and integrity of sensitive information and data, including assessment results, provider information, personal information, accreditation records, and other confidential TNQAB information.
9. **Strong Work Ethic** – Demonstrates reliability, commitment, integrity, accountability, and diligence in carrying out assigned responsibilities, meeting deadlines, and delivering work to a high standard.

Technical Competency:

The successful applicant should demonstrate:

1. **Accreditation Evaluation and Analysis** – Ability to evaluate and analyse applications against relevant standards, criteria, policies, and regulatory requirements.
2. **Competency-Based Training and Assessment** – Sound practical knowledge of competency-based training and assessment principles and practices, including Recognition of Prior Learning (RPL) assessment.
3. **Quality Assurance** – Sound knowledge and understanding of quality assurance principles, processes, and practices relevant to education, training, qualifications, and accreditation.
4. **Information and Digital Technology** – Advanced proficiency in Microsoft Office applications, particularly Word and Excel, and competent use of web-based communication and collaboration tools, including email, video conferencing, and online information systems.
5. **Data Management and Reporting** – Ability to collect, maintain, analyse, interpret, and report data accurately to support qualifications, quality assurance, monitoring, and decision-making.
6. **Technical Report Writing** – Ability to prepare clear, accurate, evidence-based technical reports, assessment findings, and recommendations for management and relevant committees.

Minimum Qualifications and Experience

Applicants must have:

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| <ol style="list-style-type: none">i. A Bachelor's degree or equivalent qualification from a recognised tertiary institution, with at least three (3) years of relevant professional experience in education and training, qualifications, assessment, quality assurance, accreditation, or a related field. |
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How to apply

Application for the position of a Senior Qualification Officer – National Qualification Unit open **at 8:30 a.m. Friday 14 August 2026, and close at 4:30 p.m. Thursday 27 August 2026.**

Interested Applicants are invited to submit the following:

- A signed covering letter clearly stating the position applied for and how you meet the requirement of the position;
- An updated Curriculum Vitae (CV);
- Certified copies of academic qualifications and transcripts; and
- Details of two referees, including one referee from the applicant's current employer, where applicable.

The **Job Description** is available from the TNQAB Front Office during normal office hours (8:30 am – 4:30 pm, Monday to Friday), or can be downloaded from the TNQAB website at www.tnqab.to. Alternatively, a copy may be requested by emailing tnqab@tnqab.to.

Applications should be submitted electronically to: tnqab@tnqab.to , or delivered to:

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

Applications must be received by 4:30 p.m. on Thursday, 27 August 2026. Late applications will not be considered. Only shortlisted applicants will be contacted.