

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



VACANCY

Senior Executive Officer – Corporate Services

The Tonga National Qualifications and Accreditation Board (TNQAB) invites applications from suitably qualified, experienced, and motivated individuals for the position of **Senior Executive Officer – Corporate Services**.

Position Purpose

The Senior Executive Officer (Corporate Services) provides comprehensive administrative and operational support to ensure the efficient and professional functioning of the Corporate Services Division. The role supports executive management, the Board and Committees through high-quality secretariat services, records management, customer service, finance administration, and human resource administration.

Key Responsibilities

The successful applicant will be responsible for:

- Providing executive administrative and secretariat support, including coordinating meetings, preparing agendas, recording minutes, and monitoring follow-up actions.
- Managing official correspondence, electronic and physical records, and maintaining effective document control systems.
- Coordinating Board and Committee meetings, official travel, workshops, and corporate events.
- Delivering high-quality customer service and responding to enquiries from stakeholders.
- Supporting recruitment processes, employee records administration, leave management, and other human resource functions.
- Assisting the Finance Unit with receipting, revenue administration, and maintaining accurate financial records in accordance with TNQAB's Financial Management Policies and Procedures.
- Maintaining and updating electronic filing systems for TNQAB policies, procedures, and other corporate records.
- Supporting the efficient day-to-day operations of the Corporate Services Division.

Essential Knowledge, Skills and Attributes

Applicants should demonstrate:

- High standards of professionalism, integrity, and confidentiality.
- Excellent communication and interpersonal skills.
- Strong organisational, planning, and time management skills.
- Excellent customer service and relationship management skills.
- Sound knowledge of Tongan culture, customs, values, and official protocols.
- Ability to work independently and as part of a team.
- Flexibility, initiative, and commitment to continuous improvement.
- Ability to manage sensitive Board, personnel, financial, legal, and regulatory information with discretion.

Technical Competencies

Applicants should have experience and proficiency in:

- Written and spoken English and Tongan.
- Microsoft Office applications (Word, Excel, Outlook, and PowerPoint).
- Electronic records and document management systems.
- Minute taking and meeting administration.
- Office administration and customer service.
- Finance and human resource administration.
- Filing systems, database management, and office communication systems.
- Qualifications and Experience

Applicants must possess:

A Diploma in Business Administration, Public Administration, Office Administration/Management, Human Resource Management, Accounting, Management, or another relevant qualification from a recognised institution.

And

A minimum of five (5) years' relevant work experience in administration, corporate services, finance administration, customer service, human resource administration, or a related field.

Experience working within a government ministry, statutory authority, regulatory agency, educational institution, or similar professional environment will be an advantage.

How to Apply

Applications for the position of Senior Executive Officer – Corporate Services open on **Friday, 7 August 2026, and close at 4:30 p.m. on Thursday, 20 August 2026.**

Interested applicants are invited to submit the following:

- A signed covering letter addressing how you meet the requirements of the position.
- A current Curriculum Vitae (CV).
- Certified copies of academic qualifications, certificates, and official transcripts.
- The names and contact details of two (2) professional referees, one of whom must be your current or most recent employer.

The **Job Description** may be obtained from the TNQAB Front Desk during normal office hours (8:30 a.m. – 4:30 p.m., Monday to Friday), or downloaded from the TNQAB website at www.tnqab.to.

Applications may be submitted either by:

- hand to the TNQAB Office; or
- email to tnqab@tnqab.to.

All applications must be addressed to:

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

Applications must be received by 4:30 p.m. on Thursday, 20 August 2026. Late applications will not be considered.

Only shortlisted applicants will be contacted for an interview.