

# TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



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|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>Job Title:</b> Qualifications analyst -National Qualifications (QA-NQ)                                                    | <b>Salary Band:</b>                               |
| <b>Reporting to:</b> PQO-NQ                                                                                                  | <b>Division:</b> National Qualifications Division |
| <b>Hours of work:</b> 40 hours/week                                                                                          | <b>Date of appointment:</b>                       |
| <b>Reviewed:</b> Feb 2024                                                                                                    | <b>Version:</b> 3                                 |
| <b>Special conditions:</b><br>On occasions, there will be requirement to work outside normal hours to complete urgent tasks. |                                                   |

## Purpose:

The Qualifications analyst – National Qualifications will be responsible to the CEO Tonga National Qualifications and Accreditation Board (TNQAB) for the development and implementation of national qualifications for post compulsory education and training.

## Job Specification

### i. Professional Attributes

- 1) Excellent nature in working as a team– Team work
- 2) Excellent planning skills
- 3) Excellent communication skills - Fluent in both oral and in writing, both Tongan and English
- 4) Flexible and approachable - Relationship
- 5) Client focus - High standard of skills in servicing client
- 6) Strong work ethics - High analytical skills (ability to think analytically)
- 7) Problem Solving - High problem solving knowledge and skills

### ii. Technical Competencies

- 1) Proficiency in evaluation and analysis of accreditation applications
- 2) Sound knowledge of educational assessment and moderation
- 3) Sound computer skills – MS Office Word and Excel

### iii. Required Qualification and Experiences (minimum)

- 1) A Bachelor degree from a recognized Tertiary Institution with 7 years in education.
- 2) Relevant work experience in conducting educational assessment

## DETAILS OF POSITION

| Key Results Area                                           | Key Responsibilities                                                                                            | Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | KPI (Indicators)                                                                                                                                     |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1) Effective development of national qualifications</b> | 1.1 Support the initiation of national qualifications                                                           | a) Facilitate discussions with stakeholders to initiate new national qualifications<br>b) Support developer's discussion of initial thoughts on the characteristics of the proposed national qualification<br>c) Assess the proposed importance of the qualification to the national priorities and development in Tonga<br>d) Provide feedback on relevance and appropriateness of proposed qualification<br>e) Evaluate the potential pathways into and out of the proposed national qualification<br>f) Provide advice on public access to national qualification documents and information<br>g) Refer relevant matters to lines supervisor | At least 2 qualifications per PMS cycle:<br>(i) Assistance provided<br>(ii) Relevant communications made<br>(iii) Number of qualifications initiated |
|                                                            | 1.2 Support the establishment of ITACs                                                                          | a) Communicate with industry stakeholders when required.<br>b) Advise developers of national qualifications on their application for ITAC approval.<br>c) Facilitate ITAC consultations and meetings<br>d) Clarify ITAC terms of reference, roles and responsibilities.<br>e) Refer relevant matters to lines supervisor                                                                                                                                                                                                                                                                                                                        | At least 1 ITAC per PMS cycle:<br>(i) Assistance provided<br>(ii) Relevant communications made<br>(iii) Number if ITACs approved                     |
|                                                            | 1.3 Support the development of drafts of national qualifications to ensure compliance with quality expectations | a) Advise developers on the development of qualification descriptors<br>b) Assist the development of units of competency standards which can be used as components of national qualifications<br>c) Provide assistance in the validation of national qualification descriptors and their units of competency<br>d) Assess and review drafts of qualifications and make recommendations for improvement to meet quality expectations<br>e) Refer relevant matters to lines supervisor                                                                                                                                                            | Max of 2 qualifications per PMS cycle:<br>(i) Assistance provided<br>(ii) Relevant communications made<br>(iii) Number of qualifications approved    |
| <b>2) Registration of National Qualifications</b>          | 2.1 Support the validation and registration of national qualifications                                          | a) Assist communication with validators<br>b) Facilitate the validation of national qualifications;<br>c) Assist in the compilation of TQF registration reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Max of 2 qualifications per PMS cycle:<br>(i) Assistance provided                                                                                    |

| Key Results Area                     | Key Responsibilities                                                                                       | Tasks                                                                                                                                                                                                                                                                                                                                                                                           | KPI (Indicators)                                                                                                                                             |
|--------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | 2.2 Support the registration and conversion of overseas approved qualifications as national qualifications | a) Advice on alignment of approved overseas training packages/standards with TQF registration requirements.<br>b) Liaise with applicant of overseas qualification for evidence of approval.<br>c) Assist in the adaptations of foreign qualifications where necessary<br>d) Make appropriate recommendations for registration of qualification<br>e) Refer relevant matters to lines supervisor | (ii) Relevant communications made<br>(iii) Number of qualifications approved                                                                                 |
| 3) Data management                   | 3.1 Support the collection, storage and maintenance of the national qualification data and information     | a) Liaise with providers of relevant training programmes for student information<br>b) Facilitate regular collection and processing of necessary data and information.<br>c) Implement effective and efficient storage and backup of relevant data<br>d) Monitor accuracy of website database for national qualifications<br>e) Refer relevant matters to lines supervisor                      | Max of 4 training programmes per PMS cycle:<br>(i) Assistance provided<br>(ii) Relevant communications made<br>(iii) Number of training programmes completed |
| 4) Assessment moderation             | 4.1 Support the effective implementation of assessment and moderation of national qualifications           | a) Provides advice and guidance to assessors and moderators<br>b) Facilitate adherence to assessment and moderation requirements.<br>c) Assist in the regular moderation and reporting on assessment.<br>f) Assist to prepare and check student transcripts (TSARs)<br>g) Assist the preparation of certificates (awards)<br>h) Refer relevant matters to lines supervisor                      | Max of 4 training programmes per PMS cycle:<br>(i) Assistance provided<br>(ii) Relevant communications made<br>(iii) Number of training programmes completed |
| 5) Review of national qualifications | 5.1 Support the review of national qualifications                                                          | a) Assist in the review of guidelines and policies for review of qualifications<br>b) Initiate the review of qualifications<br>c) Advice on schedule for review of national qualifications<br>d) Provide necessary support to developers on review of national qualifications;<br>e) Facilitate and monitor review of qualifications                                                            | Max of 4 training programmes per PMS cycle:<br>(i) Assistance provided<br>(ii) Relevant communications made<br>(iii) Number of reviews completed             |
| 6) Trainings and workshops           | 6.1 Participate in staff in-house training                                                                 | a) Identify own training needs to pursue key responsibilities<br>b) Attend in-house training activities<br>c) Facilitate in-house training activities                                                                                                                                                                                                                                           | Max of 4 trainings per PMS cycle:                                                                                                                            |

| Key Results Area                              | Key Responsibilities                                                            | Tasks                                                                                                                                                                                                                                                                                                                                 | KPI (Indicators)                                                                                                                                   |
|-----------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | 6.2 Assist in preparation of training workshops and consultations               | a) Assist in identifying target participants for training workshops<br>b) Assist in printing workshop documents and preparing participant's folders<br>c) Assist in transport of workshop documents and giving out to participants<br>d) Assist in the conduct of workshops                                                           | (i) Relevant communications made<br>(ii) Training documents are ready<br>(iii) Trainings completed and reported                                    |
|                                               | 6.3 Assist one-on-one provider training to support specific providers           | a) Liaise with training providers re their training needs<br>b) Assist in preparation and conduct of dedicated training to specific providers                                                                                                                                                                                         |                                                                                                                                                    |
| <b>7) Planning and Performance Management</b> | 7.1 Plan, implement activities as required;                                     | a) Support the development of division annual plan aligned to corporate outcomes<br>b) Develop and implement individual monthly work-plans<br>c) Implement activities as scheduled<br>d) Plan for staff performance appraisal (mid-review in Dec/Jan and Final-review in June/July)<br>e) Set objectives and discuss with supervisors | (i) Monthly work-plans submitted on time<br>(ii) 12 Monthly work-plans submitted<br>(iii) PMS objectives approved                                  |
|                                               | 7.2 Monitor, measure, and report on own performance as required                 | a) Follow-up progress of work-plan as scheduled<br>b) Develop action plan to monitor progress of activities that are late<br>c) Prepare and submit monthly report to lines supervisor on work progress<br>d) Prepare and submit quarterly report to lines supervisor.                                                                 | (i) PMS form is completed on time for mid-review<br>(ii) PMS action plan completed on time<br>(iii) PMS form is completed on time for final review |
| <b>8) Other duties required by CEO</b>        | 8.1 Assistance offered as required for effective operation of the organization. | a) Attend all staff meetings<br>b) Attend committee meetings<br>c) Attend to any urgent tasks approved by the CEO                                                                                                                                                                                                                     | (i) Attendance in meetings<br>(ii) Tasks completed                                                                                                 |

**Declaration:**

I hereby acknowledge that I have received and understand my duties and responsibilities.

Name of Employee ..... Signature: ..... Date: .....

Chief Executive Officer: ..... Signature: ..... Date: .....