

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD (TNQAB)



VACANCIES

The Tonga National Qualifications and Accreditation Board (TNQAB) invites applications from suitably qualified, experienced and motivated individuals for the following professional positions:

Position	Division/Unit	Minimum Requirements.	Salary Band
1. Principal Qualification Officer	Accreditation Division The Principal Qualification Officer – Accreditation will provide professional leadership and technical support in the coordination and implementation of accreditation activities, including the evaluation of providers, programmes and qualifications in accordance with TNQAB legislation, regulations, standards, policies and quality assurance requirements.	Qualification and Experience The applicant must possess either: - A Bachelor's Degree in a relevant discipline from a recognized tertiary institution, together with at least seven (7) years of relevant professional experience in education, training, qualifications, accreditation, quality assurance, monitoring and review, or a related field; OR - A Master's Degree in a relevant discipline from a recognized tertiary institution, together with at least three (3) years of relevant professional experience in education, training, qualifications, accreditation, quality assurance, monitoring and review, or a related field.	Band H (range from 41,265TOP – 61,898TOP)
2. Principal Qualification Officer	Monitoring and Review Division The Principal Qualification Officer – Monitoring and Review will provide professional leadership and technical support in monitoring, review and quality assurance activities to ensure that registered providers and approved	Professional and Leadership Competencies The successful applicant must demonstrate: Leadership and Teamwork – Demonstrated ability to provide professional leadership, work effectively within a team, support colleagues and contribute to the achievement of organizational and divisional workplans.	Band H (range from 41,265TOP – 61,898TOP)

	programmes continue to meet TNQAB requirements, standards and conditions.	• Planning and Organization – Excellent planning, organizational and time-management skills, with the ability to manage competing priorities and deliver high-quality outputs within required timeframes. • Communication Skills – Excellent oral and written communication skills in both Tongan and English, with the ability to communicate complex information clearly and effectively to a wide range of audiences. • Interpersonal and Relationship Management – Highly developed interpersonal skills, with the ability to establish and maintain effective professional relationships with staff, management, education and training providers, stakeholders and other external parties. • Client and Stakeholder Focus – Demonstrated commitment to providing a high standard of professional service and maintaining constructive relationships with clients, providers and stakeholders. • Problem Solving and Decision Making – Strong problem-solving and decision-making skills, with the ability to develop practical, evidence-based and cost-effective solutions to complex issues. • Adaptability and Innovation – Demonstrated ability to respond effectively to changing circumstances, lead innovative approaches and identify opportunities to improve organizational processes and service delivery. • Integrity and Professional Conduct – High level of integrity, professionalism and accountability, with a demonstrated commitment to treating people fairly, respectfully and with dignity. • Ethical Conduct and Impartiality – Sound understanding of ethical principles, including confidentiality, conflicts of interest, impartiality and the requirement to maintain political and interpersonal neutrality. • Managing Ambiguity and Pressure – Demonstrated ability to work effectively in situations involving uncertainty, changing priorities, tight deadlines and high workloads while maintaining accuracy and quality. Technical Competencies The successful applicant must demonstrate: • Quality Assurance – Sound knowledge and practical understanding of quality assurance principles, standards, systems and processes within the education and training sector.	
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		• Accreditation, Monitoring and Review – Demonstrated knowledge and experience in the evaluation, assessment, monitoring and review of education and training providers, qualifications, programmes or related quality assurance activities. • Evidence-Based Assessment – Advanced ability to analyze and evaluate evidence, identify compliance and quality issues, assess risks and formulate clear, objective and evidence-based findings and recommendations. • Quality Management Systems – Demonstrated knowledge and experience in the development, implementation, monitoring and continuous improvement of quality management systems. • Regulatory and Policy Application – Ability to interpret and apply relevant legislation, regulations, policies, standards, procedures and quality assurance requirements in carrying out professional responsibilities. • Report Writing and Documentation – Highly developed ability to prepare accurate, concise and professional reports, recommendations, assessments, correspondence and other technical documentation. • Information Technology – Advanced computer literacy and proficiency in Microsoft Office applications, including Word, Excel, PowerPoint and Outlook, with the ability to use technology effectively to support professional work.	
Qualification Analyst	National Qualifications Unit The Qualification Analyst will support the quality assurance of national qualifications to meet the requirements of the Tonga National Qualifications (TQF)..	Qualification and Experience Applicants must possess either: - A Bachelor's Degree from a recognized tertiary institution, with at least three (3) years of relevant professional experience in education, educational assessment, moderation, qualification development or analysis, quality assurance, or a related field; OR - An Advanced Diploma or Diploma in Education from a recognized tertiary institution, with at least five (5) years of relevant professional experience in education, educational assessment, moderation, qualification development or analysis, quality assurance, or a related field. Professional Attributes The successful applicant should demonstrate:	Band K (range from 28,564TOP – 43,328)

		• Teamwork and Collaboration – Ability to work effectively and cooperatively as part of a team and contribute to the achievement of Unit and organizational objectives. • Planning and Organization – Good planning, organizational and time-management skills, with the ability to prioritize tasks and complete assigned work within required timeframes. • Communication Skills – Good oral and written communication skills in both Tongan and English, with the ability to communicate information clearly and professionally. • Client and Stakeholder Focus – Demonstrated commitment to providing a professional, responsive and high standard of service to clients, providers and stakeholders. • Analytical and Critical Thinking – Strong analytical skills, with the ability to examine information, interpret evidence, identify issues and draw logical conclusions. • Problem Solving – Demonstrated ability to identify problems, consider available options and develop practical and appropriate solutions. • Professional Integrity and Work Ethics – Demonstrated integrity, reliability, accountability and commitment to maintaining high professional standards, confidentiality and impartiality. • Attention to Detail – Strong attention to accuracy and detail when reviewing documents, analyzing information, maintaining records and preparing reports. Technical Competencies The successful applicant should demonstrate: • Qualification Analysis and Evaluation – Ability to evaluate and analyze qualification and programme documentation against established requirements, standards and criteria. • Educational Assessment and Moderation – Sound knowledge and understanding of educational assessment principles, assessment methods and moderation processes. • Quality Assurance – Understanding of quality assurance principles and their application within education and training. • Evidence Analysis – Ability to review, analyze and interpret evidence and supporting documentation and identify gaps, inconsistencies or areas requiring further clarification.	
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		• Report Writing and Documentation – Ability to prepare clear, accurate and well-structured reports, summaries, correspondence and other professional documentation. • Computer Literacy – Good working knowledge of Microsoft Office applications, particularly Microsoft Word and Excel, with the ability to use computer systems effectively for data entry, analysis, reporting and document preparation.	
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How to Apply

Applications for the following positions will open on **Tuesday, 7 October 2026**:

1. Principal Qualification Officer – Accreditation Division
2. Principal Qualification Officer – Monitoring and Review Division
3. Qualification Analyst – National Qualifications Unit:

Interested applicants are invited to submit the following:

- A signed covering letter clearly stating the position being applied for and addressing how the applicant meets 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 the applicant's current or most recent employer.

The relevant Job Description and Job Application Form can be obtained from the TNQAB Front Desk during normal office hours (8:30 am – 4:30 pm, Monday to Friday) or downloaded from the TNQAB website at www.tnqab.to

Submission of Applications

Applications may be submitted by either:

- Hand delivery 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

Closing Dates

- Applications for the Qualification Analyst – National Qualifications Unit must be received by **4:30 pm on Tuesday, 20 October 2026.**
- Applications for the two Principal Qualification Officer positions must be received by **4:30 pm on Friday, 30 October 2026.**
- Late applications will not be considered.
- Applicants applying for more than one position must submit a separate covering letter for each position applied for.

Only shortlisted applicants will be contacted for an interview.