TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD

VACANCY

Chief Executive Officer

Position: Chief Executive Officer

Applications are invited for the position of Chief Executive Officer at the Tonga National Qualifications and Accreditation Board.

The Tonga National Qualifications and Accreditation Board is a state owned entity, established under the Tonga National Qualification and Accreditation Board 2004. It is responsible for the quality assurance of post Compulsory education and training providers in Tonga.

Purpose of the Position

The position of the Chief Executive Officer (CEO) will lead the Secretariat, managers and control generally the administration and the day-to-day operations of the Board and perform and other necessary functions determined by the Board.

Duties and Responsibilities

Duties of the position include:

Leadership

- Ensures that the Secretariat undertakes all the day-to-day business of the Board, as delegated by the Board, with efficiency and effectiveness, and ensures that the restrictions and limitations that apply, including limits on expenditure are complied with.
- Provides advice to the Board on registration, accreditation, monitoring, reviewing and quality audit of all qualifications and assessment standards offered by all persons, organisations and institutions providing post compulsory education and training and maintains a register of all accredited providers of post-secondary education and training.
- Provides responsive advice to the Board on qualifications and assessment matters.
- Communicates the Board vision, mission, values, plans, policies, and procedures to all stakeholders.
- Provide the Board with all pertinent information for effective decision-making and ensures that the collection, analysis, distribution, and use of the information is timely, accurate, and cost-effective.
- Promotes and oversees good relationships with the Board and with all stakeholders.
- Directs, monitors and evaluates the work of the Secretariat staff and reports the outcomes to the Board.
Planning

- Participates as an integral and active member in the strategic planning process of the Board.
- Develops, coordinates, guides and maintains the strategic and operational plans in support of the overall mission and strategic directions of the Board. These plans define the Vision, mission, and values of the Board.
- Maintains the Board Framework, defines and applies standards, protocols, quality assurance policies, and procedures.
- Ensures timely preparation and dispatch of Board agendas and all papers for consideration at Board meetings.
- Oversees the implementation of resolutions of the Board.

Management

- Approves, coordinates and controls all activities on behalf of the Board on a day-to-day basis, as delegated by the Board.
- Maintains the Qualifications Framework and Board and ensures that they are capable of supporting and meeting the needs of stakeholders.
- Maintains Board policies procedures and accreditation standards.
- Researches, evaluates and recommends to the Board alternative accreditation mechanisms to ensure appropriateness, relevancy, validity, and cost-effectiveness.
- Manages and operates any examinations administered by the Board
- Provides quality service to the Board and stakeholders in a timely, cost-effective and efficient manner.
- Ensures that the Board operates in accordance with its own internal standards, as well as with regional and international standards.
- Enforces the policies and procedures of the Board to protect the integrity of the Board and accreditation standards and qualifications awarded by the Board.

Human Resources

- Recruits, develops, motivates, and retains Board Secretariat staff and promotes team work, employee security, mutual respect, and the maintenance of the highest professionalism.
- Ensures appropriate training programmes for the Board to attract, retain, and develop key personnel to support the work of the Board.
- Contracts quality assurance panel chairs and members and oversees their work.

Financial Management

- Monitor implementation of the annual operating budget of the Board.
- Recommends to the Board the appropriate fees to charge for Board services such as fees for registration, accreditation, monitoring, reviewing and quality audit.
- Ensures that proper accounts and records of all fees, grants from Government and elsewhere, and funds from all other sources and transactions are properly accounted for and that all payments are correctly authorized and accounted for and that there are adequate controls over the Board’s assets, property, expenditure, and liabilities.
• Seeks insurance cover for any legal costs of defending any action against members of staff or the Board, where the Board or the staff has been acting in good faith.
• Ensures that there is a system of internal audit to verify that all systems and procedures and being operated to a high standard and in accordance with official policies.

Qualifications and Experience

1. Minimum Qualification is a first Degree from a recognized university. A higher degree would be an advantage.
2. At least 5 years experience at Executive Level, corporate planning, quality assurance, exposure and familiarity with regional and international accreditation organizations.

Knowledge, Skills, and Abilities

• Knowledge of strategic and operational planning, economics, personnel administration and trends in Assessment, Accreditation and Evaluation:
• Financial literacy, problem-solving and leadership skills
• Good analytical skills.
• Good understanding and knowledge of assessment, accreditation and evaluation
• Knowledge of regional and international qualifications and accreditations frameworks
• Skills in development, administration, and management of internal and external examinations processes and procedures and data analyses, and reporting relating to administration and management of examinations to large and diverse groups.
• Skills in evaluation of applications for accreditation and accreditation compliances.

Proven skills in:

• Written and verbal communication (Tongan and English)
• Good relationships with education providers, both internal and external, and with regional and International qualifications and accreditation boards.
• Budget preparation and monitoring.
• Planning and organization.
• Management and leadership.
• Interpersonal relationship building.

Demonstrated ability to:

• Relate to all levels of stakeholders
• Be a team player who motivates and educates other team members.
• Plan, implement and support the National Qualification Framework and Board at national as well as at regional and international levels.
• Set and manage priorities.
• Comprehend complex and technical subjects.
• Translate technical language to the public.
• Link and apply complex technologies to Board strategies.
• Create and motivate positive behaviour change.
**Remuneration**

Successful candidate will be remunerated with a package approved by the Board.

**How to Apply**

Candidates who are interested to apply for this position are welcome to express their interest in writing and address to:

Chairman – TNQAB Board of Directors  
Ministry of Education and Training  
Vuna Road  
Nuku’alofa

All Applications should be marked clearly as ‘APPLICATION’ and submitted together with the following documents:

- An updated Curriculum Vitae
- Certified copies of all academic transcripts, certificates and professional trainings
- Names of three referees for reference check, one of whom have closely supervised performance at work during the last 5 – 10 years.

In your application, please state date of availability to take up the position. All applications must be received no later than **4:30pm on Thursday 19th December, 2019**. Only short listed applicants will be contacted.

For any enquiry, please contact **Mrs Lucy Moala-Mafi** (Deputy Director – Human Resources Management), Ministry of Education and Training on Telephone (676)23-511 or by Email to **lucymafi@hotmail.com**.