

GOVERNMENT OF TONGA

SAVINGRAM

To: Chief Executive Officers/ All Government Ministries

From: Chief Executive Officer, Health

Reference No: MH 17:15B

Date: 4th April.2024

Re: Advertisement & Re-Advertisement Internal and External of Vacant Positions, Ministry of Health.

The Ministry of Health is seeking to engage qualified applicants to apply with the following requirements.

ADVERTISEMENT

#	Position	Station	Band	Division	Minimum Requirements Essential.
1	Principal Dental Officer	Vaiola Hospital	G	Dental Division	<ul style="list-style-type: none"> • Fellowship with no working experience • Master's Degree with at least 3 years' experience in a similar role OR at least 5 years relevant working experience • Post-Graduate Diploma with at least 4 years' experience in a similar role or at least 6 years relevant working experience. • Bachelor's degree with at least 7 years' experience in a similar role or at least 10 years relevant working experience <p>Qualifications acceptable for this role must be in Dental Surgery, or Dental Medicine from a recognised educational institution.</p>
2.	Principal Staff Nurse (x16)	Vaiola Hospital	J	Clinical Division, Public Health	<ul style="list-style-type: none"> • Master's Degree with no working experience • Post Graduate Diploma with at least 1 year experience in a similar role or at least 3 years relevant working experience. • Bachelor's degree with at least 3 years' experience in a similar role or at least 4 years relevant working experience

					Qualifications acceptable for this role must be in Nursing or Midwifery from a recognised educational institution.
3.	Nursing Sister Graduate (x36)	Vaiola	L	Clinical Division, Public Health	<ul style="list-style-type: none"> • Bachelor's degree with no working experience • Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience <p>Qualifications acceptable for this role must be in Nursing from a recognized educational institution</p>
4	Assistant Procurement Officer	Vaiola Hospital	N	Corporate Services Division	<ul style="list-style-type: none"> • Diploma Level 5/ 6 TNQAB framework in relevant field; • Certificate level 4/trade/technical qualification + 2 years' relevant work experience • Form 7 or equivalent of Certificate level 3 + 4 years' relevant work experience • PSSC or equivalent of Certificate level 2 + 7 years' relevant work experience <p>Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</p>
5.	Junior Medical Recorder	Prince Ngu, Vava'u	S	Corporate Services Division	<ul style="list-style-type: none"> • Form 5 TSC or equivalent of Certificate level 1 • *exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).
6.	Assistant Cook	Prince Ngu, Vava'u	S	Non-Clinical Division	<ul style="list-style-type: none"> • Form 5 TSC or equivalent of Certificate level 1 • *exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).

RE-ADVERTISEMENT

#	Position	Station	Band	Division	Minimum Requirements Essential.
1	Deputy Director for Facilities and Transport	Vaiola Hospital	I	Corporate Services Division	<ul style="list-style-type: none"> • Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience • Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience • Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience <p>Qualifications acceptable for this role must be in Civil Mechanical, Electrical Engineer, Biomedical Engineer and Engineering from a recognised educational institution</p>
2.	Principal Accountant,	Vaiola Hospital	J	Corporate Services Division	<ul style="list-style-type: none"> • Master's Degree with no working experience • Post Graduate Diploma with at least 1 year experience in a similar role or at least 3 years relevant working experience. • Bachelor's degree with at least 3 years' experience in a similar role or at least 4 years relevant working experience <p>Qualifications acceptable for this role must be in Accounting, Professional Accounting or Finance, Business or Commerce with emphasis in Accounting from a recognised educational institution.</p>
3.	Health Information Technology Officer	Vaiola Hospital	L	Corporate Services Division	<ul style="list-style-type: none"> • Bachelor's degree with no working experience • Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience <p>Qualifications acceptable for this role must be in Information &</p>

					Communication Technology, Computer Science, Computer Networking, or Network Engineer & Administrator from a recognised educational institution.
4.	Handyman	Princess Fusipala Hospital, Ha'apai	S	<i>Support Services</i>	<ul style="list-style-type: none"> Form 5 TSC or equivalent of Certificate level 1 *exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).
5.	Water Maintenance Officer	Vaiola Hospital	O	<i>Public Health Division</i>	<ul style="list-style-type: none"> Certificate level 4 + 1 years' <u>work experience</u> Form 7 or equivalent of Certificate level 3 + 4 years' <u>work experience</u> Form 6 PSSC or equivalent of Certificate level 2 + 6 years' <u>work experience</u> <p>Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</p>
6.	Caretaker	Niuafou'ou	S	<i>Support Services</i>	<ul style="list-style-type: none"> Form 5 TSC or equivalent of Certificate level 1 <p>*Exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).</p>

All interested applicants are required to submit their application with the relevant supporting documents

- Cover letter, addressed to the Chief Executive Officer of the Ministry of Health, Vaiola Hospital, Tofoa.
- certified transcripts
- certificates
- updated CV

- Police record & certified copy of birth certificate (**submit only if you are not a Public Servant**)
- 2 reference letters

Applications that

- does not meet the minimum requirement (tabled above)
- Late,
- Incomplete supporting document **will NOT be considered for shortlist.**

All Applications must be received no later than **4:30pm, Wednesday 17th April.2024.**

Public servants who wish to apply **MUST** submit their applications with the endorsement of their respective Chief Executive Officer.

Should you require a copy of the job description, or any further information regarding the above-mentioned vacancy, please do not hesitate to call 740-0403, Ext 1486.

Respectfully,



Mrs Salote Pujoka
for Chief Executive Officer for Health

