

GOVERNMENT OF TONGA

SAVINGRAM

To: Chief Executive Officers/ All Government Ministries

From: Acting Chief Executive Officer, Health

Reference No: MH 17:15B

Date: 16th 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.	Handyman	<i>Niu'eiki Hospital, 'Eua</i>	R	<i>Corporate Services Division</i>	<ul style="list-style-type: none"> Form 6 PSSC or equivalent of Certificate level 2 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)
2	Junior Medical Recorder	<i>Niu'eiki Hospital, 'Eua</i>	R	<i>Corporate Services Division</i>	<ul style="list-style-type: none"> Form 6 PSSC or equivalent of Certificate level 2 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)
3	Caretaker	<i>Niu'eiki Hospital, 'Eua</i>	S	<i>Corporate Services Division</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).

4.	Wardsmaid	<i>Niu'eiki Hospital, 'Eua</i>	S	<i>Corporate Services Division</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.	Sterile Supply Assistant	<i>Niu'eiki Hospital, 'Eua</i>	S	<i>Corporate Services Division</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).
6.	Laundry Maid	<i>Niu'eiki Hospital, 'Eua</i>	S	<i>Corporate Services Division</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).

RE-ADVERTISEMENT

#	Position	Station	Band	Division	Minimum Requirements Essential.
7.	Health Promotion Officer Grade II	<i>Vaiola Hospital</i>	N	<i>Public Health</i>	<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>

8.	Paramedic Driver	Vaiola Hospital	P	Transport Division	<ul style="list-style-type: none"> • Certificate level 4 • Form 7 or equivalent of Certificate level 3 + 2 years' <u>work experience</u> • Form 6 PSSC or equivalent of Certificate level 2 + 4 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>
9.	Driver	Vaiola Hospital	R	Support Services	<ul style="list-style-type: none"> • Form 6 PSSC or equivalent of Certificate level 2 <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> <ul style="list-style-type: none"> • *Exceptions: Driver (Evidence of Secondary School reaching the level of Form Five (5) or it's equivalent; valid driver's license; and clean driving record for the past three (3) years)
10.	(x2) Psychiatric Assistant Grade II	Vaiola Hospital	Q	Non Clinical	<ul style="list-style-type: none"> • Form 7 or equivalent of Certificate level 3 • Form 6 PSSC or equivalent of Certificate level 2 + 1 year of <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>

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, Monday 29th 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 1440.

Respectfully,

M. Lea.



Mrs. Siulolo M. Lea
for Acting Chief Executive Officer for Health