

# GOVERNMENT OF TONGA

## SAVINGRAM

To: Chief Executive Officers/ All Government Ministries

From: Chief Executive Officer, Health

Reference No: MH 17:15B

Date: 11<sup>th</sup> November.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	Public Health Specialist	Vaiola Hospital	G	Public Health Division	<ul style="list-style-type: none"><li>• Fellowship with no working experience</li><li>• Master's Degree with at least 3 years' experience in a similar role OR at least 5 years relevant working experience</li><li>• Post Graduate Diploma with at least 4 years' experience in a similar role or at least 6 years relevant working experience</li><li>• Bachelor's degree with at least 7 years' experience in a similar role or at least 10 years relevant working experience</li></ul> Qualifications acceptable for this role must be in Public Health, DSM, MBBS, or MD from a recognised educational institution.
2	Senior Medical Officer	Vaiola Hospital	G	Clinical Division <i>(National Diabetic Center Section)</i>	<ul style="list-style-type: none"><li>• Fellowship with no working experience</li><li>• Master's Degree with at least 3 years' experience in a similar role OR at least 5 years relevant working experience</li><li>• Post Graduate Diploma with at least 4 years' experience in a similar role or at least 6 years relevant working experience</li><li>• Bachelor's degree with at least 7 years' experience in a similar role or at least 10 years relevant working experience</li></ul> Qualifications acceptable for this role must be in <b>DSM, MBBS, or MD</b> from a recognised educational institution.

3	Medical Officer Special Grade	Vaiola Hospital	H	Public Health Division	<ul style="list-style-type: none"> <li>• Master's Degree with at least 2 years' experience in a similar role OR at least 4 years relevant working experience</li> <li>• Post Graduate Diploma with at least 3 years' experience in a similar role or at least 5 years relevant working experience</li> <li>• Bachelor's degree with at least 5 years' experience in a similar role or at least 8 years relevant working experience</li> </ul> <p>Qualifications acceptable for this role must be in DSM, MBBS, or MD from a recognised educational institution.</p>
4	Health Promotion Psychologist	Vaiola Hospital	L	Public Health Division	<ul style="list-style-type: none"> <li>• Bachelor's degree with no working experience</li> <li>• Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience</li> </ul> <p>Qualifications acceptable for this role must be in Psychology or Sociology from a recognized educational institution.</p>
5	Health Promotion Officer Grade I	Vaiola Hospital	M	Public Health Division	<ul style="list-style-type: none"> <li>• Relevant Diploma Level (5/6) TNQAB framework + up to 3 years' relevant work experience</li> <li>• Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience</li> </ul> <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	Sterile Supply Assistant	Princess Fusipala Hospital	P	Support Services	<ul style="list-style-type: none"> <li>• Certificate level 4</li> <li>• Form 7 or equivalent of Certificate level 3 + 2 years' <u>work experience</u></li> <li>• Form 6 PSSC or equivalent of Certificate level 2 + 4 years' <u>work experience</u></li> </ul> <p>Current TPS employee with 5 years' experience in a <b>similar role</b> (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>

7	Wardsmaid	Princess Fusipala Hospital	Q	Support Services	<ul style="list-style-type: none"> <li>Form 7 or equivalent of Certificate level 3</li> <li>Form 6 PSSC or equivalent of Certificate level 2 + 1 year of <u>work experience</u></li> </ul> <p>Current TPS employee with 5 years' experience in a <b>similar role</b> (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	Assistant Cook	Princess Fusipala Hospital	S	Support Services	<ul style="list-style-type: none"> <li>Form 5 TSC or equivalent of Certificate level 1</li> </ul> <p><b>*exceptions:</b> Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).</p>

### RE-ADVERTISEMENT

9	Principal Accountant	Vaiola Hospital	J	Corporate Services Division	<ul style="list-style-type: none"> <li>Master's Degree with no working experience</li> <li>Post Graduate Diploma with at least 1 year experience in a similar role or at least 3 years relevant working experience.</li> <li>Bachelor's degree with at least 3 years' experience in a similar role or at least 4 years relevant working experience</li> </ul> <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>
10	Paramedic Driver	Vaiola Hospital	P	Transport Division	<ul style="list-style-type: none"> <li>Certificate level 4</li> <li>Form 7 or equivalent of Certificate level 3 + 2 years' work experience</li> <li>Form 6 PSSC or equivalent of Certificate level 2 + 4 years' work experience</li> </ul> <p>Current TPS employee with 5 years' experience in a <b>similar role</b> (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>
11	Water Maintenance Officer	Vaiola Hospital	O	Public Health Division	<ul style="list-style-type: none"> <li>Certificate level 4 + 1 years' work experience</li> </ul>

					<p>Certificate level 3 + 4 years' work experience</p> <ul style="list-style-type: none"> <li>Form 6 PSSC or equivalent of Certificate level 2 + 6 years' work experience</li> </ul> <p>Current TPS employee with 5 years' experience in a <b>similar role</b> (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>
12	Laboratory Maid	Vaiola Hospital	Q	Clinical	<ul style="list-style-type: none"> <li>Form 7 or equivalent of Certificate level 3</li> <li>Form 6 PSSC or equivalent of Certificate level 2 + 1 year of work experience.</li> </ul> <p>Current TPS employee with 5 years' experience in a <b>similar role</b> (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>
13	(x2) Psychiatric Assistant Grade II	Vaiola Hospital	Q	Non Clinical	<ul style="list-style-type: none"> <li>Form 7 or equivalent of Certificate level 3</li> <li>Form 6 PSSC or equivalent of Certificate level 2 + 1 year of work experience</li> </ul> <p>Current TPS employee with 5 years' experience in a <b>similar role</b> (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>
14	Hospital Security	Princess Fusipala Hospital, (Ha'apai).	R	Support Services	<ul style="list-style-type: none"> <li>Form 6 PSSC or equivalent of Certificate level 2</li> </ul> <p>Current TPS employee with 5 years' experience in a <b>similar role</b> (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>
15	Handyman	Niu'eiki Hospital, 'Eua	R	Support Services	<ul style="list-style-type: none"> <li>Form 6 PSSC or equivalent of Certificate level 2</li> </ul> <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</p>

					years)
16	Sanitation Officer	Prince Ngu Hospital, Vava'u	R	Support Services	<ul style="list-style-type: none"> <li>Form 6 PSSC or equivalent of Certificate level 2</li> </ul> Current TPS employee with 5 years' experience in a <b>similar role</b> (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)
17	Caretaker	Niu'eiki Hospital, 'Eua	S	Support Services	<ul style="list-style-type: none"> <li>Form 5 TSC or equivalent of Certificate level 1</li> </ul> *exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).
18	Handyman	Princess Fusipala Hospital, Ha'apai	S	Support Services	<ul style="list-style-type: none"> <li>Form 5 TSC or equivalent of Certificate level 1</li> </ul> * <b>Exceptions:</b> Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).

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**

- Do 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, Friday 22<sup>nd</sup> November.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,

  
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**Mrs Suleti Topui**  
 For Acting Chief Executive Officer for Health

