

Government of Tonga
Circular Savingram

From: Chief Executive Officer, Health
To: All Head of Departments
Ref: MH: 17.15B.v/51
Date: 1st February, 2019.

RE: INTERNAL & EXTERNAL ADVERTISEMENT OF VACANCIES WITHIN THE MINISTRY OF HEALTH

Please refer to the above-cited subject matter, and the attached on Page 2, and ensure that these vacancies are disseminated immediately to all staffs under your delegation. A copy of this Savingram should be easily accessed by your respective Staff on display on your Ministry's Notice Board.

The interested candidates should apply with a CV, attached copies of supporting documents and submit one reference letter from the school they attend and if they are currently at work please provide one reference from immediate supervisors.

Applications to be addressed and send to the office of the **Chief Executive Officer for Health, PO Box 59, Nuku'alofa, Tonga** in sealed envelopes mentioning the position **no later than 4.30 pm Friday, 15th February, 2019**. Only short listed candidates will be called for interview.

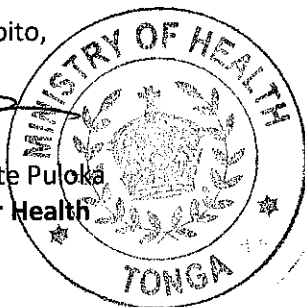
For further information please do not hesitate to contact Mrs Salote Puloka at salotewp@gmail.com or telephone 28 233 ext. 1440 or 1417 during working hour.

I thank you all for your continuous support and as for your appropriate actions, please.

Malo 'Aupito,



Mrs. Salote Puloka
for **CEO for Health**
Attached.



Attachment

Vacancies: Ministry of Health as of February, 2019

No.	Post Titles	BAND	Number of vacant posts	Employee Required
INTERNAL & EXTERNAL ADVERTISEMENT				
1	Senior Nursing Sister (NCD),Tt	J	1	<p>Endorsed Minimum Requirements.</p> <ul style="list-style-type: none"> • Advanced Diploma in Nursing (Prevention , Detection and Management of Non-communicable diseases)/Midwifery or higher qualification from a recognized institution or university; • Essential but not mandatory to have certificate in leadership and management skills; • Expert knowledge in nursing practice; • Ten years nursing experience and at least 3 years in nursing management and leadership position.
2.	Health Program Coordinator,Tt	K	1	<p>Endorsed Minimum Requirements.</p> <ul style="list-style-type: none"> • Bachelor Degree or higher in Management or Business Administration or related field of study from a recognized institution or university; • At least 3 to 5 years work experience in Project Management or Business Administration (or similar role) in Government or Private Sector; • Good knowledge of development partners and aid management is preferred.

3.	Health Research Officer,Tt	L	1	<p>Endorsed Minimum Requirements.</p> <ul style="list-style-type: none"> • Bachelor Degree in Health Science or related areas from a recognized tertiary institution or university; • Work experience is desirable however not necessary. <p>Desirable</p> <ul style="list-style-type: none"> • Candidate with work experience in the area of Health Research either in Health Sector or Government Department will be an advantage.
4	Health Project Officer,Tt	L	1	<p>Endorsed Minimum Requirements.</p> <ul style="list-style-type: none"> • Bachelor Degree in Management, Economics or related field from a recognized tertiary institution or university; <p>OR</p> <ul style="list-style-type: none"> • Diploma in related field from a recognized tertiary institution with at least 3 years of work experience in Project Management and Project Coordination.
5	Senior Quality and Customer Liaison Officer,Tt (CSD)	L	1	<p>Endorsed Minimum Requirements.</p> <ul style="list-style-type: none"> • A Bachelor Degree in Health, Customer Service, Quality Improvement or related field from a recognized tertiary institution with at least 3 years relevant working experience in a relevant field. <p>Desirable</p> <ul style="list-style-type: none"> • Master's degree in a relevant field of study from a recognized tertiary institution with at least 2 years of working experience.

6	Leading Hand Electrician,Tt	N	2	<ul style="list-style-type: none"> • Trade Certificate in Electrical Engineering. • At least 4 years working experience as an Electrician.
7	Sterile Supply Assistant,Vv	P	1	<ul style="list-style-type: none"> • Must pass Tonga School Certificate or higher level of tertiary education. • Experience will be a bonus.
8	Telephone Operator,Tt	R	1	<ul style="list-style-type: none"> • Pass in TSC or its equivalent or higher. • Have been working in a relevant field for 6 months or more.

9	Sanitation Attendant ,Tt(Toilet Attendant) Houma & Kolovai Health Centre	S	2	<ul style="list-style-type: none"> • Proven Secondary School Education with proven work experience or relevant training in sanitary matters.
10	Caretaker,Nukunuku Health Centre.	S	1	<ul style="list-style-type: none"> • Proven Secondary School Education with proven work experience.
11	Plumber Tradesman Leadinghand, Tt.	P	1	<ul style="list-style-type: none"> • Trade Certificate in Plumbing Engineering, repairs. • At least 5 years working experience as Plumber both in maintenance and installation of Plumbing facilities.

12	Refrigeration and Air Conditioning Mechanic, Tt.	M	1	<ul style="list-style-type: none"> • Trade Certificate or equivalent in Refrigeration and Air conditions mechanics. • At least 4 years working on installation and repairing of Refrigeration and Air Conditioners Skills.
13	Domestic Supervisor,Vv	O	1	<ul style="list-style-type: none"> • Pass in PSSC or its equivalent with pass in English with at least 3 years' experience in a similar role. <p>Desirable</p> <ul style="list-style-type: none"> • Pass in Form 7 or its equivalent.
14	Psychiatric Assistant Grade I, Tt	P	1	<ul style="list-style-type: none"> • Pass in TSC with at least 3 years security work experience. • Pass in PSSC with at least 2 years security work experience. • Has a broad knowledge of Tongan Culture, Religion and mental health.