

GOVERNMENT OF TONGA

SAVINGRAM

To: Chief Executive Officers/ All Government Ministries

From: Chief Executive Officer, Health

Reference No: MH 17:15B

Date: 8th October.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	Procurement 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 Business, Commerce or Procurement from a recognised educational institution.</p>
2	Staff Nurse Diplomate (x4)	Vaiola Hospital	M	Nursing Division	<ul style="list-style-type: none"> Diploma Certificate with no working experience <p>Qualifications acceptable for this role must be in Nursing from a recognised educational institution.</p>
3	Computer Operator Grade I,	Vaiola Hospital	N	Public Health Division	<ul style="list-style-type: none"> Diploma Level 5/ 6 TNQAB framework in relevant field; Certificate level 4/trade/technical qualification + 2 years' <u>relevant</u> work experience Form 7 or equivalent of Certificate level 3 + 4 years' <u>relevant</u> work experience PSSC or equivalent of Certificate level 2 + 7 years' <u>relevant</u> 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>
4	Driver	Prince Ngu Hospital, Vava'u	R	Corporate Services	<ul style="list-style-type: none"> Form 6 PSSC or equivalent of Certificate level 2

					<ul style="list-style-type: none"> • 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) • *Exceptions: Driver (Evidence of Secondary School level; valid driver's license with a clean driving record for the past three (3) years)
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RE-ADVERTISEMENT

5	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>
6	Senior Dental Therapist	Vaiola Hospital	K	Dental Division	<ul style="list-style-type: none"> • Post Graduate Diploma with no working experience. • Bachelor's degree with at least 2 years' experience in a similar role or at least 3 years relevant working experience • Diploma Certificate with at least 3 years' experience in a similar role or at least 8 years relevant working experience • Dental Therapist Certificate with at least 7 years in a similar role or at least 10 years of relevant work experience <p>Qualifications acceptable for this role must be in Dental Therapy from a recognised educational institution.</p>
7	Mechanical Supervisor	Vaiola Hospital	K	Corporate Service Division	<ul style="list-style-type: none"> • Post Graduate with no working experience • Bachelor's degree with at least 3 years relevant working experience • Diploma Certificate with at least 3 years' experience in a similar role or at least 8 years relevant working experience

					Qualifications acceptable for this role must be in Engineering, Mechanical Trades or Architecture from a recognised educational institution.
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' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 4 years' 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>
9	Water Maintenance Officer	Vaiola Hospital	O	Public Health Division	<ul style="list-style-type: none"> • Certificate level 4 + 1 years' work experience • Form 7 or equivalent of Certificate level 3 + 4 years' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 6 years' 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>
10	Laboratory Maid	Vaiola Hospital	Q	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 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>
11	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 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>

12	Sanitation Officer	Prince Ngu Hospital, Vava'u	S	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>
13	Handyman	Princess Fusipala Hospital, Ha'apai	S	Support Services	<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).

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, Monday 21st October.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 Puloka
for Chief Executive Officer for Health

