

# GOVERNMENT OF TONGA

## SAVINGRAM

To: Chief Executive Officers/ All Government Ministries

From: Chief Executive Officer, Health

Reference No: MH 17:15B

Date: 13<sup>th</sup> August.2024

**Re: 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.

**RE-ADVERTISEMENT**

#	Position	Station	Band	Division	Minimum Requirements Essential.
1	Principal Health Planning Officer	Vaiola Hospital	H	Corporates Service 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 <b>Health Sciences, Public Health or Health Leadership</b> from a recognised educational institution.</p>
2	Deputy Director for Facilities and Transport	Vaiola Hospital	I	Corporate Services Division	<ul style="list-style-type: none"> <li>• Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience</li> <li>• Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience</li> <li>• Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience</li> </ul> <p>Qualifications acceptable for this role must be in <b>Civil Mechanical, Electrical Engineer, Biomedical Engineer and Engineering</b> from a recognized educational institution</p>
3.	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> </ul>

					<ul style="list-style-type: none"> <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 <b><u>Accounting, Professional Accounting or Finance, Business or Commerce with emphasis in Accounting</u></b> from a recognised educational institution.</p>
4	Mechanical Supervisor	Vaiola Hospital	K	Corporate Service Division	<ul style="list-style-type: none"> <li>• Post Graduate with no working experience</li> <li>• Bachelor's degree with at least 3 years relevant working experience</li> <li>• Diploma Certificate with at least 3 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 <b><u>Engineering, Mechanical Trades or Architecture</u></b> from a recognised educational institution.</p>
5	Senior Accountant	Vaiola Hospital	K	Corporate Services Division	<ul style="list-style-type: none"> <li>• Post Graduate Diploma with no working experience</li> <li>• Bachelor's degree with at least 2 years' experience in a similar role or at least 3 years relevant working experience</li> <li>• Diploma Certificate with at least 3 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 <b><u>Accounting, Professional Accounting or Finance, Business or Commerce with emphasis in Accounting</u></b> from a recognised educational institution.</p>
6	Computer Operator Grade II	Vaiola Hospital	N	Corporate Services Division	<ul style="list-style-type: none"> <li>• Diploma Level 5/ 6 TNQAB framework in relevant field;</li> <li>• Certificate level 4/trade/technical qualification + 2 years' relevant work experience</li> <li>• Form 7 or equivalent of Certificate level 3 + 4 years' relevant work experience</li> <li>• PSSC or equivalent of Certificate level 2 + 7 years' relevant work experience</li> </ul> <p>Current TPS employee with 5 years' experience in a <b><u>similar role</u></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	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>
8	Water Maintenance Officer	Vaiola Hospital	O	Public Health Division	<ul style="list-style-type: none"> <li>• Certificate level 4 + 1 years' work experience</li> <li>• Form 7 or equivalent of Certificate level 3 + 4 years' work experience</li> <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>
9	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>
10	Ward Maid	Prince Ngu Hospital	Q	Support Service	<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>

11	(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>
12	(x2) Hospital Security	Princess Fusipala Hospital, (Ha'apai), Prince Ngu Vava'u	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>
13	Driver	Vaiola Hospital	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> <ul style="list-style-type: none"> <li><b>*Exceptions:</b> Driver (Evidence of Secondary School level; valid driver's license with a clean driving record for the past three (3) years)</li> </ul>
14	Sanitation Officer	Prince Ngu Hospital, Vava'u	S	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	Male Orderly	Prince Ngu Hospital	S	Non-Clinical Services	<ul style="list-style-type: none"> <li>Form 5 TSC or equivalent of Certificate level 1</li> <li><b>*Exceptions</b> Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).</li> </ul>

16	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> <li><b>*Exceptions:</b> Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).</li> </ul>
17	Caretaker	Niuafou'ou	S	Support Services	<ul style="list-style-type: none"> <li>Form 5 TSC or equivalent of Certificate level 1</li> <li><b>*Exceptions:</b> Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).</li> </ul>

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 26<sup>th</sup> August.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

