

GOVERNMENT OF TONGA

SAVINGRAM

To: Chief Executive Officers/ All Government Ministries

From: Chief Executive Officer, Health

Reference No: MH 17:15B

Date: 03 December 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	Dental Therapist	Vaiola Hospital	L	Dental 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 • Qualifications acceptable for this role must be in Dental Therapy, Dental Hygiene or Oral Health from a recognised educational institution.
2	Accounting Officer Diplomate	Vaiola Hospital	M	Corporate Services	<ul style="list-style-type: none"> • Relevant Diploma Level (5/6) TNQAB framework + up to 3 years' relevant work experience • Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience • 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	Catering Supervisor	Prince Ngu Hospital	O	Support Services	<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 • 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)

4	Junior Medical Recorder	Prince Ngu Hospital	R	Corporate Services	<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)
5	Laboratory Receptionist	Vaiola Hospital	R	Clinical Services	<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)
6	Assistant Cook	Vaiola Hospital	S	Non- Clinical	<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

7	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>
8	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

					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)
9	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>
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 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	Hospital Security	Princess Fusipala Hospital, (Ha'apai).	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>
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>

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 16 December.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 Suleti Topui
For Chief Executive Officer for Health

