

# GOVERNMENT OF TONGA

## SAVINGRAM

To: Chief Executive Officers/ All Government Ministries

From: Acting Chief Executive Officer, Health

Reference No: MH 17:15B

Date: 23<sup>rd</sup> May 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	Senior Medical Officer	Vaiola Hospital	G	Public Health Division  (Communicable Disease Section)	<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> <p><b><u>Qualifications acceptable for this role must be in DSM, MBBS, or MD from a recognised educational institution.</u></b></p>
2	Medical Officer Special Grade (x 2)	Vaiola Hospital, Prince Ngu Hospital	H	Clinical Services Division,  (Psychiatric Ward, General Outpatient)	<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><b><u>Qualifications acceptable for this role must be in DSM, MBBS, or MD from a recognised educational institution.</u></b></p>

3	Medical Scientist (x 2)	Vaiola Hospital	J	Clinical Services Division  (Laboratory Section)	<ul style="list-style-type: none"> <li>Bachelor's degree with no working experience</li> </ul> <p><b><u>Qualifications acceptable for this role must be in Medical Laboratory Science from a recognised educational institution.</u></b></p>
4	Senior Health Officer (x 6)	Health Centers (Tongatapu, Vava'u, Ha'apai, Niufo'ou)	K	Public Health Division  (Community Health Section)	<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> <li>Health Officer Certificate with at least 7 years in a similar role or at least 10 years of relevant work experience.</li> </ul> <p><b><u>Qualifications acceptable for this role must be in Public Health or Reproductive Health from a recognised educational institution.</u></b></p>
5	Senior Dental Officer (x 2)	Vaiola Hospital, Prince Ngu Hospital	H	Dental 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><b><u>Qualifications acceptable for this role must be in Dental Surgery, Dental Medicine, or Dental Public and Primary Health from a recognised educational institution.</u></b></p>
6	Dental Officer	Vaiola Hospital	J	Dental Division	<ul style="list-style-type: none"> <li>Bachelor's degree with no working experience</li> </ul> <p><b><u>Qualifications acceptable for this role must be in Dental Surgery, or Dental Medicine from a recognised educational institution.</u></b></p>
7	Senior Dental Therapist (x 11)	Vaiola Hospital, Prince Ngu Hospital, Niu'eiki Hospital, Likamonu Hospital	K	Dental 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</li> </ul>

					<p>or at least 8 years relevant working experience</p> <ul style="list-style-type: none"> <li>Dental Therapist Certificate with at least 7 years in a similar role or at least 10 years of relevant work experience</li> </ul> <p><b><u>Qualifications acceptable for this role must be in Dental Therapy from a recognised educational institution.</u></b></p>
8	Dental Therapist-Technician	Vaiola Hospital	L	Dental 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><b><u>Qualifications acceptable for this role must be in Dental Therapy, Dental Hygiene, Oral Health, Dental Technician or Dental Technology from a recognised educational institution.</u></b></p>
9	Dental Technician	Vaiola Hospital	L	Dental 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><b><u>Qualifications acceptable for this role must be in Dental Technician or Dental Technology from a recognised educational institution.</u></b></p>
10	Dental Electrician	Vaiola Hospital	N	Dental 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> <li>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)</li> </ul>
11	Driver	Prince Ngu Hospital	R	Corporate Services Division	<ul style="list-style-type: none"> <li>Form 6 PSSC or equivalent of Certificate level 2</li> <li>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</li> </ul>

					<p>above for the past 2 consecutive years)</p> <p><b>*Exceptions:</b> Driver (Evidence of Secondary School reaching the level of Form Five (5) or it's equivalent; valid driver's license; and clean driving record for the past three (3) years)</p>
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### RE-ADVERTISEMENT

#	Position	Station	Band	Division	Minimum Requirements Essential.
12	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>
13	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><b>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.</b></p>
14	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><b>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.</b></p>
15	Health Information Technology Officer	<b>Vaiola Hospital</b>	L	Corporate Services 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><b>Qualifications acceptable for this role must be in Information &amp; Communication Technology, Computer Science, Computer Networking, or Network Engineer &amp; Administrator from a recognised educational institution.</b></p>
16	Paramedic Driver	<b>Vaiola Hospital</b>	P	Corporate Services Division	<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>
17	Water Maintenance Officer	<b>Vaiola Hospital</b>	O	Public Health Division	<ul style="list-style-type: none"> <li>• Certificate level 4 + 1 years' <u>work experience</u></li> <li>• Form 7 or equivalent of Certificate level 3 + 4 years' <u>work experience</u></li> <li>• Form 6 PSSC or equivalent of Certificate level 2 + 6 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>
18	Psychiatric Assistant Grade II (x 2)	<b>Vaiola Hospital</b>	Q	Non Clinical Section	<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>

					description + PMS scores of 3 or above for the past 2 consecutive years)
19	Driver	<b>Vaiola Hospital</b>	R	<i>Corporate Services Division</i>	<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 reaching the level of Form Five (5) or it's equivalent; valid driver's license; and clean driving record for the past three (3) years)</li> </ul>
20	Male Orderly	<b>Prince Ngu Hospital</b>	S	<i>Non-Clinical Services</i>	<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>
21	Handyman	<b>Princess Fusipala Hospital, Ha'apai</b>	S	<i>Support Services</i>	<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>
22	Caretaker	<b>Niufo'ou</b>	S	<i>Support Services</i>	<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>

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, Wednesday 5<sup>th</sup> June, 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 Acting Chief Executive Officer for Health

