

# GOVERNMENT OF TONGA

## SAVINGRAM

To: Chief Executive Officers/ All Government Ministries

From: Acting Chief Executive Officer, Health

Reference No: MH 17:15B

Date: 16<sup>th</sup> October.2023

**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 Health Project Coordinator	Vaiola Hospital	J	Corporate Service 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>Qualifications acceptable for this role must be in <b>Health Administration, Economics, Human Resource Management, Public Administration, Management, Accounting, Business Administration, Commerce, Arts or Science</b> from a recognised educational institution.</p>
2	Senior Bio-dental Engineer	Vaiola Hospital	K	Dental Department	<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>Dental Technician</b> from a recognised educational institution.</p>

3	Senior Public Health Assistant	Vaiola Hospital	L	Public Health 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>Qualifications acceptable for this role must be in <b>Public Health or Reproductive Health</b> from a recognised educational institution.</p>
4	(x2) Public Health Inspector Graduate	Vaiola Hospital	L	<i>Public Health Division</i>	<ul style="list-style-type: none"> <li>• Bachelor's degree with no working experience</li> </ul> <p>Qualifications acceptable for this role must be in <b>Public Health Inspection or Environmental Health</b> from a recognised educational institution</p>
5	Health Promotion Officer Graduate	Vaiola Hospital	L	Public Health 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>Qualifications acceptable for this role must be in <b>Health Science, Public Health Information, Science, Commerce, Economics, Information Technology, Statistics, Mathematics, Management, Marketing or Arts</b> from a recognised educational institution.</p>
6.	Accounting Officer Diplomate	Vaiola Hospital	M	Corporate Services	<ul style="list-style-type: none"> <li>• Relevant Diploma Level (5/6) TNQAB framework + up to 3 years' relevant work experience</li> <li>• Relevant certificate level 4/trade/technical qualification + 3 years' relevant 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)</p>

					description + PMS scores of 3 or above for the past 2 consecutive years)
7	Computer Operator Gr II	Vaiola Hospital	M	ICT/ Corporates Service Division	<ul style="list-style-type: none"> <li>• Relevant Diploma Level (5/6) TNQAB framework + up to 3 years' relevant work experience</li> <li>• Relevant certificate level 4/trade/technical qualification + 3 years' relevant 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	Health Promotion Officer Gr II	Vaiola Hospital	N	Public Health 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>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	Computer Operator Gr II	Vaiola Hospital	N	Planning	<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>similar role</b> (meeting other core competency and experience requirements specified in the job</p>



					description + PMS scores of 3 or above for the past 2 consecutive years)
10	Water Maintenance Officer	Vaiola Hospital	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>
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 <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>
12	Clerk Class II	Vaiola Hospital	Q	Corporate Services Division	<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>
13	Assistant Cook	Vaiola Hospital	R	Non- Clinical	<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</p>

					description + PMS scores of 3 or above for the past 2 consecutive years)
14	Junior Medical Recorder	Prince Ngu Hospital	S	Planning	<ul style="list-style-type: none"> <li>Form 5 TSC or equivalent of Certificate level 1</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	(2x) Wards Maid	Prince Ngu Hospital <b>(Vava'u)</b> , Princess Fusipala Hospital, <b>(Ha'apai)</b>	S	Support Services	<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>
16	Laundry Maid	Princess Fusipala Hospital, <b>Ha'apai</b>	S	Support Services	<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>

### RE-ADVERTISEMENT

17	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</b></p>
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					<b>Engineer, Biomedical Engineer and Engineering</b> from a recognised educational institution
18	Assistant Procurement Officer	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>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>
19	Paramedic Driver	Vaiola Hospital	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>
20	Driver	Vaiola Hospital	R	Corporate Services Division	<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> <p><b>*Exceptions:</b> Driver (Evidence of Secondary School reaching the level of Form Five (5) or its equivalent; valid driver's license; and clean driving record for the past three (3) years)</p>



21	Telephone Operator	Vaiola Hospital	R	Non Clinical	<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>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)</li> </ul>
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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

- does 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 30<sup>th</sup> October. 2023**

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 Siulolovao Moleni Lea**  
for Acting Chief Executive Officer for Health

