

GOVERNMENT OF TONGA

SAVINGRAM

To: Chief Executive Officers/ All Government Ministries

From: Chief Executive Officer, Health

Reference No: MH 17:15B

Date: 15th February.2023

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.

#	Position	Station	Band	Division	Minimum Requirements Essential.
1.	Senior Health Administrator	Vaiola Hospital	J (\$27,687 - \$41,530)	Public Health	<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><u>Qualifications acceptable for this role must be in Health Administration, Human Resource Management, Public Administration, Management, Accounting, Business, Administration, Commerce, Arts or Science from a recognised educational institution.</u></p>
2.	Nutritionist Diplomat	Vaiola Hospital	L (\$20,075- \$30,107)	Public Health	<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><u>Qualifications acceptable for this role must be in Nutrition Science, Food Science or Dietetics from a</u></p>

					<u>recognised educational institution.</u>
3.	Sterile Supply Assistant	Vaiola Hospital	P (\$9,518 - \$14,276)	Non Clinical	<ul style="list-style-type: none"> • Certificate level 4 • Form 7 or equivalent of Certificate level 3 + 2 years' <u>work experience</u> • Form 6 PSSC or equivalent of Certificate level 2 + 4 years' <u>work experience</u> <p>Current TPS employee with 5 years' experience in a <u>similar role</u> (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.	Telephone Operator	Vaiola Hospital	R (\$7,787- \$11,681)	Non Clinical	<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 <u>similar role</u> (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

- 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, Tuesday 28th February, 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.

Respectfully,



Mrs Salote Puloaka
for Chief Executive Officer for Health