



GOVERNMENT OF TONGA

MEDIA RELEASE

Re: Vacancies at the Prime Minister's Office

The Prime Minister's Office hereby invites applicants (from within or outside the Government) for the following positions at the Prime Minister's Office:

Position	Minimum Requirements	Salary Band
Two (2) Assistant Secretary	Qualification A Bachelor Degree in Public Administration or relevant field from a recognized tertiary institution Work experience Relevant work experience in Government or related area will be an advantage however, not a necessity.	BAND L (\$19,490 - \$29,230)

All applications are to be received no later than **4:00pm, 31st October, 2016** and address to:

***Chief Secretary and Secretary to Cabinet
Prime Minister's Office
Taufa'ahau Road
Nuku'alofa
Tonga.***

The mandatory requirements to be submitted in all applications are the following documents:

- i. Covering Letter*
- ii. Updated CV*
- iii. Academic transcripts*
- iv. Reliable references*

Please note that incomplete applications will not be considered. Public Servants who wish to apply must submit their applications with the endorsement of their respective Chief Executive Officers.

For enquiries or to obtain a copy of the job description, please contact Saia Misinale by emailing saiamisinale@gmail.com or telephone 24-644.