



GOVERNMENT OF TONGA

PRIME MINISTER'S OFFICE

Ref. : ADM 1/1/15

Date : 11th April, 2017

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:

Post	Minimum Requirements	Salary Band
Two (2) Assistant Secretary, Policy Division	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)
Government Representative, 'Eua District	Education & Experience Bachelor degree in management preferable (or related field) from a recognized institution with significant leadership and management or at least 10 years OR Diploma in Management preferable (or related field) from a recognized institution with significant leadership and management experience for at least 15 years.	BAND K (\$23,520 - \$35,280)

All applications are to be received no later than **4:00pm, 26th April, 2017** 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 the undersigned by emailing saiamisinale@gmail.com or telephone 24-644.