



GOVERNMENT OF TONGA
PRIME MINISTER'S OFFICE

Ref. : ADM 1/1/15

Date : 02nd May, 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)
Senior Assistant Secretary, Policy Division	Education & Experience <ul style="list-style-type: none">• A Bachelor degree in Public Policy, Public Administration, Management or relevant field from a recognized tertiary institution with at least 3 years working experience in a relevant field OR <ul style="list-style-type: none">• Master's degree in Public Policy, Public Administration, Management or relevant field from a recognized tertiary institution with at least 2 years working experience in a relevant field.	BAND J (\$26,880 - \$40,320)

All applications are to be received no later than **4:00pm, 16th May, 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:

- *Covering Letter, Updated CV, Academic transcripts and Reliable references*

Public Servants who wish to apply must submit their applications with the endorsement of their respective Chief Executive Officers. Please note that incomplete applications will not be considered. For enquiries or to obtain a copy of the job description, please contact the undersigned by emailing saiamisinale@gmail.com or telephone 24-644.