



GOVERNMENT OF TONGA
Ministry of Public Enterprises

Date: 11th September, 2024

CIRCULAR SAVINGRAM

Ref: MPE/S456/24

TO : All Chief Executive Officers
FROM : Acting Chief Executive Officer for Public Enterprises

Re: Available Vacancies at Ministry of Public Enterprises

The Ministry of Public Enterprises is pleased to announce the following vacant positions that are open to **within** and **without** applications:

Position & Division	Level & Salary Scale	Minimum Requirement
Senior Financial Analyst <i>Rationalization & Special Project Division</i> (Re-advertisement)	Band J \$30,526 - \$45,788	<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• Qualifications acceptable for this role must be in Accounting, Business Administration, Economics, Commerce or Finance, from a recognised educational institution.
Principal Assistant Secretary Minister & CEO Office (Re-advertisement)	Band J \$30,526 - \$45,788	<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• Qualifications acceptable for this role must be in Human Resource Management, Public Administration, Management, Business, Economics, Accounting, Commerce, Public Policy, Arts, Employment Relations Law or Information Communication Technology from a recognised educational institution.

All interested applicants are required to submit their applications together with the following **mandatory supporting documents**: -

- ❖ certified copies of transcripts
- ❖ updated curriculum vitae (CV)
- ❖ police record (except Public Servants)
- ❖ Birth Certificate (except Public Servants)

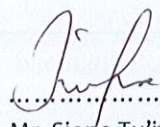
- ❖ copy of your ID
- ❖ 2 reference letters (inclusive the current employer)

Employees under Public Service who wish to apply must submit their applications with the endorsement of their respective Chief Executive Officer.

A copy of Job description can be requested via email recruitment@mpe.gov.to and applications are to be addressed to the **Chief Executive Officer, Ministry of Public Enterprises, Nuku'alofa, TONGA** and submission of applications directly to the office or submit electronic copies to the above email address **no later than 4.30pm Friday, 27 September, 2024**

Please note that incomplete applications will not be considered, and only the shortlisted candidates will be contacted.

Respectfully,



Mr. Sione Tu'ifua Ika

For Acting Chief Executive Officer for Public Enterprises

