



GOVERNMENT OF TONGA  
Ministry of Public Enterprises

Date: 18<sup>th</sup> September, 2024

**CIRCULAR SAVINGRAM**

Ref: MPE/S471/24

**TO** : All Chief Executive Officers  
**FROM** : 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
Assistant Secretary Corporate Service Division	Band L \$22,133 - \$33,194	<ul style="list-style-type: none"><li>• Bachelor's degree with no working experience</li><li>• Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience</li><li>• <u>Qualifications acceptable for this role must be in Human Resource Management, Public Administration, Management, Industrial Relations, Economics, Accounting, Commerce, Public Policy, Arts, Business, Information Technology, Statistics or Law from a recognised educational institution.</u></li></ul>
Clerk Class 3 Corporate Service Division	Band Q \$9,540 - \$14,309	<ul style="list-style-type: none"><li>• Form 7 or equivalent of Certificate level 3</li><li>• Form 6 PSSC or equivalent of Certificate level 2 + 1 year of <u>work experience</u></li><li>• 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)</li></ul>

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

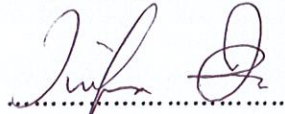
- ❖ certified copies of transcripts
- ❖ updated curriculum vitae (CV)
- ❖ police record (except Public Servants)
- ❖ Birth Certificate (except Public Servants)
- ❖ copy of your ID
- ❖ 2 reference letters (inclusive the current employer)

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](mailto: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, 04<sup>th</sup> October, 2024**

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

Respectfully,



Mr. Siqne Tu'ifua Ika

**For Chief Executive Officer for Public Enterprises**