

GOVERNMENT OF TONGA

SAVINGRAM

FROM : Chief Executive Officer for Justice

TO : Chief Executive Officers / All Government Ministries

SAVING : ADM 39/3/46 /20

DATE, 04 February, 2020

Re: Vacancies at the Ministry of Justice

The Ministry of Justice is seeking suitable candidates from within and outside the Tonga Public Service who wish to apply for the following vacancies available in the Ministry

Positions	Band	Endorsed Minimum Requirements
Deputy Secretary Corporate Services Division	G (\$37,800-\$56,700)	<ul style="list-style-type: none">• Relevant postgraduate (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours +4) (MA +3) (PHD +1) or specialist qualification +4 years' experience in similar role• Relevant degree +5 years in a similar role or 10 years' relevant work experience• Current TPS employee with 8 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)
Registrar <i>Supreme Court</i>	G (\$37,800-\$56,700)	<ul style="list-style-type: none">• Relevant postgraduate (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours +4) (MA +3) (PHD +1) or specialist qualification +4 years' experience in similar role• Relevant degree +5 years in a similar role or 10 years' relevant work experience• Current TPS employee with 8 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)
Principal Assistant Secretary <i>Corporate Services Division</i>	I (\$30,240 - \$45,360)	<ul style="list-style-type: none">• Postgraduate qualification (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours +2) (MA +1) years' experience in a similar role• Relevant degree + 3 years in a similar role, or 6 years' relevant work experience• Relevant diploma +6 years in a similar role, or 10 years' relevant work experience• Current TPS employee with 7 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)
Assistant Secretary <i>Corporate Services Division</i>	L (\$19,490-\$29,230)	<ul style="list-style-type: none">• Relevant degree + up to 3 years' work experience• Relevant diploma + 3 years' relevant work experience• Relevant certificate/trade/technical qualification + 5 years' experience in a similar role• Current TPS employee with 5 years' experience in a

		similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)
--	--	---

All interested applicants must submit their applications with an updated CV, Certified copies of academic transcripts with at least two (2) reliable references. Applications are to be received no later than **4:00pm, Tuesday 18th February, 2020** and to be addressed to the *Chief Executive Officer, Ministry of Justice, P.O Box 130, Corner of Kausela and Lavinia Road, Fasi moe Afi, Nuku'alofa*

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.

A copy of the relevant job description will be available upon request from Mina Pule at email mpule@justice.gov.to or telephone number 25-618.

Respectfully,



Mina Pule

for Chief Executive Officer for Justice