

GOVERNMENT OF TONGA
SAVINGRAM

From : Chief Executive Officer for Justice
To : Chief Executive Officers / All government Ministries
Saving No : ADM 39/3/91/20 **Date** : 25 February 2020

Re: Vacant Positions at the Ministry of Justice

The Ministry of Justice hereby invites internal and external applications for the following vacant positions at the Ministry of Justice:

Position	Department	Band	Minimum Requirements
Senior Assistant Secretary	Corporate Services Division	Band J (\$26,880 - \$40,320)	<ul style="list-style-type: none"> • Postgraduate qualification (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours and MA) up to 1 year experience in a similar role • Relevant degree + 2 years in a similar role, or 4 years' relevant work experience • Relevant diploma + 4 years in a similar role, or 10 years' relevant work experience • 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)
Accounting Officer Diplomat	Accounts Unit	Band M (\$15,120 - \$22,680)	<ul style="list-style-type: none"> • Relevant Diploma Level (5/6) TNQAB framework + up to 3 years' relevant work experience • Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience • 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)
Bailiff Officer Grade II	Bailiff Unit	Band O (\$10, 080 - \$15, 120)	<ul style="list-style-type: none"> • Certificate level 4 + 1 years' work experience • Form 7 or equivalent of Certificate level 3 + 4 years' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 6 years' work experience • 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)
Computer Operator Grade II	Magistrate Court	Band O (\$10, 080- \$15, 120)	<ul style="list-style-type: none"> • Certificate level 4 + 1 years' work experience • Form 7 or equivalent of Certificate level 3 + 4 years' work experience • Form 6 PSSC or equivalent of Certificate level 2 + 6 years' work experience • 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)

The mandatory requirements to be submitted in all applications are the following documents:

1. Cover Letter
2. Updated CV
3. Certified Copies of Academic transcripts
4. At least two (2) 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.

A copy of the relevant job descriptions may be obtained from Salote Latu at telephone 25-618 or slatu@justice.gov.to

All applications are to be received no later than 4:00pm, Tuesday 10 March, 2020 and to be addressed to the:

Chief Executive Officer

Ministry of Justice

P.O Box 130

Corner of Kausela and Lavinia Road

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Respectfully,


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Salote Latu



for Chief Executive Officer