

GOVERNMENT OF TONGA

SAVINGRAM

FROM : Chief Executive Officer for Justice

TO : Chief Executive Officers / All Government Ministries

SAVING : ADM 39/3/ /21

DATE: 11 February, 2021

Re: Vacant Positions at the Ministry of Justice

The Ministry of Justice is seeking suitable candidates for the following vacancies available in the Ministry.

Positions	Salary Band	Minimum Requirements
Deputy Registrar, Supreme Court	H	<ul style="list-style-type: none">• Master's Degree with at least 2 years' experience in a similar role OR at least 4 years relevant working experience• Post Graduate Diploma with at least 3 years' experience in a similar role or at least 5 years relevant working experience• Bachelor's degree with at least 5 years' experience in a similar role or at least 8 years relevant working experience <p style="text-align: center;">⚡ <u>Qualifications acceptable for this role must be in Law from a recognized educational institution</u></p>
Chief Probation Officer, Probation Unit	J	<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 <p style="text-align: center;">⚡ <u>Qualifications acceptable for this role must be in Law, Criminal Justice, Criminology, Psychology, Sociology, or Social Work from a recognized educational institution.</u></p>
Bailiff Officer Grade I, Bailiff Unit	N	<ul style="list-style-type: none">• Diploma Level 5/6 TNQAB framework in relevant field;• Certificate level 4/trade/technical qualification + 2 years' relevant work experience• Form 7 + 4 years' relevant work experience• PSSC + 7 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)
Cleaner, Corporate Services Division	S	<ul style="list-style-type: none">• Form 5 TSC or equivalent of Certificate level 1 <p style="text-align: center;">⚡ <u>*exceptions: Cleaners, Caretakers, Groundskeepers, Handyman, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).</u></p>

All interested applicants must submit their applications with updated curriculum vitae, certified true copies of academic qualifications and transcripts with at least two (2) reliable references.

Applications are to be received no later than **4:00pm, 25th February, 2021** 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**

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 Officer.

A copy of the relevant job description will be available upon request at email mpule@justice.gov.to or telephone 7400800

Respectfully,


Mina Pule



for Chief Executive Officer for Justice