



Ministry of Commerce, Consumer, Trade, Innovation and Labour

**VACANCIES**

The Ministry of Commerce, Consumer, Trade, Innovation and Labour is seeking suitable candidates who wish to submit applications to the following positions:

Position / Designation	Salary Band in the Government structure	Required minimum qualification.	Required minimum work experience.	Salary Scale/Range
1. Principal Trade Officer	B/I	Must have a <b>Bachelor's Degree</b> in International Trade, Marketing, Economics, Business Administration or related field from a recognized tertiary institution.	Must have at least five (5) years' work experience in senior level in the field of trade policy formulation, trade negotiation or direct relevant field for undergraduate degree holders, and three years for postgraduate holders.  Desirable: A postgraduate degree in any of the above related field would be an advantage.	<b>\$30,240 - \$45,360</b>
2. Principal Labour Officer	B/I	Must have a <b>Bachelor's Degree</b> in Industrial Relations, Social Development, Public Policy, Economics, Business Studies and Administration or related field from a recognized university.	At least five (5) years' work experience in senior level at any of the related fields above; (3) years of postgraduate holders.  <b>Desirable:</b> A postgraduate degree in any of the above related field would be an advantage.	<b>\$30,240 - \$45,360</b>
3. Senior Investment Officer	B/K	Must have a <b>Bachelor's degree</b> in Management and Business Administration or related field from a recognized University with at least three (3) years relevant work experience or	Must have at least two (2) years of relevant experience with demonstrated competence and leadership qualities.	<b>\$23,520 - \$35,280</b>

		A post graduate degree in Trade, Marketing, Economics, Business Administration or related field from a recognized University.		
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Job descriptions outlining responsibilities and other requirements such as essential skills are available upon request to the Ministry's Corporate Services Division. Please contact Fielea Schaumkel at *email*: [fileah@mcctil.gov.to](mailto:fileah@mcctil.gov.to) or by contacting telephone 23 688.

Civil servants who wish to apply may do so and submit your applications through their respective CEOs. Only applications that meet the requirements will be considered.

All applications must include an application letter, Curriculum Vitae, Certified copies of relevant qualification transcripts and certificates, police record and any other support documents necessary.

Please submit your application to the following address and to be received no late than **4:30pm Thursday 25<sup>th</sup> May 2017**. Email applications are acceptable as well as hard copy applications. All electronic applications are to be sent to *email* [ceopa@mcctil.gov.to](mailto:ceopa@mcctil.gov.to) . Hard copy applications to be addressed to:

Acting Chief Executive Officer  
Ministry of Commerce, Consumer, Trade, Innovation &  
Labour  
P.O. Box 110  
'Api Ko Latai  
Fasi-Moe-Afi  
Nuku'alofa  
TONGA