



**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 position:

Position / Designation	Salary Band	Required minimum qualification and work experience	Salary Scale/Range
<b>1. Senior Investment Officer (OIC Vava'u Office)</b>	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 <b>(3) years</b> relevant work experience <b>OR</b> A post graduate degree in Trade, Marketing, Economics, Business Administration or related field from a recognized University.	<b>\$23,520 - \$35,280</b>
<b>2. Senior Assistant Secretary (Intellectual Property Division)</b>	B/J	<b>Essential:</b> A <b>Bachelor's degree</b> in Business, Management, Economics or a related field from a recognized University. Must have at least three <b>(3) years</b> relevant working experience <b>OR</b> A Diploma in Business or a related field from a recognized Tertiary Institution. Must have at least 5 years of relevant working experience  <b>Desirable:</b> Completion of the Introduction to Intellectual Property (DL101) by WIPO will be an advantage to the candidate's assessed eligibility.	<b>\$26,880 - \$40,320</b>

Job descriptions outlining responsibilities and other requirements such as essential skills are available upon request to the Ministry's Corporate Services Division. Please contact Mele Vunipola at *email*: [melev@mcctil.gov.to](mailto:melev@mcctil.gov.to) or Fielea Schaumkel at [fieleah@mcctil.gov.to](mailto:fieleah@mcctil.gov.to), or by contacting telephone 23 688.

Civil servants from other Ministries except for MCCTIL who wish to apply must 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 and any other support documents necessary.

Please submit your application to the following address and to be received no later than **4:30pm Monday, 26 June 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  
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