



Ministry of Commerce, Consumer, Trade, Innovation and Labour

VACANCIES

The Ministry of Commerce, Consumer, Trade, Innovation and Labour is seeking suitable candidates to apply for the following position:

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

	(OIC Vava'u Office)		with at least three (3) years relevant work experience OR A post graduate degree in Trade, Marketing, Economics, Business Administration or related field from a recognized University.	
4. Investment Officer	Business Development & Investment Support Division	B/L	Must have a Bachelor's degree in Marketing, Economics, Business Administration or related field from recognized University with at least three (3) years of work experience in the field of Trade, Investment, Promotion and Marketing or related field.	\$19,490 – 29,230
5. Assistant Secretary	Policy Division	B/L	Must have a Bachelor's degree in Industrial Relations, Public Policy, Economics, Public Administration, Management or relevant field from a recognized university Desirable: Some working experience in a related field is desirable	\$19,490 – 29,230
6. Trade Officer (Trade Division)	Trade Division	B/L	Must have a Bachelor's degree in International Trade, Marketing, and Economics from a recognized University. Desirable: A post graduate degree in any of the above related fields would be an advantage.	\$19,490 – 29,230
7. Senior Cooperative Assistant	Enforcement Division (OIC Niufo'ou Office)	B/P	Must pass TSC or its equivalent with at least 3 years minimum relevant working experience OR Must pass the PSSC or its equivalent with at least 2 years relevant work experience OR Must pass Form 7 Certificate with at least 1 year of relevant work experience.	\$9,240 - \$13860

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*: fi Leah@mcctil.gov.to or Mele Vunipola at *melev@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 and copies of relevant qualification transcripts and certificates. If necessary, the Ministry **may** request additional support documents such as reference and police record, and may also request for copies of documents to be certified.

Applications must be addressed to, and received by the Acting CEO/Ministry Commerce, Consumer, Trade, Innovation & Labour/ 'Api-ko-Latai/ Fasi-moe-Afi/ Nuku'alofa, **no later than 4.30pm Thursday, 7 September 2017**. Electronic applications is acceptable and must be sent to ceopa@mcctil.gov.to .