



MINISTRY OF FINANCE

Government of Tonga

Reference No.: 15/23/347

Date: 6/5/2019

Re: Notice of Vacant Positions at Ministry of Finance 6 to 17 May 2019

The Ministry of Finance is seeking to engage suitably qualified and experienced applicants for the following vacant positions.

Post Title / Division/ Salary Band & Range	Minimum Requirements
1. Principal Procurement Officer -Procurement Division -Band I (\$30,240 - \$45,360)	Post Graduate qualification or Degree in Economics or related field from a recognized tertiary institution plus 3 years of work experience in a similar role; OR Degree in Economics or relevant field from a recognized institution plus 5 years of relevant work experience.
2. Senior Auditor -Internal Audit Division -Band J (\$26,880 – \$40,320)	Essential -Degree in Accounting, Finance or related field of study from a recognized tertiary institution with at least 3 years of similar work experience or 4 years of relevant work experience; OR -Master in Accounting, Finance Management from a recognized tertiary institution with at least 1 year directly relevant work experience Desirable -Knowledge on Internal Auditing
3. Senior Economist -Economic & Fiscal Policy Division -Band J (\$26,880 – \$40,320)	Post graduate qualification in Economics or related field from a recognized tertiary institution with at least a year experience in a similar role; OR Bachelor Degree in Economic or relevant field of study from a recognized tertiary institution with 3 years of experience in a similar role; OR Bachelor Degree in Economic or relevant field of study from a recognized tertiary institution with 4 years relevant work experience.
4. System Analyst -ICT Division -Band J (\$26,880 – \$40,320)	Post graduate qualification from a recognized tertiary institution with at least a year experience in a similar role; OR Bachelor Degree in relevant field from a recognized tertiary institution plus 3 years of experience in a similar role; OR Bachelor Degree in from a recognized tertiary institution in relevant field with 4 years of relevant work experience.
5. Assistant Secretary -CSD -Band L (\$19,490 – \$29,230)	Bachelor Degree in Economic or Management or related field of study from a recognized tertiary institution with up to 3 years of relevant work experience; OR Diploma in Economic or Management or related field of study from a recognized tertiary institution with at least 5 years of relevant work experience.

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6. Property Officer -CSD -Band L (\$19,490 – \$29,230)	Bachelor Degree in Management or related field of study from a recognized tertiary institution with up to 3 years of relevant work experience; OR Diploma in Economic or Management or related field of study from a recognized tertiary institution with at least 5 years of relevant work experience.
7. Assistant Accountant -CSD -Band M (\$15,120 - \$22,680)	A Diploma in Accounting, Finance or related field of study from a recognized tertiary institution with at least 3 years of relevant work experience
8. Executive Officer -Financial Framework Division -Band O (\$10,080 to \$15,120)	Certificate in Management, Information Technology or relevant field from a recognized tertiary institution plus 2 years of work experience; OR Pass in Form 7 plus 4 years of relevant work experience: OR Pass in PSSC plus 6 years of relevant work experience.
9. Computer Operator Grade III -ICT Division -Band P (\$9,240 - \$13,860)	Certificate Level 4 or higher in Computer Science or related field of study from a recognized institution with 1 year of relevant work experience; OR Pass in Form 7 with 2 years of relevant work experience; OR Pass in PSSC with 4 years of relevant work experience.
10. Tonga Digital Government Support Project - TDSP Project Manager (contract) -attractive remuneration package	<ul style="list-style-type: none"> • Advanced degree in economics or project management, public policy, information & communications technology • Experience working and managing in Pacific Islands and in Tonga is a plus • Excellent English written and verbal communication skills • Solid organizational skills including attention to detail and multitasking • Strong working knowledge of Microsoft Project or other Project Management utility • Project Management Professional (PMP) / PRINCE II certification is a plus • Governance Certification (COBIT 5 / ISO 38500) a plus • Minimum 10 years in Project or Program Management position, preferably with strong public sector experience – telecommunications or information systems projects a plus
11. TDSP Admin Support (contract) -attractive remuneration package	<p>Formal Education</p> <ul style="list-style-type: none"> • A Diploma in Office Management, Administration or Science with administrative experience (a higher qualification would be an advantage) <p>Professional Experience</p> <ul style="list-style-type: none"> • At least 5 years of administration experience in a Government agency or a private firm <p>Essential knowledge / experience</p> <ul style="list-style-type: none"> • Excellent skills in office management, coordination, multitasking, organization and public relations • A demonstrated level of diplomacy and tact and ability to meet work-plan deadlines with minimal supervision • Excellent communication and interpersonal skills with a high command of spoken and written English • A valid driving license with no traffic offence record

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<p>12.TDSP Project Accountant (contract)</p> <p>-USD 15,000- 30,000 (approximately TOP 30,000 – 60,000) depending on qualifications and years of experience</p>	<ul style="list-style-type: none"> • Accounting degree • At least 5 years’ broad experience in accounting including evidence of similar hands on work • Demonstrated experience in capacity building or training in a similar environment • Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate issues identified. <p><u>General Competencies</u></p> <ul style="list-style-type: none"> • Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues. • Strong oral and written communication skills and persuasiveness in presenting, discussing and resolving difficult issues. • Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects. • Ability to function effectively in multi-disciplinary teams within a matrix management environment.

The detailed term of reference/ job descriptions can be downloaded from the Ministry’s website: www.finance.gov.to. Interested candidates who wish to apply are required to submit their letter of application together with a CV, certified copies of educational qualifications and transcripts and any other supporting documents. Applications of employees of the Public Service other than the Ministry of Finance are to be endorsed by the Chief Executive Officer of their respective Departments.

All applications are to be forwarded to the office of the Chief Executive Officer for Finance, St George Government Building or send electronically to recruitments@finance.gov.to no later than **4.30 pm of Friday 17 May 2019**.