

# MINISTRY OF TRADE AND ECONOMIC DEVELOPMENT

## GOVERNMENT OF TONGA

### CIRCULAR SAVINGRAM

**To:** All Chief Executive Officers  
**From:** Chief Executive Officer, Ministry of Trade and Economic Development  
**Our Ref. No.:** ADM/4/7/2 **Your Ref. No.:** N/A  
**Date:** 5<sup>th</sup> May, 2022

#### **Re: Advertisement of Vacant Positions**

The Ministry of Trade and Economic Development herewith advise, that the following two (2) vacancies is available for interested applicants **within** and **outside** the Public Service;

#### **Advertisement:**

Post	Division	Band	Salary Scale	Minimum Requirements
Senior Business Development Office	Business Support Division	J	\$26,880-\$40,320	<ul style="list-style-type: none"><li>Master's Degree with no working experience</li><li>Post Graduate Diploma with at least 1 year experience in a similar role or at least 3 years relevant working experience</li><li>Bachelor's degree with at least 3 years' experience in a similar role or at least 4 years relevant working experience</li></ul> <p><b>Qualifications acceptable for this role must be in Commerce, Economics, Public Policy, Law, Finance, Investment, Labour, Marketing, Business, Information Technology or Arts from a recognized educational institution</b></p>
Assistant Inspectorate Officer	Consumer Protection & Fair Trade Division	M	\$15,120-\$22,680	<ul style="list-style-type: none"><li>Relevant Diploma Level (5/6) TNQAB framework + up to 3 years' relevant working experience</li><li>Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience</li><li>Current TPS employee with 5 years' experience in a similar role (meeting other competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</li></ul>

All civil servants who wish to apply may do so and submit their applications through their respective CEOs. Job descriptions will be provided on the Ministry website for your information and details. Only applications that meet the requirements will be considered. All applications must include an application letter, curriculum vitae, previous and current employment reference letters, copies of relevant qualification transcripts, certificates, and any other support documents necessary. Applications are to be addressed to the Chief Executive Officer, Ministry of Trade and Economic Development no later than **4.30 pm, 20<sup>th</sup> May, 2022**. **Also note that only shortlisted candidates will be contacted within two weeks following the due date of applications.**

For details of the job descriptions, please request to [recruitment@mted.gov.to](mailto:recruitment@mted.gov.to) or telephone 7400105; Ext. 168.

Sincerely,



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'Ana Taulelei Finau

for Chief Executive Officer, Ministry of Trade and Economic Development

