



GOVERNMENT OF TONGA

PRIME MINISTER'S OFFICE

Ref. : ADM 1/1/15

Date : 12th November, 2025

Re: Advertisement and Re-Advertisement of Vacant Positions at the Prime Minister's Office

The Prime Minister's Office hereby invites applicants for the following positions at the Prime Minister's Office:

POST	MINIMUM REQUIREMENTS	SALARY BAND
1. Principal Assistant Secretary – Corporate Services Department	Education and Qualification <ul style="list-style-type: none">• Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience• Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience• Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience <p><i>Qualifications acceptable for this role must be in Public Policy, Management, Public Administration, Law, Economics, Commerce, Trade, International Relations, Protocol, Political Science or Diplomacy from a recognized educational institution.</i></p>	BAND I (\$34,342 - \$51,511)
2. Senior Economist - National Planning Department (Re-advertisement)	Education and Qualification <ul style="list-style-type: none">• Master's Degree with no working experience• Post Graduate Diploma with at least 1-year experience in a similar role or at least 3 years relevant working experience	BAND J (\$30,526 - \$45,788)

	<ul style="list-style-type: none"> • Bachelor's degree with at least 3 years' experience in a similar role or at least 4 relevant years relevant working experience <p><i>Qualifications acceptable for this role must be in Commerce, Economics, or Business from a recognised education institution.</i></p>	
3. Senior Accounting Officer – Corporate Services Department	<p>Education and Qualification</p> <ul style="list-style-type: none"> • Relevant degree + up to 3 years' work experience • Relevant diploma + 3 years' relevant work experience • Relevant certificate/trade/technical qualification + 5 years' experience in a similar role • Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years) 	<p>BAND L</p> <p>(\$22,133 - \$33,194)</p>
4. Assistant Secretary – Leadership Department	<p>Education and Qualification</p> <ul style="list-style-type: none"> • Bachelor's degree with no working experience • Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience <p><i>Qualifications acceptable for this role must be in Public Policy, Management, Public Administration, Law, Economics, Commerce, Trade, International Relations, Protocol, Political Science, Information Technology, Geography, History, Statistics, Culture, Anthropology, Archives, Diplomacy, Secretarial Studies or Arts from a recognized educational institution.</i></p>	<p>BAND L</p> <p>(\$22,133 - \$33,194)</p>

<p>5. Assistant Secretary – <i>‘Eua Government Representative’s Office</i></p>	<p>Education and Qualification</p> <ul style="list-style-type: none"> • Bachelor’s degree with no working experience • Diploma Certificate with at least 2 years’ experience in a similar role or at least 3 years relevant working experience <p><i>Qualifications acceptable for this role must be in Public Policy, Management, Public Administration, Law, Economics, Commerce, Trade, International Relations, Protocol, Political Science, Information Technology, Geography, History, Statistics, Culture, Anthropology, Archives, Diplomacy, Secretarial Studies or Arts from a recognized educational institution.</i></p>	<p>BAND L</p> <p>(\$22,133 - \$33,194)</p>
<p>6. Clerk Class II – <i>‘Eua Government Representative’s Office</i></p>	<p>Education and Qualification</p> <ul style="list-style-type: none"> • Certificate level 4 • Form 7 or equivalent of Certificate level 3 + 2 years’ work experience • Form 6 PSSC or equivalent of Certificate level 2 + 4 years’ work experience • Current TPS employee with 5 years’ experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years) 	<p>BAND P</p> <p>(\$10,494 - \$15,740)</p>
<p>7. Clerk Class III – <i>Leadership Department</i></p>	<p>Education and Qualification</p> <ul style="list-style-type: none"> • Form 7 or equivalent of Certificate level 3 • Form 6 PSSC or equivalent of Certificate level 2 + 1 year of work experience • Current TPS employee with 5 years’ experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years) 	<p>BAND Q</p> <p>(\$9,540 - \$14,309)</p>

8. VIP Driver – ‘Eua Government Representative’s Office	Education and Qualification *Exceptions: VIP Driver (Evidence of Secondary School level; valid driver’s license with a clean driving record for the past five (5) years) + 2 years of relevant work experience.	BAND Q (\$9,540 - \$14,309)
9. Driver – Leadership Department	Education and Qualification *exceptions: Driver (Evidence of Secondary School level; valid driver’s license with a clean driving record for the past three (3) years).	BAND R (\$8,586 - \$12,880)
10. Daily Paid Driver (x2) – Corporate Services Department (Re-Advertisement)	Education and Qualification *exceptions: Driver (Evidence of Secondary School level; valid driver’s license with a clean driving record for the past three (3) years).	\$35.28 per day of work
11. Daily Paid Watchman – Corporate Services Department (Re-Advertisement)	Education and Qualification *exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).	\$29.32 per day of work
12. Daily Paid Beautification Worker – Ha’apai Governor’s Office (Re-Advertisement)	Education and Qualification *exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).	\$38.05 per day of work

All applications are to be received no later than **4:30pm, 26th November, 2025** and address to:

Chief Secretary and Secretary to Cabinet
Prime Minister’s Office
Taufa’ahau Road
Nuku’alofa
Tonga.

The mandatory requirements to be submitted in all applications are the following documents:

- i. *Covering Letter*
- ii. *Updated CV*
- iii. *Certified Academic transcripts*
- iv. *Reliable references*
- v. *Birth certificate*

Public Servants who wish to apply must submit their applications with the endorsement of their respective Chief Executive Officers.

Applications can be brought to the Prime Minister's Office reception at St. George Government Building Level 3. Only shortlisted candidates will be contacted.

For enquiries or to obtain a copy of the job description, please email hr@pmo.gov.to or telephone 740-1375 or 740-1351.