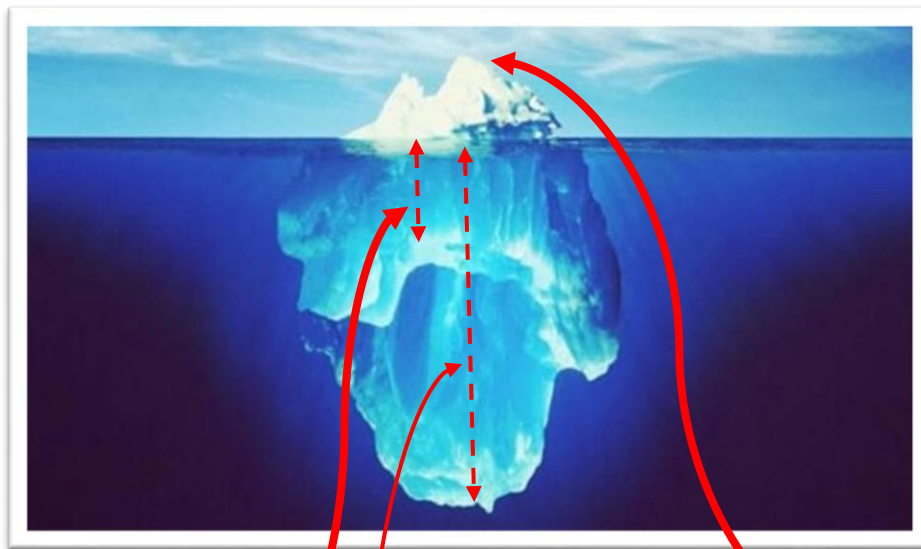


Guide Only

The following definitions assist with further explaining the details and precise meaning of the terms used in the new classification of positions such as the word similar role, relevant qualification and relevant years of experience.

These are the detail explanations of terms and conditions stated on the new classification of positions. May act as a glossary to guide the individual through the clarification of the entry requirements and shortlisting:



*Ice-berg
concept
defining
similar role
& relevant
years of
experience*

- (a) **Similar role** – literally means an equivalent position or role within one or another Ministry. For instance, an **Accountant** in the Ministry of Finance applying for a **Senior Accountant** role at the Ministry of Health. The Accountant role is the next logical step from the Senior Accountant role - that fits the similar role criterion, which requires a person that has similar role such as an Accountant that should qualify the individual to the senior role. For example, a Clerk can become an Administrator as the roles are similar in nature and the key competencies are closely related. Sometimes the title of the role might not be the same as in the case of a Finance Clerk and an Account Clerk, however, the responsibility of either a Finance or Accounting role can be quite similar. This might not be the case of a Nurse relating to a role in Finance, Accounting, or even Human Resource Management. The specified fields are different. For instance, a Driver cannot apply for a Clerical role as the skill sets are different. On the other hand, a Clerk can only apply for a Finance Officer role, if the nature of the Clerical role involves financial duties, which one can demonstrate through his/her know-how and understanding of financial experience.
- (b) **Relevant years of experience**: a work experience that is relevant to the position the individual is applying for. For instance, if you are applying for an Accounting role—your previous Accounting experience should be relevant. This could also mean a role with **transferable skills and experience**, for instance, how long does it take for a person to be fully competent of the post. There are some roles that are on the job training for a couple of weeks and some jobs such as human resource management officers may involve a relevant qualification together with some years of experience in the actual role to become competent.

- (c) **Relevant qualification** – a qualification that equips or prepares a person to have the necessary knowledge and skills for an intended role. A nursing degree for a nursing role should be directly linked. An art degree for a teaching or administrative role can be more generic. For instance, a teacher with an art degree can apply for a policy analyst role as the person can apply both the analytical and research skills towards a policy analyst role. A degree that one could observe contains the subject/s in the study relating to the role. For example, business degrees have some accounting, but not a lot, some economics, but not a lot. This is different from an accounting degree majoring in accounting and an economic degree majoring in economics. A qualification that relates to the position being applied for. The key competencies that were developed, or aspects of the qualification, are applicable to the role. For example, a Bachelor of Business would be relevant to a role in HR.
- (d) **Considerable senior leadership experience**: generally means part of the top tier management group with senior, executive and upper management team---individuals at the highest level of management in an organisation. These senior leaders have a tier of managers reporting to them. Seven years' experience or more as being part of a top-executive level can be counted as a suitable number of years of relevant experience in this category.


(1) Scenario based selection process for a public servant consider appointment to Band S

Tongan Public Service Classification of Positions		BAND	S
Home	COMPETENCY LEVEL	SALARY RANGE	\$6,720 - \$10,080
Overview	Positions in this band would generally require:	ENTRY REQUIREMENTS	
Competencies	Level Four on the majority of competency indicators	-Form 5 TSC or equivalent of Certificate level 1	
Entry requirements	POSITIONS IN BAND S	*exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).	
Position Index	Housekeeper	POSITIONS IN BAND S	
Salaries	Caretaker	Groundsman	
Band C	Clerk Class 3 (re-designate to Clerk Class 4)	Kitchen Hand	
Band D	Handyman	Land Registration Trainee	
Band E	Telephone Operator	Laundrumaid (re-designate to Laundry Assistant)	
Band F	Watchman		
Band G	Groundskeeper		
Band H	Gardener		
Band I	Filing Clerk		
Band J			
Band K			
Band L			
Band M			
Band N			
Band O			
Band P			
Band Q			
Band R			
Band S			

He or she needs to meet the minimum requirement of a Form 5 or an equivalent certificate level 1 of the Tonga National Qualification Accreditation Board (TNQAB) in order to satisfy the above condition. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For cleaners, caretakers, groundskeepers, handymen, watchmen, laundry assistants they are **ALL** exempted from this minimum requirement as they meet the basic literacy, numeracy and required skills for these roles with the absence of the secondary school requirement.

(2) Scenario based selection process for a public servant consider promotion to Band R



Home

Overview

Competencies

Entry requirements

Position index

Salaries

Band C

Band D

Band E

Band F

Band G

Band H

Band I

Band J

Band K

Band L

Band M

Band N

Band O

Band P

Band Q

Band R

Band S

Tongan Public Service Classification of Positions

BAND

R

COMPETENCY LEVEL

Positions in this band would **generally** require:

Level Four on the majority of competency indicators

POSITIONS IN BAND R

Data-Entry Officer *(re-designate to Clerk Class 4)*

Driver

Receptionist

Statistical Clerk Grade 3

Clerk Class 3 *(re-designate to Clerk Class 4)*

Computer Operator Trainee *(re-designate to Clerk Class 4)*

Laboratory Assistant

Registry Clerk

Energy Technician Trainee

Driver/Messenger

SALARY RANGE

\$7,560 - \$11,340

ENTRY REQUIREMENTS

-Form 6 PSSC or equivalent of Certificate level 2
-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)

POSITIONS IN BAND R

Store Assistant

Junior Medical Records *(re-designate to Medical Records Clerk)*

Medical Records Clerk

Vitikan Mand *(re-designate to Podarki)*

He or she needs to meet the minimum requirement (a) Form 6 Pacific Secondary School Certificate or Certificate level 2 of the TNQAB. This could apply to an individual or staff that either applies for this role or position within the ministry (internal) or from outside the ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "similar role" in order to meet and satisfy this condition, which is intended to allow internally existing staff to progress through the ranks. For instance, a Field Assistant Trainee (FAT) at Band S applies for a Field Survey Assistant (FSA) Band R, he or she must meet the 5 years' experience in a similar role such as the FAT in order to be eligible as a probable candidate for being selected as a FSA. The main reason for this probable selection of the existing public servant is that he or she only acquired the relevant competencies for the role through the years of working experience, let alone qualification. He or she must also satisfy the other competencies of the FSA role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

a. Scenario based selection process for a public servant considering promotion to Band Q

The screenshot displays the 'Tongan Public Service Classification of Positions' website. The left sidebar contains a navigation menu with links: Home, Overview, Competencies, Entry requirements, Position Index, Salaries, and a list of bands from Band C to Band S. The main content area is divided into three sections for Band Q:

- COMPETENCY LEVEL:** Positions in this band would **generally** require: Level Four on the majority of competency indicators.
- SALARY RANGE:** \$8,400 - \$12,600.
- ENTRY REQUIREMENTS:**
 - 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)

Below the competency level, there is a table titled 'POSITIONS IN BAND Q' listing various roles:

Administrative Assistant	VIP Driver
Agricultural Assistant	Oxygen Plant Operator
Assistant Heavy Plant Operator	Senior Driver
Assistant Information Officer	Tractor Driver
Assistant Land Assessment Officer	Dental Maid
Bailiff Grade 4	Clerk
Statistical Clerk Grade 2	
Clerk Class 1	
Clerk Class 2	
Clerk Class 3	

He or she needs to meet the minimum requirement (a) Form 7 or equivalent Certificate level 3 of the TNQAB (b) Form 6 of the Pacific Secondary School Certificate or equivalent of Certificate level 2 plus 1 year of working experience. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "similar role" in order to meet and satisfy this condition, which is intended to allow internally existing staff to progress through the ranks. For instance, a Fisheries Assistant Grade 2 (FAG2) at Band R applies for a Fisheries Assistant Grade 1 (FAG1) at Band Q, he or she must meet the 5 years' experience in a similar role such as the FAG2 in order to be eligible as a suitable candidate to be selected as a FAG1. The main reason for this selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a FAG2, let alone qualification. He or she must also satisfy the other competencies of the FAG1 role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(3) Scenario based selection process for a public servant considering promotion to Band P

Tongan Public Service Classification of Positions		BAND	P
Home	COMPETENCY LEVEL	SALARY RANGE	\$9,240 - \$13,860
Overview	Positions in this band would generally require:	ENTRY REQUIREMENTS	
Competencies	Level Three on the majority of competency indicators		
Entry requirements	POSITIONS IN BAND P	<ul style="list-style-type: none"> -Certificate level 4 -Form 7 or equivalent of Certificate level 3 + 2 years' <u>work experience</u> -Form 6 PSSC or equivalent of Certificate level 2 + 4 years' <u>work experience</u> -Current TPS employee with 5 years' experience in a <u>similar role</u> (meeting other <u>core competency</u> and experience requirements specified in the job description + PMS scores of 	
Position Index			
Salaries	POSITIONS IN BAND P	POSITIONS IN BAND P	
Band C			
Band D	Admin Assistant Clerk	Senior Engineering Survey Assistant	
Band E	Administrator (re-designate to Clerk Class 2)		
Band F	Agricultural Assistant	Senior Environmental Assistant	
Band G	Assistant Environment Officer		
Band H	Assistant Filing Register	Senior Field Survey Assistant	
Band I	Assistant Information Officer (Assistant Information Support Officer)		
Band J	Assistant Land Transport Officer Grade 1		
Band K	Assistant Marine & Port Officer		
Band L	Assistant Price Inspector (re-designate to Assistant Inspectorate Officer)		
Band M			
Band N			
Band O			
Band P			
Band Q			
Band R			
Band S			

He or she needs to meet the minimum requirement of (a) Certificate level 4 of the TNQAB (b) Form 7 or equivalent of Certificate level 3 plus 2 years' of working experience (c) Form 6 PSSC or equivalent of level 2 plus 4 years of work experience. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "similar role" in order to meet and satisfy this condition, which is intended to allow internally existing staff to progress through the ranks. For instance, a Bailiff Grade 4 (BLG4) at Band Q applies for a Bailiff Grade 3 (BLG3) at Band P, he or she must meet the 5 years' experience in a similar role such as the BLG4 in order to be eligible as a probable candidate for being selected as a BLG3. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a BLG3, let alone qualification. He or she must also satisfy the other competencies of the BLG3 role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(4) Scenario based selection process for a public servant considering promotion to Band O

The screenshot displays the 'Tongan Public Service Classification of Positions' web interface. On the left is a navigation menu with links: Home, Overview, Competencies, Entry requirements, Position index, Salaries, and a list of bands from Band C to Band S. Band O is currently selected. The main content area is divided into several sections:

- COMPETENCY LEVEL:** A blue box stating 'Positions in this band would **generally** require: Level Three on the majority of competency indicators'.
- SALARY RANGE:** A red box showing '\$10,080 - \$15,120'.
- ENTRY REQUIREMENTS:** A yellow box listing:
 - Certificate level 4 + 1 years' work experience
 - Form 7 or equivalent of Certificate level 3 + 4 years' work experience
 - Form 6 PSSC or equivalent of Certificate level 2 + 6 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
- POSITIONS IN BAND O:** A green box containing a list of roles:
 - Assistant Accounting Officer
 - Assistant Aerodrome Officer
 - Assistant Air Safety Officer
 - Assistant Airworthiness Officer
 - Assistant Employment Officer
 - Assistant Ground Safety Officer
 - Executive Officers (*re-designate to Executive Officer Grade 2*)
 - Assistant Land Transport Officer Grade 1
 - Assistant Marine Environment Officer
 - Assistant Probation Officer
- POSITIONS IN BAND O:** A green box containing a list of roles:
 - Payroll Clerk Class 1
 - Payroll Officer
 - Performing Arts Instructure

He or she needs to meet the minimum requirement of (a) Certificate level 4 of the TNQAB plus 1 year's work experience (b) Form 7 or equivalent of Certificate level 3 plus 4 years' of working experience (c) Form 6 PSSC or equivalent of level 2 plus 6 years of work experience. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "similar role" in order to meet and satisfy this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, a Clerk Class 2 (CC2) at Band P applies for a Clerk Class 1 (CC1) at Band O, he or she must meet the 5 years' experience in a similar role such as the CC2 in order to be eligible as a probable candidate for being selected as a CC1. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a CC2, let alone qualification. He or she must also satisfy the other competencies of the CC1 role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(5) Scenario based selection process for a public servant considering promotion to Band N

The screenshot displays the 'Tongan Public Service Classification of Positions' website. The header includes the Tongan coat of arms and the title. A navigation menu on the left lists various sections, with 'Band N' highlighted. The main content area is divided into several sections:

- COMPETENCY LEVEL:** Positions in this band would **generally** require: Level Three on the majority of competency indicators.
- SALARY RANGE:** \$11,760 - \$17,640.
- ENTRY REQUIREMENTS:**
 - Diploma Level 5/ 6 TNQAB framework in relevant field
 - Certificate level 4/trade/technical qualification + 2 years' relevant work experience
 - Form 7 + 4 years' relevant work experience
 - PSSC + 7 years' relevant 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
- POSITIONS IN BAND N:**
 - Immigration Officer Grade 1
 - Executive Officer (*re-designate to Executive Officer Grade 1*)
 - Chief Clerk
 - Treasury Cashier
 - Revenue Officer Grade 1
 - Senior Accounting Officer
 - Personal Assistant
 - Immigration Officer Grade 2
 - Account Officer
 - Accounting Officer
- POSITIONS IN BAND N:**
 - Senior Agricultural Assistant
 - Dental Electrician
 - Senior Assistant Teacher
 - Heavy Plant Operator
 - Senior Fisheries Assistant
 - Heavy Machine Operator
 - Senior Forestry Assistant
 - Hospital Fitter Electrician

He or she needs to meet the minimum requirement of (a) Diploma level 5/6 of the TNQAB in relevant field (b) Certificate level 4/trade/technical qualification plus 2 years' relevant working experience (c) Form 7 or equivalent of Certificate level 3 plus 4 years' of working experience (c) Form 6 PSSC or equivalent of Certificate level 2 plus 7 years of work experience. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "similar role" in order to meet and satisfy this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, a Trainee Accountant or Trainee Administrator (TA) at Band O applies for an Executive Officer (EO), Account Officer (AO) or even a Chief Clerk (CC) at a Band N, he or she must meet the 5 years' experience in a similar role such as a TA in order to be eligible as a probable candidate for being selected as either an EO, AO or a CC. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a TA, let alone qualification. He or she must also satisfy the other competencies of the EO, AO and CC role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(6) Scenario based selection process for a public servant considering promotion to Band M

The screenshot displays the 'Tongan Public Service Classification of Positions' website. The header includes the Tongan coat of arms and the title. A navigation menu on the left lists various sections: Home, Overview, Competencies, Entry requirements, Position index, Salaries, and a list of bands from C to S. Band M is currently selected. The main content area for Band M includes:

- COMPETENCY LEVEL:** Positions in this band would **generally** require: Level Two on the majority of competency indicators.
- SALARY RANGE:** \$15,120 - \$22,680.
- ENTRY REQUIREMENTS:**
 - Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience
 - Relevant certificate level 4/trade/technical qualification + 3 years' relevant 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)
- POSITIONS IN BAND M:**
 - Personal Assistant to her Majesty
 - Accounting Officer-Diplomate *(re-designate to Accounting Officer)*
 - Accounting Officer
 - Senior Executive Officer
 - System Support Officer Grade 1
 - Computer Operator Grade 1 *(re-designate to Senior Clerk Class 1)*
 - Assistant Accountant
 - Computer Draughtsman Grade 2
 - Assistant Procurement Officer
 - Visual Editor
- POSITIONS IN BAND M (Additional):**
 - Health Promotion Officer *(re-designate to Health Promotion Media Technician Diplomate)*
 - Accounting Officer-Diplomate *(re-designate to Accounting Officer)*
 - Health Promotion Officer Grade 1 *(re-designate to Tobacco Control Officer Diplomate)*
 - Health Promotion Officer Grade 1 *(re-designate to Tobacco Enforcement Officer Grade 1)*

He or she needs to meet the minimum requirement of (a) Diploma level 5/6 of the TNQAB plus up to 3 year's relevant work experience (b) Relevant certificate level 4/trade/technical qualification plus 3 years' relevant working experience. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "similar role" in order to meet and satisfy this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, a Mechanic Technician (MT) at Band N applies for a Foreman Mechanic (FM) at a Band M, he or she must meet the 5 years' experience in a similar role such as a MT in order to be eligible as a probable candidate for being selected as either a FM. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a MT, let alone qualification. He or she must also satisfy the other competencies of the FM role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(7) Scenario based selection process for a public servant considering promotion to Band L

Tongan Public Service Classification of Positions		BAND	L
Home	COMPETENCY LEVEL	SALARY RANGE	\$19,490 - \$29,230
Overview	Positions in this band would generally require:	ENTRY REQUIREMENTS	
Competencies	Level Two on the majority of competency indicators	-Relevant degree + up to 3 years' <u>work experience</u> -Relevant diploma + 3 years' <u>relevant work experience</u> -Relevant certificate/trade/technical qualification + 5 years' experience in a <u>similar role</u> -Current TPS employee with 5 years' experience in a <u>similar role</u> (meeting other <u>core competency</u> and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)	
Entry requirements	POSITIONS IN BAND L	POSITIONS IN BAND L	
Position index	Research officer	Assistant Senior Lecturer	
Salaries	Assistant Senior Accounting Officer	Assistant Teacher Diplomat	
Band C	Assistant Secretary	Auditor	
Band D	Royal Chaplain	Catering Instructor	
Band E	Master of Royal Household	Deputy Principal Grade 2	
Band F	Senior Accounting Officer	Principal Grade 2	
Band G			
Band H			
Band I			
Band J			
Band K			
Band L			
Band M			
Band N			
Band O			
Band P			
Band Q			
Band R			
Band S			

He or she needs to meet the minimum requirement of (a) Relevant degree plus up to 3 years' work experience (b) Diploma plus up to 3 year's relevant work experience (b) Relevant certificate/trade/technical qualification plus 5 years' in a similar role. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "similar role" in order to meet and satisfy this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, a Senior Executive Officer (SEO) at Band M applies for an Assistant Secretary (AS) at a Band L, he or she must meet the 5 years' experience in a similar role such as a SEO in order to be eligible as a probable candidate for being selected as an AS. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a SEO, let alone qualification. He or she must also satisfy the other competencies of the AS role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(8) Scenario based selection process for a public servant considering promotion to Band K

The screenshot displays the 'Tongan Public Service Classification of Positions' website. The left sidebar contains a navigation menu with links: Home, Overview, Competencies, Entry requirements, Position index, Salaries, and a list of bands from C to S. Band K is highlighted. The main content area for Band K includes:

- COMPETENCY LEVEL:** Positions in this band would generally require: Level Two on the majority of competency indicators.
- SALARY RANGE:** \$23,520 - \$35,280.
- ENTRY REQUIREMENTS:**
 - Postgraduate qualification (TNQAB framework Level 8 & up) + up to 1 year of relevant experience
 - Relevant degree + 1 year in a similar role, or 3 years' relevant work experience
 - Relevant diploma + 3 years in a similar role, or 8 years' relevant 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
- POSITIONS IN BAND K:**
 - Senior Accounting Officer, Senior Labour Officer
 - Senior Accountant, Senior Immigration Officer Grade 3
 - Policy Analyst, Energy Planner (Energy Efficiency and Power)
 - Energy Planner (Rural Electrification)
 - Chief Procurement Officer, Principal Accountant Officer
 - Senior Assistant Secretary (Climate Finance Officer)
 - Senior Assistant Secretary (OIC Ha'apai), Lecturer

He or she needs to meet the minimum requirement of (a) Postgraduate qualification (Level 8 TNQAB framework and up) plus up to 1 year of relevant experience (b) relevant degree plus 1 year in a similar role or 3 years' relevant work experience (c) Relevant diploma plus 3 years in a similar role, or 8 years' relevant work experience. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "**similar role**" in order to meet and satisfy this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, an ICT Officer Grade 2 (ICTG2) at Band L applies for ICT Officer Grade 1 (ICTG1) or Computer Programmer (CP) at a Band K, he or she must meet the 5 years' experience in a similar role such as a ICTG2 in order to be eligible as a probable candidate for being selected as an ICTG1 or CP. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as ICTG2, let alone qualification. He or she must also satisfies the other competencies of the ICTG1 or CP role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(9) Scenario based selection process for a public servant considering promotion to Band J

The screenshot displays the 'Tongan Public Service Classification of Positions' website. The header includes the Tongan coat of arms, the title 'Tongan Public Service Classification of Positions', and a navigation bar with 'BAND' and 'J'. A left sidebar lists navigation options: Home, Overview, Competencies, Entry requirements, Position index, Salaries, and a list of bands from C to S. The main content area is divided into three sections:

- COMPETENCY LEVEL**: Positions in this band would **generally** require: Level Two on the majority of competency indicators.
- SALARY RANGE**: \$26,880 - \$40,320.
- ENTRY REQUIREMENTS**:
 - Postgraduate qualification (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours and MA) up to 1 year experience in a **similar role**
 - Relevant degree + 2 years in a **similar role**, or 4 years' relevant work experience
 - Relevant diploma + 4 years in a **similar role**, or 10 years' relevant 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)

Below these sections is a table titled 'POSITIONS IN BAND J' listing various roles:

POSITIONS IN BAND J	
Asset Manager	Senior Organisational Development Analyst
Chief Accounting Officer	Nursing Sister Graduate
Chief Coast Station Officer	Senior Project Specialist
Chief Training Officer	Principal Programme Officer
Principal Accountant	Principal Procurement Officer
Principal Grade 1	Principal Marine Officer
Energy Planner	Principal Land Assistant Officer

At the bottom right, there is a section titled 'POSITIONS IN BAND'.

He or she needs to meet the minimum requirement of (a) Postgraduate qualification (Level 8 TNQAB framework: (i) postgraduate diploma or bachelor degree with honours (ii) master degree) plus up to 1 year of in a similar role (b) relevant degree plus 2 years in a similar role or 4 years' relevant work experience (c) Relevant diploma plus 4 years in a similar role, or 10 years' relevant work experience. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "**similar role**" in order to meet and satisfies this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, a Principal Accounting Officer (PAO) at Band K applies for a Chief Accounting Officer (CAO) at a Band J, he or she must meet the 5 years' experience in a similar role such as a PAO in order to be eligible as a probable candidate for being selected as an ICTG1 or CP. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a PAO, let alone qualification. He or she must also satisfy the other competencies of the CAO role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(10) Scenario based selection process for a public servant considering promotion to Band I

Tongan Public Service Classification of Positions		BAND	I
Home	COMPETENCY LEVEL	SALARY RANGE	\$30,240 - \$45,360
Overview	Positions in this band would generally require:	ENTRY REQUIREMENTS	
Competencies	Level Two on the majority of competency indicators	<ul style="list-style-type: none"> -Postgraduate qualification (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours + 2) (MA + 1) years' experience in a <u>similar role</u> -Relevant degree + 3 years in a <u>similar role</u>, or 6 years' <u>relevant</u> work experience -Relevant diploma + 6 years in a <u>similar role</u>, or 10 years' <u>relevant</u> work experience -Current TPS employee with 7 years' experience in a <u>similar role</u> (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for 	
Entry requirements	POSITIONS IN BAND I		
Position index	Asset Planning and Safety Manager	Principal Administrative Technical Supervisor	
Salaries	Assistant Crown Counsel	Principal Agricultural Economist	Senior Pharmacy
Band C	Chief Accountant	Principal Agronomist	Principal Civil Aviation Officer
Band D	Chief Computer	Principal Agricultural Officer	Principal Education Officer
Band E	Chief Draughtsman	Principal Assistant Secretary	Principal Labour Officer
Band F	Deputy Principal		
Band G	Chief System Analyst		
Band H	Chief Procurement Officer		
Band I	Chief Meteorologist		
Band J			
Band K			
Band L			
Band M			
Band N			
Band O			
Band P			
Band Q			
Band R			
Band S			

He or she needs to meet the minimum requirement of (a) Postgraduate qualification (Level 8 TNQAB framework: (i) postgraduate diploma or bachelor degree with honours (ii) master degree) plus 1 year working experience in a similar role (b) relevant degree plus 3 years in a similar role or 6 years' relevant work experience (c) Relevant diploma plus 6 years in a similar role, or 10 years' relevant work experience. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "similar role" in order to meet and satisfy this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, a Principal Accounting Officer (PAO) at Band K applies for a Chief Accounting Officer (CAO) at a Band J, he or she must meet the 5 years' experience in a similar role such as a PAO in order to be eligible as a probable candidate for being selected as CAO. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a PAO, let alone qualification. He or she must also satisfy the other competencies of the CAO role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(11) Scenario based selection process for a public servant considering promotion to Band H

Tongan Public Service Classification of Positions		BAND	H
Home	COMPETENCY LEVEL	SALARY RANGE	\$33,600 - \$50,400
Overview	Positions in this band would generally require:	ENTRY REQUIREMENTS	
Competencies	Level One on the majority of competency indicators	<ul style="list-style-type: none"> -Postgraduate (Level 8 TNQAB framework: (postgraduate — Diploma/BA with honours + 3) (MA + 2) (PHD + 0) or specialist qualification + 3 years' experience in a <u>similar role</u> -Relevant degree + 4 years in a <u>similar role</u> or 8 years' <u>relevant work experience</u> -Current TPS employee with 7 years' experience in a <u>similar role</u> (meeting other <u>core</u> competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years) 	
Entry requirements	POSITIONS IN BAND H	Matron (re-designate to Principal Matron)	
Position index	Chief Economist	Medical Officer	
Salaries	Chief Education Officer	Medical Officer Special Grade	
Band C	Chief Economist	Music Curriculum (1-13)	
Band D	Chief Marine Officer – Nautical	Principal (School & Education)	
Band E	Chief Procurement Officer	Principal Financial Analyst	
Band F	Chief Road Engineer	Principal Health Administrator	
Band G	Chief Surveyor	Principal Health Planning Officer	
Band H	Chief System Analyst		
Band I	Principal Chief Executive		
Band J			
Band K			
Band L			
Band M			
Band N			
Band O			
Band P			
Band Q			
Band R			
Band S			

He or she needs to meet the minimum requirement of (a) Postgraduate qualification (Level 8 TNQAB framework: (i) postgraduate diploma or bachelor degree with honours plus 3 years (ii) master degree plus two years (iii) PHD) or specialist qualification plus 3 years' working experience in a similar role (b) relevant degree plus 4 years in a similar role or 8 years' relevant work experience. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a “**similar role**” in order to meet and satisfy this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, a Principal Economist (PE) at Band I applies for a Chief Economist (CE) at a Band H, he or she must meet the 5 years' experience in a similar role such as a PE in order to be eligible as a probable candidate for being selected as an CE. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a PE, let alone qualification. He or she must also satisfies the other competencies of the CE role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(12) Scenario based selection process for a public servant considering promotion to Band G

The screenshot displays the 'Tongan Public Service Classification of Positions' website. The top navigation bar includes the Tongan coat of arms, the title 'Tongan Public Service Classification of Positions', and a 'BAND G' tab. A left sidebar lists navigation options: Home, Overview, Competencies, Entry requirements, Position index, Salaries, and a list of bands from C to S, with 'Band G' highlighted. The main content area is divided into three sections:

- COMPETENCY LEVEL**: A blue box stating 'Positions in this band would generally require: Level One on the majority of competency indicators'.
- POSITIONS IN BAND G**: A green box listing roles: Chief Medical Officer, Chief Nursing Officer, Director of Corporate Division, Principal Dental Officer, Senior Medical Officer, Director of Civil Aviation, Director of Building Control & Services, and Director of Civil Engineering.
- ENTRY REQUIREMENTS**: A yellow box listing criteria:
 - Relevant postgraduate (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours + 4) (MA + 3) (PHD + 1) or specialist qualification + 4 years' experience in similar role
 - Relevant degree + 5 years in a similar role or 10 years' relevant work experience
 - Current TPS employee with 8 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)

 A 'SALARY RANGE' box shows '\$37,800 - \$56,700'. At the bottom, a horizontal navigation bar includes links: HOME, OVERVIEW, COMPETENCY, ENTRY, SALARY, and an alphabetical index from C to S, with 'G' highlighted.

He or she needs to meet the minimum requirement of (a) Postgraduate qualification (Level 8 TNQAB framework: (i) postgraduate diploma or bachelor degree with honours plus 4 years (ii) master degree plus 2 years (iii) PHD plus 1 year) or specialist qualification plus 4 years' working experience in a similar role (b) relevant degree plus 5 years in a similar role or 10 years' relevant work experience. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "**similar role**" in order to meet and satisfies this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, a Senior Assistant Deputy Commissioner of Revenue (SADCEO) at Band H applies for a Deputy Commissioner of Revenue (DCEO) at a Band G, he or she must meet the 5 years' experience in a similar role such as a SADCEO in order to be eligible as a probable candidate for being selected as an DCEO. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a PE, let alone qualification. He or she must also satisfies the other competencies of the DCEO role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.


(13) Scenario based selection process for a public servant considering promotion to Band F

The screenshot displays the 'Tongan Public Service Classification of Positions' website. The top navigation bar includes 'Home', 'Overview', 'Competencies', 'Entry requirements', 'Position index', 'Salaries', and a list of bands from Band C to Band S. The main content area is divided into three sections: 'COMPETENCY LEVEL', 'SALARY RANGE', and 'ENTRY REQUIREMENTS'. The 'COMPETENCY LEVEL' section states that positions in this band would generally require Level One on the majority of competency indicators. The 'SALARY RANGE' section shows a range of \$42,000 to \$63,000. The 'ENTRY REQUIREMENTS' section lists three criteria: a relevant postgraduate qualification (Level 8 TNQAB framework) plus 5 years' experience in a similar role, a relevant degree plus 7 years' experience in a similar role, or current TPS employee with 10 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). Below these sections is a list of positions in Band F, including Senior Crown Counsel, Deputy CEO, Deputy Secretary, Deputy Director, Chief Dental Officer, Chief Medical Officer, Chief Surgeon Specialist, Obstetrician/Gynaecologist Specialist, Oral Pathologist Specialist, Paediatric Specialist, and Pathology Specialist. The bottom navigation bar includes links for HOME, OVERVIEW, COMPETENCY, ENTRY, SALARY, and a list of bands from C to S.

He or she needs to meet the minimum requirement of (a) Postgraduate qualification (Level 8 TNQAB framework: (i) postgraduate diploma or bachelor degree with honours plus 6 years (ii) master degree plus 4 years (iii) PHD plus 2 years) or specialist qualification plus 5 years' working experience in a similar role (b) relevant degree plus 7 years in a similar role or 10 years' relevant work experience. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "**similar role**" in order to meet and satisfy this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, an Senior Medical Officer (SMO) at Band G applies for a Chief Medical Officer (CMO) at a Band F, he or she must meet the 5 years' experience in a similar role such as an SMO in order to be eligible as a probable candidate for being selected a SMO. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a SMO, let alone qualification. He or she must also satisfy the other competencies of the DCEO role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(14) Scenario based selection process for a public servant considering promotion to Band E



Tongan Public Service Classification of Positions

Home

Overview

Competencies

Entry requirements

Position index

Salaries

band C

band D

band E

band F

band G

band H

band I

band J

band K

band L

band M

band N

band O

band P

band Q

band R

band S

COMPETENCY LEVEL

Positions in this band would **generally** require:

Level One on the majority of competency indicators

POSITIONS IN BAND E

Chief Executive Officer MOF

Medical Superintendent

</

(15) Scenario based selection process for a public servant considering promotion to Band D

The screenshot displays the 'Tongan Public Service Classification of Positions' web application. The interface includes a sidebar menu on the left with options like Home, Overview, Competencies, Entry requirements, Position index, Salaries, and a list of bands from C to S. The main content area is divided into several sections for Band D:

- COMPETENCY LEVEL:** A blue box stating 'Positions in this band would generally require: Level One on the majority of competency indicators'.
- POSITIONS IN BAND D:** A green box listing various Chief Executive Officer roles: MAFF, MTED, MEIDECC, MIA, MLNR, MOI, MOJ, MOT, and MORC.
- SALARY RANGE:** A red box showing the range '\$53,760 - \$80,640'.
- ENTRY REQUIREMENTS:** A yellow box detailing the criteria:
 - Relevant postgraduate (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours + 10) (MA + 6) (PHD + 4) qualification + senior leadership experience
 - Relevant degree + senior leadership experience in complex organisations, preferably in Government or regional or international agencies
 - Relevant specialist qualification + 10 years' in a similar role
 - Current TPS employee with 10 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

At the bottom, there is a navigation bar with tabs for HOME, OVERVIEW, COMPETENCY, ENTRY, SALARY, and a list of bands (C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, INDEX, S). The 'D' tab is currently selected.

He or she needs to meet the minimum requirement of (a) Postgraduate qualification (Level 8 TNQAB framework: (i) postgraduate diploma or bachelor degree with honours plus 10 years (ii) master degree plus 6 years (iii) PHD plus 4 years) or specialist qualification plus 10 years' experience in a similar role including demonstrated senior leadership experience (b) relevant degree plus senior leadership experience in complex organisations, preferably in government or regional or international agencies (c) relevant specialist qualification plus 10 years' experience in a similar role. This could apply to an individual or staff that either applies for this role or position within the ministry (internal) or from outside the ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "similar role" in order to meet and satisfy this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, a Deputy Chief Executive Officer (DCEO) at Band G applies for a Chief Executive Officer (CEO) at a Band D, he or she must meet the 15 years' experience in a similar role such as a DCEO in order to be eligible as a probable candidate for being selected as a CEO. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a PE, let alone qualification. He or she must also satisfy the other competencies of the DCEO role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

(16) Scenario based selection process for a public servant considering promotion to Band C

The screenshot displays the 'Tongan Public Service Classification of Positions' web application. The interface includes a sidebar with navigation links: Home, Overview, Competencies, Entry requirements, Position index, Salaries, and a list of bands from Band C to Band S. The main content area is titled 'Tongan Public Service Classification of Positions' and features a 'BAND C' tab. Below this, there are three main sections: 'COMPETENCY LEVEL', 'SALARY RANGE', and 'ENTRY REQUIREMENTS'. The 'COMPETENCY LEVEL' section states that positions in this band would generally require 'Level One on the majority of competency indicators'. The 'SALARY RANGE' section shows a range of '\$58,800 - \$88,200'. The 'ENTRY REQUIREMENTS' section lists several criteria: '-Relevant postgraduate (Level 8 TNQAB framework: postgraduate (postgraduate Diploma/BA with honours + 10) (MA + 6) (PHD + 4) qualification + considerable senior leadership experience', '-Relevant degree + considerable senior leadership experience in complex organisations, preferably in Government or regional or international agencies', and '-Current TPS employee with 10 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)'. Below these sections, there is a list of 'POSITIONS IN BAND C' including 'Chief Secretary and Secretary to Cabinet', 'Chief Executive Officer Health', 'Chief Executive Officer Education', and 'Chief Executive Officer Finance'. At the bottom, there is a navigation bar with links: HOME, OVERVIEW, COMPETENCY, ENTRY, SALARY, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, INDEX, S.

He or she needs to meet the minimum requirement of (a) Postgraduate qualification (Level 8 TNQAB framework: (i) postgraduate diploma or bachelor degree with honours plus 10 years (ii) master degree plus 6 years (iii) PHD plus 4 years) qualification plus considerable senior leadership experience in a similar role (b) relevant degree plus considerable senior leadership experience in complex organisations, preferably in government or regional or international agencies (c) relevant specialist qualification plus 10 years' experience in a similar role. This could apply to an individual or staff that either applies for this role or position within the Ministry (internal) or from outside the Ministry (external).

For existing staff of the **Tonga Public Service (TPS)**, he or she will need to be qualified through the internal pathway on a "**similar role**" in order to meet and satisfy this condition, which is intended to allow only internally existing staff to progress through the ranks. For instance, a Deputy Chief Executive Officer (DCEO) at Band G applies for a Chief Executive Officer (CEO) at a Band D, he or she must meet the 20 years' experience in a similar role such as a DCEO in order to be eligible as a probable candidate for being selected as a CEO. The main reason for this probable selection of the existing public servant is that he or she only acquires the relevant competencies for the role through the years of working experience as a PE, let alone qualification. He or she must also satisfy the other competencies of the DCEO role as specified on the designated job description, plus a PMS score of 3 or above for the past 2 consecutive years.

