



## **KOMISONI FILI – ELECTORAL COMMISSION**

### **VACANCY**

#### **CLERICAL OFFICER (FINANCE & ADMINISTRATION)**

The Electoral Commission invites expressions of interest from Tongan Nationals for the post of Clerical Officer (Finance and Administration). This is NOT a Public Service Commission appointment: the successful candidate will be engaged by the Commission on a fixed term Contract.

Applicants should have a sound knowledge of Office Administration and Financial record keeping. Knowledge of (a) Book-keeping to Trial Balance and (b) Treasury procedures for disbursement of Public Funds would be a Distinct Advantage.

Anyone lodging an expression of interest is asked to provide full personal particulars; a detailed CURRICULUM VITAE; all supporting documentation; and any further information the applicant considers relevant to the appointment. At least two written character references and two employment or professional references should also be provided, together with full contact details of all the referees. Terms and conditions of service will be provided to applicants who are shortlisted for interview. Salary will depend on Qualifications and Experience.

Expressions of interest should be sent by e-mail to the Chairman of the Commission at [DALGETY.KC@GMAIL.COM](mailto:DALGETY.KC@GMAIL.COM) to be received no later than **1200 Hours on Friday, 24<sup>th</sup> April 2026.**