

Jan-Mar 2021 Events

1. **Contract Signing** Korean Specialist **Dr Su Kim Ophthalmology Specialist-Dr Sung Kim Cardiology Specialist**. Both will be providing their expert services for the Kingdom of Tonga.



2. **MOH Induction Program** .An Induction programme is the HR process that welcomes & introduces new employees to policies, Entitlements & administration procedures.



These are the new recruits for this quarter

3. **Welcoming back of our Returning Scholars and Introducing our New Employees** to the Minister for Health & the Staff Body.



4. The **Human Resource Retreat** to Vakaloa that engaged all administrators including the HR officers from Vava'u & Ha'apai also 'Eua to improve all HR service provision & plan new initiatives that would progress the Ministry of Health Human Resource services.



5. **Walk the Talk**

Time: 5:00pm Every Tuesday
Place: From Sopa to Uafu Fua

CELEBRATING LIVES OF MOH STAFF

Best Wishes

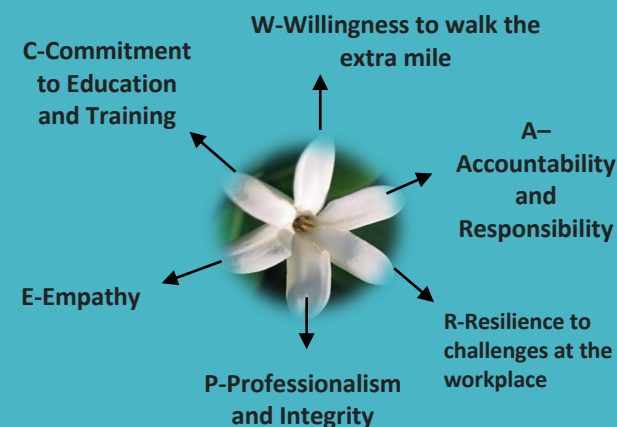
Every Sunset gives us one day less to live! But every Sunrise give us one day more to hope. So, hope for the best! Good Day !!

Deepest Condolences

Let us not forget our dear co-workers who have lost a loved one during past months and this month March 2021. We offer you our love and prayers that you find peace and may the Lord be with you during this time.



HUMAN RESOURCE SECTION "THRIVING WORKFORCE" WARPEC



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MESSAGE FROM Human Resource Section

Welcome to our Human Resource Newsletter for the Third Quarter of this Financial Year 2021/2022 with a big welcome to you all!

Since the beginning of the year, the Human Resource section has been so busy with various activities including the welcoming of i) New Scholars and ii) current staff returning scholars, submitting the MOH PMS mid year assessment in February, conducting the HR mid-year retreat at Vakaloa resort reviewing the Human Resource Work Plan for the FY 2021/22, sent current scholarship recipients who were Repatriated on the 4/08/2020 to Fiji, conducting Job Description training for all Head of Division and Head of Sections in using the new PSC JD templates, update staff leave entitlements; conduct various interview of positions for appointment & promotions of staff; process Daily Paid and Professional contracts; processing confirmation of employment letters & reference letters of staff; also processing those leaving and retiring from service. These are the daily work and activities of the HR Section.

We also make sure that the HR staff are well looked after and groomed by introducing new initiatives such as conducting weekly Reading Clubs to enhance staff's knowledge and building professional performances at work. Enhancing Physical fitness included cha-cha twice a day at work for 5 minutes and Tuesday evening one hour "Walk the Talk" at Sopa waterfront.

The HR team continues to inspire by our **Vision of a "Thriving Workforce"** and our **Core Values of WARPEC** enhancing everyone's performance to attain the Mission and Vision of the Ministry of Health.



These are the current HR Staff

SPECIAL TRIBUTE: A special tribute to Health Officer Mrs. Paea Hingano who was a Mother, Sister and a friend and a most loyal staff to the Ministry of Health for 30 years. She was known for her bright smiles that cheered up his patients and every staff here in Vaiola including the Outer islands. Though we miss her presence but her dedication and friendly character will linger on in the hearts of her beloved ones including us here at the Ministry.



RECRUITMENT SECTION

APPOINTMENTS

| <u>Student Name</u> | <u>Programme/ Course</u> |
|--|--|
| Elizabeth Fifita, Aline Teumohenga, Eileen Tupou, Pauline Fa'otusia, Siosifa Teumohenga. | Bachelor in Medicine & Bachelor in Surgery |
| Vakaola Maka | Bachelor of Biomedical Science |
| Tonga S. Movete | Bachelor of Medical Imaging Science |
| Maryann Schaumkel | Bachelors in Applied Business Studies |

PROMOTIONS

| <u>Name</u> | <u>Post title</u> | <u>Pomotion Post</u> |
|--|---|---|
| <u>Dr Anaseini Alofi, Dr Melemuna Apikotoa</u> | <u>Associate Medical Officer Intern</u> | <u>Medical Officer</u> |
| <u>Tevita Fihaki</u> | <u>Staff Nurse Diplomat</u> | <u>Physiotherapist</u> |
| <u>Dr Ana Mahe</u> | <u>Medical Officer</u> | <u>Medical Officer Special Graduate</u> |
| <u>Stella Minoneti</u> | <u>NCD Nurse</u> | <u>Senior Nursing Sister</u> |
| <u>Moala Tomiki</u> | <u>Health Officer</u> | <u>Senior Health Officer</u> |
| <u>Loloma Matakaiongo</u> | <u>Staff Nurse Diplomat</u> | <u>Tutor Sister Graduate</u> |

POLICY TIP OF THE MONTH

- Endorse by CEO before recruiting any daily paid.

RETURNING SCHOLAR

What should returning scholars do when they resume duty?

- ❖ Employees are required to resume duty at the post at which he left and the extra qualification will only be recognized through the grant of promotion.
- ❖ Therefore, returning scholars who assumes at their new posts is considered as unauthorized assumption.
- * This provision is currently under revision since increments are no longer applicable.
- * As provided for under the Public Service Policy and Instructions 2010, Section 6E.1

1. RESUMPTION AFTER STUDY LEAVE

What will happen if I'm on study leave and was repatriated?

- ❖ Employees who are currently on study leave have a service bond where they must return and work after study
- ❖ A break/holiday can be arranged upon agreement with their Immediate Supervisor. Upon resumption of duty, employee must resume duty at the post at which they left
- ❖ Advising the Commission would cease the employee's study leave in order to receive full pay.
- * As provided for under the Public Service Policy and Instructions 2010, Section 6E.1

HR REMINDERS

1. PMS

- ❖ JD Review Training

2. DAILY PAID

- ❖ There's a new template for requesting Daily Paid staff (email neylanisavieti@gmail.com)
- ❖ Daily Paid staff are contracted on a 6 months basis

3. RECRUITMENT

- ❖ Requirements for requesting of new post are: RA form, Organizational Structure, JD
- ❖ Requirements for requesting an existing post are: Revised JD and Organizational Structure

4. FILE

- ❖ Please remember, you are responsible for updating your personal file with recent trainings, change of names etc.

5. TRAINING

- ❖ SWISS GOVERNMENT EXCELLENCE SCHOLARSHIP 2021/22. Further details is available at www.sbf.admin.ch/scholarships_eng

6. LEAVE

- ❖ Reminder send us your marriage cert. to update our record
- ❖ Reminder to utilize Defer xmas/ Defer AL before June 30th 2021