

**MINISTRY OF HEALTH AND MEDICAL SERVICES**

The core function of the Ministry of Health & Medical Services is to provide high quality healthcare through capable governance and systems to the people of Fiji. The Ministry is committed to improve primary, secondary and tertiary healthcare.

We invite applications for the following:

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| **Vacancy No** | **Position Title** | **Salary Band | Salary Range** | **Post Status** | **# Positions** |
| **NEW ADVERTISEMENT** | | | | |
| MOHMS 286/2019 | Senior Accounts Officer – (Internal Audit) HQ | H($34,760.31-$44,564.50 | Renewal of Contract | 1 |
| MOHMS 287/2019 | Team Leader – Rotuma Hospital | G($28,605.45-$38,140.60) | Redeployee | 1 |
| MOHMS 288/2019 | Administrative Officer – Executive Support Officer (HQ) | F(22,528.74 - $28,883.00) | Renewal of Contract | 1 |
| MOHMS 289/2019 | Intern Nurse | E($19,041.75-$24,412.50) | Vacant | Several |

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| **Vacancy No** | **Position Title** | **Salary Band | Salary Range** | **Post Status** | **# Positions** |
| **RE-ADVERTISED POSITIONS** | | | | |
| MOHMS 290/2019 | Chief Health Inspector | L($67,830.20-$86,961.80) | Renewal of Contract | 1 |
| MOHMS 291/2019 | Manager - Learning and Workforce Development | H($34,760.31-$44,564.50) | Vacant | 1 |

**NOTE;** **THOSE WHO HAD ALREADY APPLIED for the re-advertised positions NEED NOT RE-APPLY**

For the duration of the above vacancies, please refer to the Role Descriptions uploaded in the Ministry of Health & Medical Services website.

The appointment process for these positions will be in accordance with the Fijian Civil Service Open Merit Recruitment and Selection guideline. A full application package, including the Role Description for each position is available from the Ministry of Health & Medical Services Website, [www.health.gov.fj.](http://www.health.gov.fj/) All applicants are encouraged to obtain this information to assist with the written application.

**Application Process**

The following are to be noted when applying:

1. Applicant must personally complete the application form and sign the Declaration at the end of the form. The application form can be downloaded from the Ministry of Health Website, [http://www.health.gov.fj/PDFs/Application Form MOHMS FILLABLE 3.pdf](https://webmail.gov.fj/owa/redir.aspx?C=UiKdSyOMjUyOsSR610MS6bg5A2GLH9YI2GLN_f-zjdCk3Oquw8LseS_4JGJZ5rNClIAL4MekJV4.&amp;URL=http%3a%2f%2fwww.health.gov.fj%2fPDFs%2fApplication%2520Form%2520MOHMS%2520FILLABLE%25203.pdf)
2. Applicant must ensure that first name, last name and date of birth are the same as those on the identity documents.
3. All communication regarding the application will be via email and the applicant is to ensure that a **valid email address is provided** for communication purposes.
4. Applicant MUST submit the following:
   1. A completed and signed application form;
   2. Current CV outlining qualifications and experience;
   3. For clinical/technical positions only (whenever applicable), submit a certified copy of registration and/or valid practicing license; and
   4. Copies of qualifications.
5. Applicants must declare whether they have been the subject of an investigation or disciplinary action, if so, to provide details.
6. Candidates who do not submit the required information and documentation MAY not be considered.

**Submission**

Applications must be submitted **by 4.30pm Tuesday, 10 September, 2019.**

Applicants are encouraged to submit their **applications by email** to [recruitment@health.gov.fj](mailto:recruitment@health.gov.fj)

Or

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| **Applications by Post** | **Applications Delivered** |
| Permanent Secretary | **“**DROP MOHMS JOB APPLICATION BOX” |
| Ministry of Health & Medical | Reception Desk, Ground Floor, Dinem |
| Services | House, 88 Amy Street, |
| P O Box 2223, Gov’t Bldg, | Suva, Fiji |
| Suva |  |