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:

<table>
<thead>
<tr>
<th>VACANCY NO</th>
<th>POST</th>
<th>SALARY BAND</th>
<th>POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOHMS 36/2020</td>
<td>Accounts Officer Ledgers (Headquarter)</td>
<td>F ($22,528.74 - $28,883.00)</td>
<td>1</td>
</tr>
<tr>
<td>MOHMS 37/2020</td>
<td>Dental Officer, Seaqaqa</td>
<td>H ($34,760.31 - $44,564.50)</td>
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</tbody>
</table>

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](http://www.health.gov.fj/PDFs/Application_Form_MOHMS_FILLABLE_3.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:
   a. A completed and signed application form with a covering letter of no more than three [3] pages which explains how you meet each of the Knowledge & Experience/Skills & Abilities [KESA] or Selection Criteria
   b. Current CV outlining qualifications and experience;
   c. For clinical/technical positions only (whenever applicable), submit a certified copy of registration and/or valid practicing license; and
   d. 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 ON TUESDAY, FEBRUARY 4, 2020.

Applicants are encouraged to submit their applications via the following:

- Applications by Post:
  Permanent Secretary
  Ministry of Health & Medical Services
  P O Box 2223
  Government Buildings, Suva

- Applications Delivered:
  “DROP MOHMS JOB APPLICATION BOX”
  Reception Desk, Ground Floor,
  Dinem House, 88 Amy Street,
  Suva, Fiji

- Applications emailed
  (preferred method)
  [recruitment@health.gov.fj](mailto:recruitment@health.gov.fj)

WITHDRAWAL OF VACANCIES

<table>
<thead>
<tr>
<th>VACANCY NO</th>
<th>POST</th>
<th>DATE ADVERTISED</th>
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</thead>
<tbody>
<tr>
<td>MOHMS 21/2020</td>
<td>Laundry CWM Hand Hospital</td>
<td>18 January 2020</td>
</tr>
<tr>
<td>MOHMS 26/2020</td>
<td>Fireman – CWM Hospital</td>
<td>18 January 2020</td>
</tr>
<tr>
<td>MOHMS 27/2020</td>
<td>Assistant Mechanic – CWM Hospital</td>
<td>18 January 2020</td>
</tr>
<tr>
<td>MOHMS 28/2020</td>
<td>Fitter – CWM Hospital</td>
<td>18 January 2020</td>
</tr>
<tr>
<td>MOHMS 29/2020</td>
<td>Electrician – CWM Hospital</td>
<td>18 January 2020</td>
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<tr>
<td>MOHMS 31/2020</td>
<td>Assistant Plumber – CWM Hospital</td>
<td>18 January 2020</td>
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<tr>
<td>MOHMS 32/2020</td>
<td>Attendant CSSD – CWM Hospital</td>
<td>18 January 2020</td>
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<tr>
<td>MOHMS 35/2020</td>
<td>Mechanic – Head Quarters</td>
<td>18 January 2020</td>
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