

A range of exciting opportunity is now available for you to join the 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. Applications are invited from qualified and experience candidates for the following positions:

HEAD QUARTERS

Vacancy No.	POSITIONS	SALARY BAND
MOHMS 225/2017	Driver – Minister for Health and Medical Services	C

Role:	Driver for Minister of Health & Medical Services
Salary Band:	C
Hourly rate	\$6.28
Location:	Head Quarters
Unit/Division:	Minister for Health & Medical Services
Reports to:	Principal Administrative Officer Executive Support Unit

The Position

The position contributes to the smooth facilitation of transportation for the Minister for Health and Medical and Services.

Key Duties

1. Ensure that the vehicle is properly maintained at all times in accordance with the Public Service Transport Regulations.
2. Ensure the safety and comfort of all passengers.
3. Maintain an updated record of vehicle movements by ensuring that vehicle running sheets are updated and submitted on a daily basis.

4. Ensure official engagements, visits and invitations are properly coordinated with the Office of the Minister.
5. Ensure vehicle defects are reported and addressed within given timeframe;
6. Any other duties as assigned by the Honourable Minister for Health & Medical Services.

Selection Criteria

The Person

In addition to a pass in year 12 or Fiji School Leaving Certificate exam, candidates must also possess a legal valid driving license (full license holder) and a valid Certificate of Defensive Driving Course. The following knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

Knowledge and Experience

1. At least 3- 4 years driving experience and First Aid Certificate;
2. Good knowledge and experience in vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Well versed with LTA Act, Rules and Regulations;

Skills and Abilities

1. Ability to drive safely and to ensure the comfort and safety all passengers.
2. Demonstrated ability to communicate effectively
3. Ability to manage time well and to work with minimum supervision
4. Willing to work odd hours
5. Good customer service skills

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical report and police clearance as a condition of employment.

The Ministry of Health & Medical Services is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.

Applicants are advised to visit the Ministry's website www.health.gov.fj for a detailed job Description.

To apply for this role provide an up-to-date resume with copies of academic certificates & transcripts, at least two referees with one being a current or recent supervisor, a covering letter of no more than three pages which explains how you meet each of the selection criteria. Applications that do not address the selection criteria will not be considered.

Applications for the position must be received **by 4.00pm on Friday 8th September 2017** and addressed to:

1. **Applications by post:**

Permanent Secretary for Health & Medical Services
PO Box 2223, Government Buildings
Suva, Fiji

2. **Applications can be hand delivered to:**

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

3. **Applications can also be e-mailed to:** recruitment@health.gov.fj

WITHDRAWAL OF ADVERTISED VACANCIES

The following vacancies have been withdrawn due to the following reasons:

Advert Date	Vacancy Number	Post and Reason
19/08/2017	MOHMS 218/2017	Driver – Kese Health Centre Post wrongly advertised

LATE APPLICATIONS WILL NOT BE CONSIDERED.

For any enquiries, please email kratusaitadra@psc.gov.fj