

MINISTRY OF HEALTH & 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 positions:

| Vacancy No | Position title | Salary Band Salary Range | # Positions |
|--------------|--|------------------------------------|-------------|
| MOHMSP24/18 | Paediatric/Oncology Community Outreach Nurse (Re-advertised) | Band F (\$22,528.74 - \$28,883.00) | 1 |
| MOHMSP 25/18 | Clerk of Works | Band F (\$22,528.74 - \$28,883.00) | 1 |
| MOHMSP 26/18 | Biomedical Engineer – Oxygen Project | Band G (\$28,605.45 - \$38,140.60) | 1 |
| MOHMS 804/18 | Dental officer | Band H (\$34,760.31 - \$44,564.50) | 1 |
| MOHMS 805/18 | Instructor Dental Therapist | Band H (\$34,760.31 - \$44,564.50) | 1 |
| MOHMS 806/18 | Dental Therapist | Band G (\$28,605.45 - \$38,140.60) | 1 |
| MOHMS 807/18 | Executive Officer – General Services | Band E (\$19,041.75 - \$24,412.50) | 1 |
| MOHMS 808/18 | Plumber | Band D (\$14,428.13 - \$18,497.60) | 1 |
| MOHMS 809/18 | Clerical Officer – Ledgers/Payments | Band C (\$12,081.69 - \$15,489.35) | 1 |
| MOHMS 810/18 | Clerical Officer – Post Processing | Band C (\$12,081.69 - \$15,489.35) | 1 |
| MOHMS 811/18 | Clerical Officer – Planning | Band C (\$12,081.69 - \$15,489.35) | 1 |
| MOHMS 812/18 | Driver | Band B (\$5.37 - \$6.89/hr) | 1 |
| MOHMS 813/18 | Assistant Carpenter | Band B (\$5.37 - \$6.89/hr) | 1 |
| MOHMS 814/18 | Cook | Band B (\$5.37 - \$6.89/hr) | 9 |
| MOHMS 815/18 | Ward Assistant | Band B (\$5.37 - \$6.89/hr) | 22 |
| MOHMS 816/18 | Telephone Attendant | Band B (\$5.37 - \$6.89/hr) | 1 |
| MOHMS 817/18 | Recorder | Band B (\$5.37 - \$6.89/hr) | 7 |
| MOHMS 818/18 | Cleaner | Band A (\$4.60 - \$5.90/hr) | 2 |
| MOHMS 819/18 | Labourer | Band A (\$4.60 - \$5.90/hr) | 3 |
| MOHMS 820/18 | Kitchen Hand | Band A (\$4.60 - \$5.90/hr) | 19 |

*Additional performance payments may be available for our highest performers, in accordance with the Public Service Commission guidelines.

Duty Station: Several

The appointment process for these positions will be in accordance with the Public Service Commission 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. All applicants are encouraged to obtain this information to assist with your written application.

Application Process

Applicants are to note the following when applying.

1. You 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>
2. Ensure that your first name, last name and date of birth are the same as those on your identity documents
3. All communication regarding your application will be via email. Ensure that you provide a **valid email address** and that you check this email regularly for communication regarding your application.
4. As part of your application, please submit
 - a. A completed and signed application form;
 - b. Current CV outlining your qualifications and experience;
 - c. For clinical/technical positions only (whenever applicable): a certified copy of your registration and/or valid practicing license; and certified copies of your qualifications.
5. Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
6. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as this criteria will be considered in assessing the relative suitability of applicants.

Submission

Applications must be submitted by **4.00pm, Friday, 28 September 2018**.

Applicants are encouraged to submit their **application by email** to recruitment@health.gov.fj

Or

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| Applications by Post Permanent Secretary Ministry Of Health & Medical Services P O Box 2223, Gov't Bldg, Suva | Applications Delivered "DROP MOHMS JOB APPLICATION BOX" Reception Desk, Ground Floor, Dinem House, 88 Amy Street, Suva, Fiji |
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Note: Late applications will not be accepted

For further information please go to the Ministry website, www.health.gov.fj