

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:

1. Re-advertised positions. Applicants who had earlier applied need not re-apply.

Vacancy No	Position title	Salary Band Salary Range	# Positions
MOHMSP 28/18	Free Medicine Program Driver	Band B (\$5.37 - \$6.89/hr.)	1
MOHMSP 29/18	Nurse Oncology	(\$35,000)	1
MOHMS 848/18	Supervising Laboratory Technician	Band H (\$34,760.31 - \$44,564.50)	3
MOHMS 849/18	Technical Officer Higher Grade, Laboratory	Band H (\$34,760.31 - \$44,564.50)	7
MOHMS 850/18	Phlebotomist	Band C (\$12,081.69 - \$15,489.35)	6
MOHMS 851/18	Nurse Unit Manager – ICU, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 852/18	Nurse Unit Manager – AMW, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 853/18	Nurse Unit Manager – Emergency Department, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 854/18	Nurse Unit Manager – Supervisor Maternity, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	2
MOHMS 855/18	Nurse Unit Manager - Birthing Unit, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 856/18	Nurse Unit Manager - Labour Ward, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 857/18	Nurse Unit Manager – Midwifery Clinical Nurse Educator, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 858/18	Nurse Unit Manager – Children’s Ward, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 859/18	Nurse Unit Manager – NICU, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 860/18	Nurse Unit Manager –Paediatric Supervisor, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 861/18	Nurse Unit Manager – Children’s Outpatient Department, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 862/18	Nurse Unit Manager – New Surgical Ward, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 863/18	Nurse Unit Manager – Paying Ward, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 864/18	Nurse Unit Manager – Men’s Medical Ward, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 865/18	Nurse Unit Manager –Supervisor West Wing, CWM Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 866/18	Nurse Unit Manager Special Out-Patient Department- Labasa Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 867/18	Nurse Unit Manager Operating Theatre- Labasa Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 868/18	Nurse Unit Manager FSW- Labasa Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 869/18	Nurse Unit Manager – Shift Supervisor Labasa Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 870/18	Senior Nurse Clinician - Tamavua Twomey Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 871/18	Nurse Unit Manager Male Ward, St Giles	Band H (\$34,760.31 - \$44,564.50)	1

	Hospital		
MOHMS 872/18	Nurse Unit Manager Female Ward, St Giles Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 873/18	Clinical Nurse Educator, Lautoka Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 874/18	Sub Divisional Hospital Manager, Rotuma Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 875/18	Sub Divisional Hospital Manager, Lomaloma Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 876/18	Clinical Nurse Educator, Labasa Hospital	Band H (\$34,760.31 - \$44,564.50)	1
MOHMS 877/18	Midwife, Lautoka Hospital	Band G (\$28, 605.45 - \$38,140.60)	19
MOHMS 878/18	Midwife, Korovou Hospital	Band G (\$28, 605.45 - \$38,140.60)	4
MOHMS 879/18	Midwife, Nadi Hospital	Band G (\$28, 605.45 - \$38,140.60)	10
MOHMS 880/18	Health Inspector, Vector Control	Band F (\$22,528.74 - \$28,883.00)	1
MOHMS 881/18	Clerical Officer, HQ	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 882/18	Clerical Officer, Tamavua Twomey Hospital	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 883/18	Clerical Officer, Rakiraki Hospital	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 884/18	Clerical Officer, Tavua Sub Division Hospital	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 885/18	Clerical Officer, Purchasing [Central]	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 886/18	Clerical Officer, Vunidawa Hospital	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 887/18	Clerical Officer, Bills Clerk [Central]	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 888/18	Clerical Officer [Accounts], CWM Hospital	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 889/18	Clerical Officer, Salaries [HQ]	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 890/18	Typist (Radiology), Lautoka Hospital	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 891/18	Biomedical Attendant, Lautoka Hospital	Band B (\$5.37 - \$6.89)	1
MOHMS 892/18	Driver, Fiji Centre for Communicable Disease Control	Band B (\$5.37 - \$6.89)	1
MOHMS 892/18	Cook, Tamavua Twomey Hospital	Band B (\$5.37 - \$6.89)	1
MOHMS 893/18	Hospital Attendant, Tamavua Twomey Hospital	Band A (\$4.60 - \$5.90)	6
MOHMS 894/18	Electrician, Central Division	Band D (\$7.50 - \$9.61)	1
MOHMS 895/18	Trade Assistant A, Central Division	Band B (\$5.37 - \$6.89)	1
MOHMS 896/18	Cleaner, Levuka Hospital	Band A (\$4.60 - \$5.90)	1
MOHMS 897/18	Plumber, Central Division	Band D (\$7.50 - \$9.61)	1
MOHMS 898/18	Driver, Lautoka Hospital	Band B (\$5.37 - \$6.89)	1
MOHMS 899/18	Recorder, Savusavu Hospital	Band B (\$5.37 - \$6.89)	1
MOHMS 900/18	Recorder, Nabouwalu Hospital	Band B (\$5.37 - \$6.89)	1
2. Newly advertised positions			
MOHMS 901/18	Assistant Accounts Officer, Nakasi Health Centre	Band F (\$22,528.74 - \$28,883.00)	2
MOHMS 902/18	Assistant Accounts Officer, Makoi Birthing Unit	Band F (\$22,528.74 - \$28,883.00)	2
MOHMS 903/18	Clerical Officer [Finance & Asset Management], Valelevu Health Centre	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 904/18	Clerical Officer [GWE], Lautoka Hospital	Band C (\$12,081.69 - \$15,489.35)	1
MOHMS 905/18	Driver, Lautoka Hospital	Band B (\$5.37 - \$6.89)	2

We also invite applications for the *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 4pm FRIDAY, OCTOBER 26, 2018.

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

Or

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

