

# 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
MOHMS 961/2018	Chief Pharmacist, FPBS	Band L (\$ 67,830.20 - \$86, 961.80)	1
	<b>Newly advertised positions</b>		
MOHMS 962/2018	Fireman	Band C (\$6.28 – \$8.05) per hour	1
MOHMS 963/2018	Fitter B	Band D (\$7.50 - \$9.61) per hour	1
MOHMS 964/2018	Electrician	Band D (\$7.50 - \$9.61) per hour	2
MOHMS 965/2018	Telephone Attendant, Lautoka Hospital	Band B (\$5.37 -\$6.89) per hour	2
MOHMS 966/2018	Hospital Attendant, Lautoka Hospital	Band B (\$5.37 -\$6.89) per hour	6
MOHMS 967/2018	Ward Assistant, Lautoka Hospital	Band B (\$5.37 -\$6.89) per hour	6
MOHMS 968/2018	Central Sterile Supply Department Attendant, Lautoka Hospital	Band B (\$5.37 -\$6.89) per hour	4
MOHMS 969/2018	Labourer, Lautoka Hospital	Band A (\$4.60 - \$5.90) per hour	4
MOHMS 970/2018	Recorder, Lautoka Hospital	Band B (\$5.37 - \$6.89) per hour	2
MOHMS 971/2018	Driver, Lautoka Hospital	Band B (\$5.37 - \$6.89) per hour	3
MOHMS 972/2018	Laundry Hand, Lautoka Hospital	Band A (\$4.60 - \$5.90) per hour	5

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](http://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, December 7<sup>th</sup>, 2018.

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

Or

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

For further information please go to the Ministry website, [www.health.gov.fj](http://www.health.gov.fj)