

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 973/2018 | Supervisor, General/ Ultrasound/ Special, CWM Hospital | Band I (\$43,296.63 - \$55,508.50) | 1 |
| MOHMS 974/2018 | Supervisor Medical Imaging Technologist, Lautoka Hospital | Band I (\$43,296.63 - \$55,508.50) | 1 |
| MOHMS 975/2018 | Supervisor CT/Angio/MRI, CWM Hospital | Band I (\$43,296.63 - \$55,508.50) | 1 |
| MOHMS 976/2018 | Senior Medical Imaging Technologist, Labasa Hospital | Band I (\$43,296.63 - \$55,508.50) | 1 |
| MOHMS 977/2018 | Supervisor Medical Imaging Technologist, Labasa Hospital | Band I (\$43,296.63 - \$55,508.50) | 1 |
| MOHMS 978/2018 | Principal Accounts Officer, Head Quarters | Band I (\$43,296.63 - \$55,508.50) | 1 |
| MOHMS 979/2018 | Senior Accounts Officer, CWM Hospital | Band H (\$34,760.31 - \$44,564.50) | 1 |
| | Newly advertised positions | | |
| MOHMS 980/2018 | Principal Administrative Officer, Asset Management Unit (Head Quarters) | Band H (\$34,760.31 - \$44,564.50) | 1 |
| MOHMS 981/2018 | Senior Administrative Secretary, Fleet (Head Quarters) | Band G (\$28,605.45 - \$38,140.60) | 1 |
| MOHMS 982/2018 | Senior Administrative Secretary, Health Research Officer (Head Quarters) | Band G (\$28,605.45 - \$38,140.60) | 1 |
| MOHMS 983/2018 | Accounts Officer, Ledgers (Head Quarters) | Band F (22,528.74 - \$28,883.00) | 1 |
| MOHMS 984/2018 | Clerical Officer, Quarters (Head Quarters) | Band C (\$12,081.69 - \$15,489.35) | 1 |
| MOHMS 985/2018 | Clerical Officer, Cashier 1 & 2, Head Quarters | Band C (\$12,081.69 - \$15,489.35) | 2 |
| MOHMS 986/2018 | Clerical Officer, Revenue (Head Quarters) | Band C (\$12,081.69 - \$15,489.35) | 1 |
| MOHMS 987/2018 | Clerical Officer, Salaries (Head Quarters) | Band C (\$12,081.69 - \$15,489.35) | 5 |
| MOHMS 988/2018 | Senior Dental Officer, Western Health Services | Band I (\$43,296.63 - \$55,508.50) | 1 |
| MOHMS 989/2017 | Dental Hygienist, Western Health Services | Band E (\$19,041.75 - \$24,412.50) | 1 |
| MOHMS 990/2018 | Assistant Seamstress, Western Health Services | Band B (\$5.37 - \$6.89 per hour) | 2 |
| MOHMS 991/2018 | Driver, Western Health Services | Band B (\$5.37 - \$6.89 per hour) | 1 |
| MOHMS 992/2018 | Labourer, Western Health Services | Band A (\$4.60 - \$5.90 per hour) | 2 |

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|----------------|--|-----------------------------------|---|
| MOHMS 993/2018 | Recorder, Western Health Services | Band B (\$5.37 - \$6.89 per hour) | 3 |
| MOHMS 994/2018 | Ward Assistant, Western Health Services | Band B (\$5.37 - \$6.89 per hour) | 2 |
| MOHMS 995/2018 | Cleaner Servant, Western Health Services | Band A (\$4.60 - \$5.90 per hour) | 1 |
| MOHMS 996/2018 | Cook, Western Health Services | Band B (\$5.37 - \$6.89 per hour) | 1 |

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 MONDAY, December 17th, 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

WITHDRAWALS

| VACANCY NUMBER | POST | REASON FOR WITHDRAWAL |
|-----------------------|-----------------------------------|------------------------------|
| MOHMS 174/2018 | Ward Assistant, Sigatoka Hospital | Change in Job Description |
| MOHMS 184/2018 | Recorder, Rakiraki Hospital | Change in Job Description |
| MOHMS 224/2018 | Ward Assistant, Sigatoka Hospital | Change in Job Description |
| MOHMS 847/2018 | Chief Pharmacist, FPBS | Job Description not uploaded |

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