



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.

We invite applications for the following:

Vacancy No.	Position Title	Salary Band Salary Range	Duration (years)	No. of Positions
NEWLY ADVERTISED POSITIONS				
MOHMS 235/2020	National Coordinator Community Health	G (\$28,605.45-\$38,140.60) per annum	3 years	1
MOHMS 236/2020	Team leader Maternity - CWM Hospital	G (\$28,605.45-\$38,140.60) per annum	5 years	4
MOHMS 237/2020	Team Leader CSSD – CWM Hospital	G (\$28,605.45-\$38,140.60) per annum	5 Years	1
MOHMS 238/2020	Team Leader A & E Labasa Hospital	G (\$28,605.45-\$38,140.60) per annum	5 Years	1
MOHMS 239/2020	Senior Assistant Health Inspector, Suva Health Office	E (\$19,041.75-\$24,241.50) per annum	5 years	1
MOHMS 240/2020	Enrolled Nurse – St Giles Hospital	C (\$12,081.69 - \$15,489.35) per annum	3 years	1
PROJECT POSITION				
MOHMSP 12/2020	Driver, Free Medicine	B (\$5.37-\$6.89) per hour	3 years	1

MEDICAL OFFICERS NEW ADVERTISEMENT					
Vacancy No	Position Title	Salary Band	Salary	Duration (years)	No.of Positions
MOHMS – MD 10/2020	Medical Officer – Generic	H	<p style="text-align: center;">MOCA A: Base: 47,684.02 + On Call Allow: 11,921.01 + Env. Allow 7,152.60 = F\$66,757.63</p> <p style="text-align: center;">MOCA B: Base: 47,684.02 + On Call Allow: 7,152.60 + Env. Allow 7,152.60 = F\$61,989.23</p> <p style="text-align: center;">MOCA C: Base: 47,684.02 + On Call Allow: 2,384.20 + Env. Allow 7,152.60 = F\$57,220.82</p>	3 years	Several

The appointment process for these positions will be in accordance with the Fijian Civil Service 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 the written application.

Application Process

The following are to be noted when applying:

1. Applicant 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/wp-content/uploads/2019/08/Application-Form-MOHMS-FILLABLE-excluding-Medical-Officers.doc>
<http://www.health.gov.fj/wp-content/uploads/2019/08/Application-Form-MOHMS-Medical-Officers-Fillable.docx>
2. Applicant must ensure that first name, last name and date of birth are the same as those on the identity documents.
3. All communication regarding the application will be via email and the applicant is to ensure that a **valid email address is provided** for communication purposes.
4. Applicant **MUST** submit the following:
 - a. A completed and signed application form with a covering letter of no more than three [3] pages which explains how you meet each of the Knowledge & Experience/Skills & Abilities [KESA] or Selection Criteria;
 - b. Current CV outlining qualifications and experience;
 - c. For clinical/technical positions only (whenever applicable), submit a certified copy of registration and/or valid practicing license; and
 - d. Copies of qualifications.
5. Applicants must declare whether they have been the subject of an investigation or disciplinary action, if so, to provide details.
6. Candidates who do not submit the required information and documentation **MAY** not be considered.

Submission

Applications must be submitted by **4.30pm Wednesday, 24 June, 2020**.

Applications for vacancy number **MOHMS–MD 10/2020** are required to indicate their preferred facility/ division / speciality in an order of 3 preferences.

LATE APPLICATIONS WILL NOT BE CONSIDERED

Applicants are encouraged to submit their applications via the following:

<p>▪ Applications by Post</p> <p>Permanent Secretary Ministry of Health & Medical Services P O Box 2223 Government Buildings Suva</p>	<p>▪ Applications Delivered</p> <p>“DROP MOHMS JOB APPLICATION BOX” Reception Desk, Ground Floor, Dinem House, 88 Amy Street, Suva, Fiji</p>	<p>▪ Applications emailed (preferred method)</p> <p>recruitment@health.gov.fj</p>
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WITHDRAWAL OF VACANCY

Vacancy No	Position Location	Salary Band	Date Advertised	Remarks
MOHMS 96/2020	Team Leader Maternity CWM Hospital	G (\$28,605.45- \$38,140.60) per annum	7/3/2020	No suitable candidate
MOHMS 98/2020	Team Leader CSSD – CWM Hospital	G (\$28,605.45- \$38,140.60) per annum	7/3/2020	No suitable candidate