



## 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
<b>NEWLY ADVERTISED POSITIONS</b>				
MOHMS 241/2020	Administrative Officer Personnel Unit, Head Quarters	F (\$22,528.74 - \$28,883.00) per annum	3 years	1
MOHMS 242/2020	Clinical Coder – CWM Hospital	E (\$19,041.75 - \$24,412.50) per annum	3 years	5
MOHMS 243/2020	Clinical Coder – Labasa Hospital	E (\$19,041.75 - \$24,412.50) per annum	3 years	3
MOHMS 244/2020	Domestic Officer, Ba Mission Hospital	C (\$12,081.69-\$15,489.35) per annum	3 years	1
MOHMS 245/2020	Cook, Navua Hospital	B (\$5.37 -\$6.89) per hour	3 years	1

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](http://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>
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 Monday, 6<sup>th</sup> July, 2020.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED**

Applicants are encouraged to submit their applications via the following:

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

Vacancy No	Position Location	Salary Band	Date Advertised	Remarks
MOHMS 104/2020	Laboratory Technician, FCCDC	E (\$19,041.75 - \$22,215.38) per annum	07/03/2020	Position filled
MOHMS 205/2020	Domestic Officer, Ba Mission Hospital	C (\$12,081.69-\$15,489.35) per annum	16/05/2020	Change of role description