



## 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	Stations	No of Positions	Salary Band   Salary Range	Duration (years)
<b>NEWLY ADVERTISED POSITIONS</b>					
MOHMS 290/2020	Medical Orderlies	Mens/Female Ward – St Giles Hospital	3	C (\$12,089.61 - \$15,489.35) per annum	3
MOHMS 291/2020	Foreman	Labasa Hospital	1	F (\$22,528.74 - \$28,883.00) per annum	3
MOHMS 292/2020	Electrician	CWM Hospital	3	D (\$7.50 - \$8.75) per hour	3
MOHMS 293/2020	Electrician	Lautoka Hospital	1	D (\$7.50 - \$8.75) per hour	3
MOHMS 294/2020	Boiler Technician	CWM Hospital	4	D (\$7.50 - \$8.75) per hour	3
MOHMS 295/2020	Boiler Technician	Lautoka Hospital	2	D (\$7.50 - \$8.75) per hour	3
MOHMS 296/2020	Boiler Technician	Labasa Hospital	1	D (\$7.50 - \$8.75) per hour	3
MOHMS 297/2020	Fitter	CWM Hospital	4	D (\$7.50 - \$8.75) per hour	3
MOHMS 298/2020	Fitter	Labasa Hospital	1	D (\$7.50 - \$8.75) per hour	3
MOHMS 299/2020	Fitter	Lautoka Hospital	1	D (\$7.50 - \$8.75) per hour	3
MOHMS 300/2020	Handyman	Labasa Hospital	1	B (5.37 – 6.27) per hour	3
MOHMS 301/2020	Joiner/Polisher	Labasa Hospital	1	D (\$7.50 - \$8.75) per hour	3
MOHMS 302/2020	Kitchen Hand	Lautoka Hospital	10	A (\$4.60 - \$5.37) per hour	3
MOHMS 303/2020	Labourer	Nanukuloa Health Centre (Ra)	1	A (\$4.60 - \$5.37) per hour	3
MOHMS 304/2020	Labourer	Eastern Health Services	1	A (\$4.60 - \$5.37) per hour	3
		Moala Health Centre	1	A (\$4.60 - \$5.37) per hour	3

MOHMS 305/2020	Labourer	Lekutu Health Centre	1	A (\$4.60 - \$5.37) per hour	3
		Nakorovatu Health Centre	1	A (\$4.60 - \$5.37) per hour	3
		Northern Health Services	1	A (\$4.60 - \$5.37) per hour	3
		Qamea Health Centre	1	A (\$4.60 - \$5.37) per hour	3
		Taveuni Hospital	2	A (\$4.60 - \$5.37) per hour	3
		Tukavesi Health Centre	1	A (\$4.60 - \$5.37) per hour	3
		Wainikoro Health Centre	1	A (\$4.60 - \$5.37) per hour	3
<b>RE-ADVERTISED POSITION</b>					
MOHMS 306/2020	Recorder	Savusavu Hospital	1	B (5.37 – 6.27) per hour	3

**NOTE: THOSE WHO HAD APPLIED for the above re-advertised position NEED NOT RE-APPLY as their applications are actively considered.**

<b>MEDICAL OFFICERS NEW ADVERTISEMENT</b>					
<b>Vacancy No</b>	<b>Position Title</b>	<b>Salary Band</b>	<b>Salary</b>	<b>Duration (years)</b>	<b>No. of Positions</b>
MOHMS – MD 15/2020	Chief Medical Officer/Head of Wellness	L	MOCA C: <b>Base: 100,006.07</b> <b>+ On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F\$120,007.28</b>	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>  
<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 Monday, 31<sup>st</sup> August, 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**

<b>Vacancy No</b>	<b>Position Location</b>	<b>Salary Band</b>	<b>Date Advertised</b>	<b>Remarks</b>
172/2020	Lab Attendant, Lautoka Hospital	A	02/05/2020	Post has been re-advertised
263/2020	Sub Divisional Manager Nursing, Lakeba Hospital	H	08/08/2020	Position filled
273/2020	Assistant Mechanic	B	08/08/2020	Position will be re-titled