



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)
NEWLY ADVERTISED POSITIONS					
MOHMS 307/2020	Registered Nurse	CWM Hospital	50	F (\$22,528.74 - \$28,883.00 per annum)	5
		Lautoka Hospital	58	F (\$22,528.74 - \$28,883.00 per annum)	5
		Labasa Hospital	11	F (\$22,528.74 - \$28,883.00 per annum)	5
		St. Giles Hospital	23	F (\$22,528.74 - \$28,883.00 per annum)	5
		Tamavua Twomey Hospital	6	F (\$22,528.74 - \$28,883.00 per annum)	5
		Central Health Services	26	F (\$22,528.74 - \$28,883.00 per annum)	5
		Northern Health Services	18	F (\$22,528.74 - \$28,883.00 per annum)	5
		Western Health Services	18	F (\$22,528.74 - \$28,883.00 per annum)	5
		Eastern Health Services	13	F (\$22,528.74 - \$28,883.00 per annum)	5
MOHMS 308/2020	Driver	Dreketi Health Centre	1	B (\$5.37 - \$6.89) per hour	3
		Wainikoro Health Centre	1	B (\$5.37 - \$6.89) per hour	3
MOHMS 309/2020	Labourer	Dreketi Health Centre	1	A (\$4.60 - \$5.90) per hour	3
MOHMS 310/2020	Laundry Hand	CWM Hospital	11	A (\$4.60 - \$5.90) per hour	3
MOHMS 311/2020	Laundry Hand	Labasa Hospital	6	A (\$4.60 - \$5.90) per hour	3
MOHMS 312/2020	Laundry Hand	Sigatoka Hospital	1	A (\$4.60 - \$5.90) per hour	3
		Tavua Hospital	1	A (\$4.60 - \$5.90) per hour	3
MOHMS 313/2020	Leading Hand Electrical	CWM Hospital	1	E (\$19,041.75-\$24,412.50) per annum	3

MOHMS 314/2020	Leading Hand Fitter	Labasa Hospital	1	E (\$19,041.75-\$24,412.50) per annum	3
MOHMS 315/2020	Plumber	CWM Hospital	1	D(\$(\$7.50 - \$9.61) per hour	3
MOHMS 316/2020	Receptionist	Nabouwalu Hospital	1	B (\$5.37 - \$6.89) per hour	3
		Savusavu Hospital	1	B (\$5.37 - \$6.89) per hour	3
MOHMS 317/2020	Recorder	Nakasi Health Centre	1	B (\$5.37 - \$6.89) per hour	3
		Wainibokasi Hospital	1	B (\$5.37 - \$6.89) per hour	3
MOHMS 318/2020	Seamstress	Labasa Hospital	1	B (\$5.37 - \$6.89) per hour	3
MOHMS 319/2020	Seamstress	Tamavua Twomey Hospital	1	B (\$5.37 - \$6.89) per hour	3
MOHMS 320/2020	Telephone Attendant	Labasa Hospital	2	B (\$5.37 - \$6.89) per hour	3
MOHMS 321/2020	Telephone Attendant	Lautoka Hospital	2	B (\$5.37 - \$6.89) per hour	3
MOHMS 322/2020	Telephone Attendant	CWM Hospital	1	B (\$5.37 - \$6.89) per hour	3
MOHMS 323/2020	Ward Assistant	Ba Mission Hospital	3	B (\$5.37 - \$6.89) per hour	3
		Rakiraki Hospital	2	B (\$5.37 - \$6.89) per hour	3
		Sigatoka Hospital	2	B (\$5.37 - \$6.89) per hour	3
MOHMS 324/2020	Ward Assistant	Lautoka Hospital	1	B (\$5.37 - \$6.89) per hour	3
MOHMS 325/2020	Technician Attendant [X-Ray]	Labasa Hospital	1	B (\$5.37 - \$6.89) per hour	3
MOHMS 326/2020	Foreman	Labasa Hospital	1	F(\$22,528.74 -\$28,883.00) per annum	3

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>
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, 14th September, 2020.**

LATE APPLICATIONS WILL NOT BE CONSIDERED

Applicants are encouraged to submit their applications via the following:

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

Vacancy No	Position Location	Salary Band	Date Advertised	Remarks
291/2020	Foreman, Labasa Hospital	F	15/08/2020	Amendment to Role Description