



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.

We invite applications for the following:

Vacancy No.	Position Title	Stations	No of Positions	Salary Band Salary Range	Duration (years)
NEWLY ADVERTISED POSITION					
MOHMS 331/2020	Sub-Divisional Manager Nursing	Wainibokasi Hospital	1	H (\$34,760.31 - \$44,564.50)	5
MOHMS 332/2020	Team Leader	Vunisea Hospital	1	G (\$28,605.45 - \$38,140.60)	5
MOHMS 333/2020	Cleaner	St. Giles Hospital	1	A (\$4.60 - \$5.90) per hour	3
RE-AVERTISED POSITION					
MOHMS 334/2020	Joiner	Labasa Hospital	1	D (\$7.50 - \$9.61) per hour	3
MOHMS 335/2020	Boiler Technician	CWM Hospital	4	C (\$6.28 - \$8.05) per hour	3
MOHMS 336/2020	Boiler Technician	Lautoka Hospital	2	C (\$6.28 - \$8.05) per hour	3
MOHMS 337/2020	Boiler Technician	Labasa Hospital	1	C (\$6.28 - \$8.05) per hour	3
MOHMS 338/2020	Attendant [X-Ray]	Labasa Hospital	1	A (\$4.60 - \$5.90) per hour	3

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

MEDICAL OFFICERS RE-ADVERTISEMENT					
Vacancy No.	Position Title	Station	Salary Band Salary	Duration (years)	No. of Positions
MOHMS – MD 18/2020	Senior Medical Officer – Health Protection	Mataika House	Band I MOCA C: Base: 59,394.10 + On Call Allowance: 2,969.71 + Environmental Allowance 8,909.12 = F\$71,272.92	5	1
MOHMS- MD 19/2020	Head of Wellness/ Chief Medical Officer	Namosi House	Band L MOCA C: Base: \$100,006.07 + On Call Allowance: \$5,000.30 + Environmental Allowance: \$15,000.91 = F\$120,007.28	5	1

Vacancy No.	Position Title	Stations	No of Positions	Salary Band Salary Range	Duration (years)
NEWLY ADVERTISED PROJECT POSITION					
MOHMSP 17/2020	Clerk of Works –	Rotuma Hospital	1	F(\$28,883.00) per annum	6 months

	Project				
The full details for the above project position are available on the vacancy page of the Ministry of Health website. Applications for the above positions close on 12/10/2020.					

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 the positions 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 their written applications.

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, 19th October, 2020.**

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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Vacancy No	Position Location	Salary Band	Date Advertised	Remarks
MOHMS–MD 16/2020	Senior Medical Officer – Health Protection	I	12/09/2020	Change of role description
MOHMS-MD 17/2020	Head of Wellness/Chief Medical Officer	L	19/09/2020	Salary Amendment
MOHMS 294/2020	Boiler Technician	D	15/08/2020	Salary Band Amendment
MOHMS 295/2020	Boiler Technician	D	15/08/2020	Salary Band Amendment
MOHM 296/2020	Boiler Technician	D	15/08/2020	Salary Band Amendment
MOHMS 301/2020	Joiner/Polisher	D	15/08/2020	Non-submission of Role Description

WITHDRAWAL OF VACANCIES