



## 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	Salary Band   Salary Range	Duration (years)	No of Positions
<b>NEWLY ADVERTISED POSITION</b>					
MOHMS 353/2020	Sub Divisional Nurse Manager	Lautoka Health Centre	H ( \$34,760.31 - \$44,564.50) per annum	5	1
MOHMS 354/2020	Sub Divisional Nurse Manager	Nausori Health Centre	H ( \$34,760.31 - \$44,564.50) per annum	5	1
MOHMS 355/2020	Sub Divisional Nurse Manager	Lomaloma Hospital	H ( \$34,760.31 - \$44,564.50) per annum	5	1
MOHMS 356/2020	Medical Orderly	St. Giles Hospital	C (\$12,081.69 - \$15,489.35) per annum	3	2
MOHMS 357/2020	Clerical Officer	Nausori Health Centre	C (\$12,081.69 - \$15,489.35) per annum	3	1
MOHMS 358/2020	Clerical Officer	Eastern Health Services	C (\$12,081.69 - \$15,489.35) per annum	3	1
MOHMS 359/2020	Technician Attendant [CSSD]	Lautoka Hospital	B (\$5.37 - \$6.27) per hour	3	1
MOHMS 360/2020	Driver	Northern Health Services	B (\$5.37 - \$6.27) per hour	3	1
MOHMS 361/2020	Driver	CWM Hospital	B (\$5.37 - \$6.27) per hour	3	6
MOHMS 362/2020	Driver	Qarani Health Centre	B (\$5.37 - \$6.27) per hour	3	1

<b>MEDICAL OFFICERS NEW ADVERTISEMENT</b>					
Vacancy No.	Position Title	Station	Salary Band Salary	Duration (years)	No. of Positions
MOHMS-MD 42/2020	Senior Medical Officer	Vunidawa Hospital	<b>Band H Step 5</b> MOCA B: Base: <b>47,684.02 + On Call Allowance: 7,152.60 + Environmental Allowance 7,152.60 = F\$61,989.23</b>	5	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 the positions 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 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 **WILL** not be considered.

#### **Submission**

Applications must be submitted **by 4.00pm Friday 27<sup>th</sup> November, 2020.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED**

**APPLICANTS ARE TO EMAIL THEIR APPLICATIONS TO [recruitment@health.gov.fj](mailto:recruitment@health.gov.fj)**

<b>WITHDRAWAL OF VACANCIES</b>				
<b>Vacancy No</b>	<b>Position Location</b>	<b>Salary Band</b>	<b>Date Advertised</b>	<b>Remarks</b>
MOHMS 345/2020	Health Inspector Labasa Health Office	F	31/10/2020	Already filled
MOHMS 346/2020	Health Inspector Savusavu Health Office	F	31/10/2020	Re-instatement of Incumbent
MOHMS-MD 35/2020	Senior Medical Officer Anaesthesia Lautoka Hospital	I	31/10/2020	Duplicate advertisement
MOHMS-MD 39/2020	Senior Medical Officer Pathology Lautoka Hospital	I	31/10/2020	Duplicate advertisement