



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:

MEDICAL OFFICERS NEW ADVERTISEMENT					
Vacancy No.	Position Title	Station	Salary Band Salary	Duration (years)	No. of Positions
MOHMS-MD 44/2020	Medical Intern	Several	Band G Step 4: Base: 38,140.60 + MOCA (On Call Allowance: 1,907.03 + Environmental Allowance 5,721.09) = F\$45,768.72	2	Several
MOHMS-MD 45/2020	Chief Medical Officer – Anesthesia	Labasa Hospital	Band L Step 6 MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50	5	1
MOHMS-MD 46/2020	Chief Medical Officer – Surgical	Labasa Hospital	Band L Step 6 MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50	5	1
MOHMS-MD 47/2020	Chief Medical Officer – Paediatrics	Labasa Hospital	Band L Step 6 MOCA A: Base: 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50	5	1
MOHMS-MD 48/2020	Chief Medical Officer – Pathology	Labasa Hospital	Band L Step 6 MOCA C: Base: 100,006.07 + On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F\$120,007.28	5	1
MOHMS-MD 49/2020	Principal Medical Officer – Emergency	Labasa Hospital	Band J Step 7 MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97	5	1
MOHMS-MD 50/2020	Principal Medical Officer – Internal Medicine	Labasa Hospital	Band J Step 7 MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental Allowance 12,488.25 = F\$116,556.97	5	2
MOHMS-MD 51/2020	Principal Medical Officer – Orthopaedics	Labasa Hospital	Band J Step 7 MOCA A: Base: 83,254.98 + On Call Allowance: 20,813.75 + Environmental	5	1

			Allowance 12,488.25 = F\$116,556.97		
MOHMS-MD 52/2020	Senior Medical Officer – Anaesthesia	Labasa Hospital	Band I Step 5 MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74	5	1
MOHMS-MD 53/2020	Senior Medical Officer – Internal Medicine	Labasa Hospital	Band I Step 5 MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74	5	1
MOHMS-MD 54/2020	Senior Medical Officer – Surgical	Labasa Hospital	Band I Step 5 MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74	5	1
MOHMS-MD 55/2020	Senior Medical Officer – Orthopaedics	Labasa Hospital	Band I Step 5 MOCA A: Base: 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.74	5	1
MOHMS-MD 56/2020	Senior Medical Officer – Radiology	Labasa Hospital	Band I Step 5 MOCA B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33	5	1
MOHMS-MD 57/2020	Senior Medical Officer – Pathology	Labasa Hospital	Band I Step 5 MOCA C: Base: 59,394.10 + On Call Allowance: 2,969.71 + Environmental Allowance 8,909.12 = F\$71,272.92	5	1

PROJECT POSITIONS					
Vacancy No.	Position Title	Stations	Salary Band Salary Range	Duration (years)	No of Positions
MOHMSP 20/2020	Manager Finance – COVID-19 Emergency Response Project	Headquarters	I (\$43,296.63 - \$55,508.50) per annum	3	1
MOHMSP 21/2020	Procurement Advisor – COVID-19 Emergency Response Project	Headquarters	H (\$34,760.31 - \$44,564.50) per annum	3	1
MOHMSP 22/2020	Communication Officer (Risk) – COVID-19 Emergency Response Project	Headquarters	H (\$34,760.31 - \$44,564.50) per annum	3	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. 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 **4.30pm Monday 14th December, 2020.**

LATE APPLICATIONS WILL NOT BE CONSIDERED

APPLICANTS ARE TO EMAIL THEIR APPLICATIONS TO recruitment@health.gov.fj

WITHDRAWAL OF VACANCIES				
Vacancy No	Position Location	Salary Band	Date Advertised	Remarks
MOHMS 02/2020	Administrative Officer – Executive Support Unit	F	11/01/2020	Restructure
MOHMS 214/2020	Clerical Officer – Nabouwalu	C	16/05/2020	Filled by sideways Transfer
MOHMS 353/2020	Sub Divisional Nurse Manager – Lautoka Health Centre	H	14/11/2020	Already filled
MOHMS-MD 23/2020	Senior Medical Officer – Obstetrics and Gynaecology (Lautoka Hospital)	I	17/05/2020	Filled by sideways Transfer