



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
NEWLY ADVERTISED POSITION					
MOHMS 03/2021	Supervisor High Grade	CWM Hospital Lautoka Hospital	G (\$28,605.45 - \$38,140.60) per annum	3	2
MOHMS 04/2021	Accounts Officer, Ledgers	Headquarters	F (\$22,528.74 - \$28,883.00) per annum	3	1
MOHMS 05/2021	Deputy Director of Nursing	Lautoka Hospital	I (\$43, 296.63 - \$55,508.50) per annum	5	1
MOHMS 06/2021	Nurse Practitioner	Valelevu Health Centre	I (\$43, 296.63 - \$55,508.50) per annum	5	2
MOHMS 07/2021	Nurse Practitioner	Dawasamu Nursing Station	I (\$43, 296.63 - \$55,508.50) per annum	5	1
MOHMS 08/2021	Nurse Practitioner	Namara Nursing Station	I (\$43, 296.63 - \$55,508.50) per annum	5	1
MOHMS 09/2021	Team Leader Clinical	Nausori Health Centre	G (\$28,605.45 – \$38,140.60) per annum	5	1
MOHMS 10/2021	Team Leader Public Health	Navua Health Centre	G (\$28,605.45 – \$38,140.60)per annum	5	1
MOHMS 11/2021	Team Leader Public Health	Valelevu Health Centre	G (\$28,605.45 – \$38,140.60) per annum	5	1
MOHMS 12/2021	Stores Attendant	Headquarters	A (\$4.60 - \$5.90) per hour	3	1
MOHMS 13/2021	Packer	Fiji Pharmaceutical & Biomedical Services	B (\$5.37 -\$6.89) per hour	3	2
MOHMS 14/2021	Domestic Officer	Labasa Hospital	C (\$12,081.69 - \$15,489.35) per annum	3	1
MOHMS 15/2021	Plumber	Labasa Hospital	D (\$7.50 - \$9.61) per hour	3	1
MOHMS 16/2021	Assistant Carpenter	Labasa Hospital	B (\$5.37 -\$6.89) per hour	3	1
MOHMS 17/2021	Biomedica3 Technician	Labasa Hospital	E (\$19,041.75 - \$		

Vacancy No.	Position Title	Stations	Salary Band Salary Range	Duration (years)	No of Positions
NEWLY ADVERTISED MEDICAL OFFICER POSITION					
MOHMS-MD 1/2021	CMO	Savusavu	Band L MOCA B: Base: 100,006.07 + On Call Allowance: 15,000.91 + Environmental Allowance 15,000.91 = F\$130,007.89	5	1
MOHMS-MD 2/2021	SMO	Sigatoka District Hospital (Nadroga)	Band I MOCA B: Base: 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33	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. 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 05th February 2021.**

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 210/2020	Domestic Officer – St. Giles Hospital	C	16/05/2020	Position filled through sideways transfer
MOHMS 214/2020	Clerical Officer – Nabouwalu Hospital	C	16/05/2020	Position filled through sideways transfer
MOHMS 329/2020	Clerical Officer – CWM Hospital	C	05/09/2020	Position filled through sideways transfer