



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 39/2021	National Advisor Oral Health	Namosi House, Headquarters	L (\$67,830.20 - \$86,961.80) per annum	5	1
MOHMS 40/2021	Chief Dietitian and Nutritionist	Namosi House, Headquarters	J (\$51,132.98 - \$65,555.10) per annum	5	1
MOHMS 41/2021	Manager – National Food and Nutrition Centre	Namosi House, Headquarters	H (\$34,760.31 - \$44,564.50) per annum	5	1
MOHMS 42/2021	Senior Dietitian – National Food and Nutrition Centre	Namosi House, Headquarters	H (\$34,760.31 - \$44,564.50) per annum	5	1
MOHMS 43/2021	Biomedical Engineer	Labasa Hospital	G (\$28,605.45 - \$38,140.60) per annum	5	1
MOHMS 44/2021	Biomedical Technician	Fiji Pharmaceutical and Biomedical Services	E (\$19,041.75 - \$24,412.50) per annum	5	1
MOHMS 45/2021	Senior Information Officer	Headquarters	G (\$28,605.45 - \$38,140.60) per annum	3	1
MOHMS 46/2021	Assistant Information Officer	Headquarters	E (\$19,041.75 - \$24,412.50) per annum	3	1
MOHMS 47/2021	Senior Accounts Officer	Lautoka Hospital	H (\$34,760.31 - \$44,564.50) per annum	3	1
MOHMS 48/2021	Senior Administrative Officer – Registration	Headquarters	G (\$28,605.45 - \$38,140.60) per annum	3	1
MOHMS 49/2021	Secretary	Lautoka Hospital	E (\$19,041.75 - \$24,412.50) per annum	3	1
MOHMS 50/2021	Assistant Accounts Officer	Makoi Birthing Unit – Central Health Services	E (\$19,041.75 - \$24,412.50) per annum	3	1
MOHMS 51/2021	Statistical Officer	Headquarters	C (\$12,089.69 - \$15,489.35) per annum	3	1
MOHMS 52/2021	Clerical Officer	Labasa Hospital	C (\$12,089.69 - \$15,489.35) per annum	3	1
MOHMS 53/2021	Clerical Officer	Lautoka Hospital	C (\$12,089.69 - \$15,489.35) per annum	3	1
MOHMS 54/2021	Clerical Officer	Lautoka/Yasawa – Western Health Services	C (\$12,089.69 - \$15,489.35) per annum	3	1
MOHMS 55/2021	Electrician	CWM Hospital	D (\$7.50 - \$9.61) per hour	3	1

MOHMS 56/2021	Cleaner	Taveuni Hospital	A (\$4.60 - \$5.90) per hour	3	1
MOHMS 57/2021	Cook	Vunisea Hospital – Eastern Health Services	B (\$5.37 - \$6.89) per hour	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 **4.00pm Friday 12th March 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/Range	Date Advertised	Remarks
MOHMS 123/2020	Domestic Officer – Labasa Hospital	C(\$12 081.9 - \$15,489.35)	14/03/2020	No suitable candidate – has been re-advertised as per vac no. 14/2021
MOHMS 166/2020	Supervisor Higher Grade – CWM Hospital	G (\$28605.45 - \$34160.60)	02/05/2020	No suitable candidate – readvertised as vac no.03/2021

MOHMS 231/2020	Supervisor Higher Grade – CWM Hospital	G (\$28605.45 - \$34160.60)	23/05/2020	No suitable candidate – re-ad on vac no.03/2021
MOHMS 232/2020	Supervisor Higher Grade – Lautoka Hospital	G (\$28605.45 - \$34160.60)	23/05/2020	No suitable candidate –re- advert on vac no.03/2021
MOHMS 291/2020	Foreman – Labasa Hospital	E(\$19041.75 - \$24 412.50)	15/08/2020	In consistent RD – was re- advertised on vac no. 326/2020