



## 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 vacancies to be emailed to: [torika.vuniwai@health.gov.fj](mailto:torika.vuniwai@health.gov.fj)

Vacancy No.	Position Title	Stations	Salary Band   Salary Range	Duration (years)	No of Positions
<b>NEWLY ADVERTISED POSITION</b>					
MOHMS 65/2021	Team Leader	Nausori Health Centre	G (\$28,605.45 - \$38,140.60) per annum	5 years	1
MOHMS 66/2021	Administrative Officer - Human Resource	Central Health Services	F (\$22,528.74 - \$28,883.00) per annum	3 years	1
MOHMS 67/2021	Administrative Officer - Asset Management Unit	Central Health Services	F (\$22,528.74 - \$28,883.00) per annum	3 years	1
MOHMS 68/2021	Storeman	Central Health Services	C (\$12,081.69 - \$15,489.35) per annum	3 years	1
MOHMS 69/2021	Ward Assistant	Nausori Health Centre, Wainiboksi Hospital, Navua Hospital (2), Nausori Maternity Hospital - Central Health Services	B (\$5.37 - \$6.89) per hour	3 years	5
MOHMS 70/2021	Trade Assistant [A]	Central Health Services	B (\$5.37 - \$6.89) per hour	3 years	1
MOHMS 71/2021	Telephone Operator	Suva Health Office	B (\$5.37 - \$6.89) per hour	3 years	1
MOHMS 72/2021	Recorder	Nuffield Health Centre, Wainibokasi Hospital, Vunidawa Hospital (2), Central Health Services, Nakasi Health Centre, Nausori Maternity Hospital	B (\$5.37 - \$6.89) per hour	3 years	7
MOHMS 73/2021	Plumber	Central Health Services	D (\$7.50 - \$9.61) per hour	3 years	1
MOHMS 74/2021	Kitchen Hand	Nausori Maternity Hospital	A (\$4.60 - \$5.90) per hour	3 years	1
MOHMS 75/2021	Driver	Suva Health Office (2), Wainibokasi Hospital, Valelevu Health Centre (2)	B (\$5.37 - \$6.89) per hour	3 years	5
MOHMS 76/2021	Cleaner	Korovou Hospital, Nakasi Health Centre, Oxfam Clinic – Wellness Centre for Women, Wainibokasi Hospital (3), Nausori Health Centre	A (\$4.60 - \$5.90) per hour	3 years	7
MOHMS 77/2021	Carpenter	Central Health Services	D (\$7.50 - \$9.61) per hour	3 years	1

MOHMS 78/2021	Sub Divisional Manager Nursing	Valelevu Health Centre	H (\$34,760.31 - \$44,564.50) per annum	5 years	1
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Vacancy No.	Position Title	Stations	Salary Band   Salary Range	Duration (years)	No of Positions
<b>NEWLY ADVERTISED POSITION</b>					
MOHMS 79/2021	Senior Physiotherapist	CWM Hospital and Northern Health Services	H (\$34,760.31 - \$44,564.50) per annum	5 years	Several
MOHMS 80/2021	Manager Tobacco Control Enforcement Unit	Namosi House, Headquarters	I (\$43, 296.63 - \$55,508.50) per annum	3 years	1
MOHMS 81/2021	National Mental Health Officer	Namosi House, Headquarters	G (\$28,605.45 - \$38,140.60) per annum	3 years	1
MOHMS 82/2021	Supervising Pharmacy Technician	Ba Mission Hospital, Labasa Hospital, Lautoka Hospital, Nausori Health Centre, Northern Health Services, Vunisea Hospital	G (\$28,605.45 - \$38,140.60) per annum	5 years	Several
MOHMS 83/2021	Dental Intern	Sigatoka District Hospital, Raiwaqa Health Centre, CWMH, Ba Health Centre	G ( \$28,605.45 - \$38,140.60) per annum	1 year 6 months	Several
MOHMS 84/2021	Dental Hygienist	Ba Health Centre, CWMH, Labasa Hospital, Lautoka Health Centre, Lautoka Hospital, Levuka Hospital, Nabouwalu Hospital, Nadi Hospital, Nausori Health Centre, Navua Hospital, Raiwaqa Health Centre, Rakiraki Hospital, Savusavu Hospital, Sigatoka District Hospital, Suva Health Office, Taveuni Hospital, Valelevu Health Centre, Vunidawa Hospital	E ( \$19,041.75 - \$24,412.50) per annum	5 years	Several
MOHMS 85/2021	Dental Therapist	Ba Health Centre, CWMH, Labasa Health Centre, Labasa Hospital, Lami Health Centre, Lautoka Hospital, Levuka Hospital, Nabouwalu Hospital, Rakiraki Hospital, Taveuni Hospital, Tukavesi Health Centre, Valelevu Health Centre	G ( \$28,605.45 - \$38,140.60) per annum	5 years	Several

MOHMS 86/2021	Head of Executive Support Unit	Dinem House, Headquarters	J (\$51,132.98 - \$65,555.10) per annum	3 years	1
MOHMS 87/2021	Secretary	Namosi House, Headquarters	E (\$19,041.75 - \$24,412.50) per annum	3 years	1
MOHMS 88/2021	Clerical Officer - Accounts	Eastern Health Services	C (\$12,081.69 - \$15,489.35) per annum	3 years	1
MOHMS 89/2021	Clerical Officer – Accounts	Dinem House, Headquarters	C (\$12,081.69 - \$15,489.35) per annum	3 years	1
MOHMS 90/2021	Driver	Labasa Hospital	B (\$5.37 - \$6.89) per hour	3 years	8
MOHMS 91/2021	Technician Attendant – CSSD	Labasa Hospital	B (\$5.37 - \$6.89) per hour	3 years	1
MOHMS 92/2021	Attendant (Pharmacy)	Labasa Hospital	A (\$4.60 - \$5.90) per hour	3 years	1
MOHMS 93/2021	Electrician	Labasa Hospital	D (\$7.50 - \$9.61) per hour	3 years	1
MOHMS 94/2021	Plumber	Eastern Health Services	D (\$7.50 - \$9.61) per hour	3 years	1
MOHMS 95/2021	Nutritionist	Namosi House, Headquarters	F (\$22,528.74 - \$28,883.00) per annum	3 years	1
MOHMS 96/2021	National Emergency Health Coordinator	Dinem House, Headquarters	G (\$28,605.45 - \$38,140.60) per annum	3 years	1
MOHMS 97/2021	Ward Assistant	CWM Hospital	B (\$5.37 - \$6.89) per hour	3 years	Several
MOHMS 98/2021	Stores Officer	FPBS	E (\$19,041.75 - \$24,412.50) per annum	3 years	1
MOHMS 99/2021	Team Leader Public Health	Rakiraki Health Centre	G (\$28,605.45 - \$38,140.60) per annum	5 years	1
<b>RE-ADVERTISED POSITIONS</b>					
MOHMS 100/2021	Team Leader Maternity	Labasa Hospital	G (\$28,605.45 - \$38,140.60) per annum	5 years	2
MOHMS 101/2021	Team Leader General	Lautoka Hospital	G (\$28,605.45 - \$38,140.60) per annum	5 years	2
MOHMS 102/2021	Team Leader Eye Department	Lautoka Hospital	G (\$28,605.45 - \$38,140.60) per annum	5 years	2
MOHMS 103/2021	Team Leader Operating Theatre	Lautoka Hospital	G (\$28,605.45 - \$38,140.60) per annum	5 years	Several
MOHMS 104/2021	Team Leader Maternity	Lautoka Hospital	G (\$28,605.45 - \$38,140.60) per annum	5 years	1
MOHMS 105/2021	Team Leader PICU	Lautoka Hospital	G (\$28,605.45 - \$38,140.60) per annum	5 years	2
MOHMS 106/2021	Sub Divisional Manager Nursing	Navua Hospital	H (\$34,760.31 - \$44,564.50) per annum	5 years	1
MOHMS 107/2021	Occupational Therapist	St Giles Hospital	H (\$34,760.31 - \$44,564.50) per annum	3 years	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 26<sup>th</sup> March 2021.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED**

**HARDCOPIES OF APPLICATIONS WILL NOT BE ACCEPTED**

**Applicants are to email their applications to the respective email addresses provided above**

<b>WITHDRAWAL OF VACANCIES</b>				
<b>Vacancy No</b>	<b>Position Location</b>	<b>Salary Band/Range</b>	<b>Date Advertised</b>	<b>Remarks</b>
MOHMS 93/2020	Team Leader Maternity, Labasa Hospital	G (\$28,605.45 - \$38,140.60) per annum	07/03/2020	Passed the four months process
MOHMS 94/2020	Team Leader General, Lautoka Hospital	G (\$28,605.45 - \$38,140.60) per annum	07/03/2020	Passed the four months process
MOHMS 95/2020	Team Leader Eye Department, Lautoka	G (\$28,605.45 - \$38,140.60) per	07/03/2020	No suitable applicant

	Hospital	annum		
MOHMS 97/2020	Team Leader Operating Theatre, Lautoka Hospital	G (\$28,605.45 - \$38,140.60) per annum	07/03/2020	Passed the four months process
MOHMS 101/2020	Team Leader Maternity, Lautoka Hospital	G (\$28,605.45 - \$38,140.60) per annum	07/03/2020	No suitable applicant
MOHMS 102/2020	Team Leader PICU, Lautoka Hospital	G (\$28,605.45 - \$38,140.60) per annum	07/03/2020	Passed the four months process
MOHMS 131/2020	Sub Divisional Manager Nursing, Navua Hospital	H (\$34,760.31 - \$44,564.50) per annum	21/03/2020	No successful candidate
MOHMS 330/2020	Occupational Therapist, St Giles Hospital	H (\$34,760.31 - \$44,564.50) per annum	05/09/2020	No suitable applicant