

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.	POSTION TITLE	STATIONS	SALARY BAND SALARY RANGE PER ANNUM	DURA-TIO	NO. OF POSITION
NEWLY-ADVERTISED POSITIONS					
MOHMS 58/2021	Labourer	Wainunu Health Centre – Northern Health Services	A (\$4.60 - \$5.90) per hour	3 yrs	1
MOHMS 59/2021	Typist	Labasa Hospital	C (\$12,081.69 - \$15,489.35)	3 yrs	1
MOHMS 60/2021	Chief Dietician & Nutritionist	Namosi House, Headquarters	J (\$51,132.98 - \$65,555.10)	5 yrs	1
MOHMS 61/2021	Manager – National Food and Nutrition Centre	Namosi House, Headquarters	H (\$34,760.31 - \$44,564.50)	5 yrs	1
MOHMS 62/2021	Senior Nutritionist National Food & Nutrition Centre	Namosi House, Headquarters	G (\$28,605.45 - \$38,140.60)	3 yrs	1
MOHMS 63/2021	Senior Administrative Officer – Executive Support Unit	Dinem House, Headquarters	G (\$28,605.45 - \$38,160.60)	3 yrs	1
MOHMS 64/2021	Assistant Information Officer	Namosi House, Headquarters	E (\$19,041.75 - \$24,412.50)	3 yrs	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 **4PM FRIDAY MARCH 19, 2021**. LATE APPLICATIONS WILL NOT BE CONSIDERED. APPLICANTS ARE TO EMAIL THEIR APPLICATIONS TO recruitment@health.gov.fj

WITHDRAWAL OF VACANCIES					
VACANCY NO.	POSITION TITLE	SALARY BAND	DATE ADVERTISED	REMARKS	
MOHMS 40/2021	Chief Dietitian and Nutritionist	J (\$51,132.98 - \$65,555.10)	27/02/2021	Role Description to be revised	
MOHMS 41/2021	Manager – National Food and Nutrition Centre	H (\$34,760.31 - \$44,564.50)	27/02/2021	Role Description to be revised	
MOHMS 42/2021	Senior Dietitian – National Food and Nutrition Centre	H (\$34,760.31 - \$44,564.50)	27/02/2021	Role Description to be revised	
MOHMS 45/2021	Senior Information Officer	G (\$28605.45 - \$34,160.60)	27/02/2021	Role Description to be revised	
MOHMS 46/2021	Assistant Information Officer	E(\$19,041.75 - \$24,412.50)	27/02/2021	Role Description to be revised	