



## 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:

Vacancy No.	Position Title	Stations	Salary Band   Salary Range	Duration (years)	No of Positions
<b>NEWLY ADVERTISED POSITION</b>					
MOHMS 153/2021	Manager Clinical Products	Fiji Pharmaceutical & Biomedical Services	F (\$22,528.74 - \$28,883.00) per annum	3 years	1
MOHMS 154/2021	Supervising Laboratory Technician	CWM Hospital	H (\$34, 760.31 – \$44,564.50) per annum	5 years	1
MOHMS 155/2021	Enrolled Nurse	St Giles Hospital	C (\$12,081.69 - \$15,489.35) per annum	5 years	4
MOHMS 156/2021	Domestic Officer (Housekeeping)	Lautoka Hospital	C (\$12,081.69 - \$15,489.35) per annum	3 years	1
MOHMS 157/2021	Mechanic	CWM Hospital, Dinem House Headquarters	D (\$7.50 - \$9.61) per hour	3 years	3
MOHMS 158/2021	Assistant Mechanic	CWM Hospital	B (\$5.37 - \$6.89) per hour	3 years	1
MOHMS 159/2021	Driver	Sigatoka Hospital	B (\$5.37 - \$6.89) per hour	3 years	1
MOHMS 160/2021	Cook	Ba Mission Hospital, Tavua Hospital	B (\$5.37 - \$6.89) per hour	3 years	2
MOHMS 161/2021	Cleaner	Kamikamica Health Centre (1), Namaka Health Centre (1), Natabua Health Centre (1), Punjas Health Centre (1), Rakiraki Hospital (2), Veiseisei Health Centre (1)	A (\$4.60 - \$5.90) per hour	3 years	7
MOHMS 162/2021	Labourer	Lomawai Health Centre (1), Nadarivatu Health Centre (1), Namarai Health Centre (1), Natabua Health Centre (1), Tavua Hospital (1)	A (\$4.60 - \$5.90) per hour	3 years	5
MOHMS 163/2021	Laundry Hand	Ba Mission Hospital	A (\$4.60 - \$5.90) per hour	3 years	2
MOHMS 164/2021	Recorder	Kamikamica Health Centre (1), Nailaga Health Centre (1), Punjas Health Centre (1), Sigatoka Health Centre (1), Tavua Hospital (1)	B (\$5.37 - \$6.89) per hour	3 years	5

MOHMS 165/2021	Ward Assistant	Ba Mission Hospital (4), Nadi Hospital (1), Sigatoka Hospital (1)	B (\$5.37 - \$6.89) per hour	3 years	6
MOHMS 166/2021	Trade Assistant [A]	Western Health Services	B (\$5.37 - \$6.89) per hour	3 years	1
<b>RE-ADVERTISED POSITIONS</b>					
MOHMS 167/2021	Head of Executive Unit	Dinem House, Headquarters	J (\$51,132.98 - \$65,555.10) per annum	3 years	1
MOHMS 168/2021	Dental Assistant [Chairside Assistant]	Lakeba Hospital, Lomaloma Hospital	B (\$5.37 - \$6.89) per hour	3 years	2

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 and contact number are 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 23<sup>rd</sup> April 2021.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED**

**HARDCOPY OF APPLICATIONS WILL NOT BE ACCEPTED**

**APPLICANTS ARE TO EMAIL THEIR APPLICATIONS TO [recruitmentmohms@gmail.com](mailto:recruitmentmohms@gmail.com)**

**WITHDRAWAL OF VACANCIES**

<b>Vacancy No.</b>	<b>Position/Location</b>	<b>Salary Band / Range</b>	<b>Date Advertised</b>	<b>Remarks</b>
MOHMS 91/2021	Technician Attendant CSSD, Labasa Hospital	B (\$5.37 - \$6.89)	13/03/2021	Position Filled
MOHMS 125/2021	Dental Assistant [Chairside Assistant, Lakeba Hospital, Lomaloma Hospital]	B (\$5.37 - \$6.89)	27/03/2021	Incorrect Salary on Role Description
MOHMS 151/2021	Technician Attendant X- Ray, Labasa Hospital	B (\$5.37 - \$6.89)	03/04/2021	Position Filled