



## MINISTRY OF HEALTH AND MEDICAL SERVICES

The core functions of the Ministry of Health and Medical Services is to provide high quality healthcare through capable governance and systems to the people of Fiji.

We invite applications for the following:

<b>NEW ADVERTISEMENT</b>					
<b>Vacancy No.</b>	<b>Positions Title</b>	<b>Station</b>	<b>Salary Band/ Step</b>	<b>Duration</b>	<b>No. of Positions</b>
MOHMS 207/2021	Director of Nursing (DON)	Lautoka Hospital	<b>Band K (\$59,945.18 - \$76,852.80) per annum</b>	5 years	1
MOHMS 208/2021	Senior Pharmacy Officer	Fiji Pharmaceutical and Biomedical Services	<b>Band H (\$34,760.31 - \$44,564.50) per annum</b>	5 years	2
MOHMS 209/2021	Principal Pharmacy Officer	Fiji Pharmaceutical and Biomedical Services	<b>Band I (\$43,296.63 - \$55,508.50) per annum</b>	5 years	1
MOHMS 210/2021	Nurse Blood Services (Project)	Labasa Hospital	<b>Band E (\$19,041.75 - \$24,412.50) per annum</b>	3 years	1
MOHMS 211/2021	Divisional Surveillance & Response Officer (Project)	Northern Health Services	<b>Band E (\$19,041.75 - \$24,412.50) per annum</b>	3 years	1
MOHMS 212/2021	Assistant Lymphatic Filariasis (Project)	FCCDC/Virus Lab	<b>Band D (\$14,428.13 - \$18,497.60) per annum</b>	3 years	1
MOHMS 213/2021	Electrician	Tamavua Twomey Hospital	<b>Band D (\$14,428.13 - \$18,497.60) per annum</b>	3 years	1
MOHMS 214/2021	Domestic Officer	Tamavua Twomey Hospital	<b>Band C (\$12,081.69 - \$15,489.35) per annum</b>	3 years	1
MOHMS 215/2021	Telephone Operator	Tamavua Twomey Hospital	<b>Band B (\$5.37 - \$6.89) per hour</b>	3 years	1
MOHMS 216/2021	Assistant Plumber	Tamavua Twomey Hospital	<b>Band B (\$5.37 - \$6.89) per hour</b>	3 years	1
MOHMS 217/2021	Assistant Carpenter	Tamavua Twomey Hospital	<b>Band B (\$5.37 - \$6.89) per hour</b>	3 years	1
MOHMS 218/2021	Cook	Tamavua Twomey Hospital	<b>Band B (\$5.37 - \$6.89) per hour</b>	3 years	1
MOHMS 219/2021	Recorder	Tamavua Twomey Hospital	<b>Band B (\$5.37 - \$6.89) per hour</b>	3 years	1
MOHMS 220/2021	Cleaner Servant	Tamavua Twomey Hospital	<b>Band A (\$4.60 - \$5.90) per hour</b>	3 years	1
MOHMS 221/2021	Hospital Attendant	Tamavua Twomey Hospital	<b>Band A (\$4.60 - \$5.90) per hour</b>	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 (RD) 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 & Medical Services Website,

<http://www.health.gov.fj/wp-content/uploads/2019/08/Application-Form-MOHMS-FILLABLE-excluding-Medical-Officers.doc> (**Non-Medical Officers application form**)

<http://www.health.gov.fj/wp-content/uploads/2019/08/Application-Form-MOHMS-Medical-Officers-Fillable.docx> (**Medical Officers application form**)

2. Applicant must ensure that first name, last name and date of birth are the same as those on the identity documents.
3. All communications regarding the application will be via email and the applicant is to ensure that a **valid email address is provided** for communication purposes.
4. Application **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 experiences;
  - c. For clinical/technical positions only (whenever applicable), submit a certified copy or registration and/or valid practicing license; and
  - d. Certified 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. Applicants who do not submit the required information and documentation **WILL NOT** be considered.

#### **Submission**

Applications must be submitted **by 4:00pm Friday 28<sup>th</sup> May, 2021.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

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