

# 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.	POSTION TITLE	STATIONS	SALARY BAND   SALARY RANGE PER ANNUM	DURATION	NO. OF POSITION
<b>NEW ADVERTISEMENTS</b>					
MOHMS 247/2021	Director Health Information, Research & Analysis	Dinem House, Headquarters	K (\$59,945.18 - \$76,852.80)	3 yrs	1
<b>RE-ADVERTISEMENTS</b>					
MOHMS 48/2021	Senior Administrative Officer - Registration	Dinem House, Headquarters	G (\$28,605.45 - \$38,140.60)	3 yrs	1
MOHMS 49/2021	Secretary	Lautoka Hospital	E (\$19,041.75 - \$24,412.50)	3 yrs	1
MOHMS 50/2021	Assistant Accounts Officer	Makoi Birthing Unit - Central Health Services	E (\$19,041.75 - \$24,412.50)	3 yrs	1
MOHMS 51/2021	Statistical Officer	Headquarters	C (\$12,089.69 - \$15,489.35)	3 yrs	1
MOHMS 52/2021	Clerical Officer	Lautoka Hospital	C (\$12,089.69 - \$15,489.35)	3 yrs	1
MOHMS 53/2021	Clerical Officer	Lautoka Hospital	C (\$12,089.69 - \$15,489.35)	3 yrs	1
MOHMS 54/2021	Clerical Officer	Lautoka/Yasawa - Western Health Services	C (\$12,089.69 - 15,489.35)	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 (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:

- 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**)
- Applicant must ensure that first name, last name and date of birth are the same as those on the identity documents.
- 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.
- Application MUST submit the following:
  - 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;
  - Current CV outlining qualifications and experiences;
  - For clinical/technical positions only (whenever applicable), submit a certified copy or registration and/or valid practicing license; and
  - Certified copies of qualifications.
- Applicants must declare whether they have been the subject of an investigation or disciplinary action, if so, to provide details.
- Applicants who do not submit the required information and documentation WILL NOT be considered.

## SUBMISSION

Applications must be submitted by **4PM FRIDAY JUNE 25, 2021**. **LATE APPLICATIONS WILL NOT BE CONSIDERED**. **APPLICANTS ARE TO EMAIL THEIR APPLICATIONS TO [recruitmentmohms@gmail.com](mailto:recruitmentmohms@gmail.com)**

<b>WITHDRAWAL OF VACANCY</b>						
VACANCY NO.	POSITION TITLE	STATION	POSITION	SALARY BAND   SALARY RANGE PER ANNUM	DURATION	REMARKS
MOHMS 39/2021	National Advisor Oral Health - Namosi House, Headquarters	27/02/2021	1	L (\$67,830.20 - \$86,961.80)	5yrs	Position has been re-advertised on 01/05/2021 as MOHMS 202/2021