



## 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 228/2021	Nurse Unit Manager – Labour Ward	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 229/2021	Nurse Unit Manager – Maternity Intensive Care Unit	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 230/2021	Nurse Unit Manager – Maternity Clinical Nurse Educator	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 231/2021	Nurse Unit Manager – Eye	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 232/2021	Nurse Unit Manager – Children’s Ward	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 233/2021	Nurse Unit Manager – Supervisor West Wing	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 234/2021	Nurse Unit Manager – New Surgical Ward	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 235/2021	Nurse Unit Manager – Women’s Medical Ward	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 236/2021	Nurse Unit Manager – Sukuna Ward	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 237/2021	Nurse Unit Manager – Operating Theatre	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 238/2021	Nurse Unit Manager – SOPD	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 239/2021	Nurse Unit Manager – Coronary Care Unit	CWM Hospital	<b>Band H (\$34,760.31 - \$44,546.50) per annum</b>	5 years	1
MOHMS 240/2021	Team Leader Public Health	Labasa Health Centre	<b>Band G (\$28,605.45 - \$38,140.60) per annum</b>	5 years	1
MOHMS 241/2021	Executive Officer	Navosa	<b>Band E (\$19,041.75 - \$24,412.50) per annum</b>	3 years	1
MOHMS 242/2021	Driver	Savusavu Hospital	<b>Band B (\$5.37 - \$6.89) per hour</b>	3 years	1
MOHMS 243/2021	Driver	Central Health Services	<b>Band B (\$5.37 - \$6.89) per hour</b>	3 years	2
MOHMS 244/2021	Assistant Carpenter	Labasa Hospital	<b>Band B (\$5.37 - \$6.89) per hour</b>	3 years	1
MOHMS 245/2021	Assistant Electrician	Labasa Hospital	<b>Band B (\$5.37 - \$6.89) per hour</b>	3 years	1
MOHMS 246/2021	Kitchen Hand	Central Health Service	<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 18<sup>th</sup> June, 2021**.

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

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

<b>Vacancy No.</b>	<b>Position Title</b>	<b>Station</b>	<b>No of Posts</b>	<b>Salary Band Salary Range</b>	<b>Duration (years)</b>	<b>Reason for Withdraw</b>
MOHMS 186/2020	Team Leader Public Health	Labasa Health Centre	1	Band G (\$28,605.45 - \$38,140.60)	5years	Bypass Recruitment timeline
MOHMS 217/2020	Nurse Unit Manager Labor Ward	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline
MOHMS 218/2020	Nurse Unit Manager Maternity Intensive Care Unit	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline
MOHMS 219/2020	Nurse Unit Manager Ante Natal Clinic	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Filled through transfer process
MOHMS 220/2020	Nurse Unit Manager Maternity Clinical Nurse Educator	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline

MOHMS 221/2020	Nurse Unit Manager Lancaster Ward	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Filled through transfer process
MOHMS 222/2020	Nurse Unit Manager Eye	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline
MOHMS 223/2020	Nurse Unit Manager Children's Ward	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline
MOHMS 224/2020	Nurse Unit Manager Supervisor West Wing	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline
MOHMS 225/2020	Nurse Unit Manager New Surgical Ward	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline
MOHMS 226/2020	Nurse Unit Manager Women's Medical Ward	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline
MOHMS 227/2020	Nurse Unit Manager Sukuna Ward	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline
MOHMS 228/2020	Nurse Unit Manager Operating Theatre	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline
MOHMS 229/2020	Nurse Unit Manager SOPD	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline
MOHMS 230/2020	Nurse Unit Manager Coronary Care Unit	CWM Hospital	1	Band H (\$34,760.31 - \$44,546.50)	5years	Bypass Recruitment timeline