



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:

VACANCY NO.	POSITIONS TITLE	STATION	SALARY BAND/ RANGE PER ANNUM	DURATION	POS ^N
NEWLY ADVERTISED POSITIONS					
MOHMS 251/2021	Principal Accounts Officer - National Health Accounts	Headquarters, Dinem Hous	I (\$43,296.63 - \$55,508.50)	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. 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 4:30PM TUESDAY AUGUST 10, 2021

LATE APPLICATIONS WILL NOT BE CONSIDERED.

APPLICANTS ARE TO EMAIL THEIR APPLICATIONS TO recruitmentmohms@gmail.com