



## 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:

RE-ADVERTISEMENT					
Vacancy No.	Position Title	Station	Salary Band/ Range	Duration	No. of Positions
MOHMS 292/2021	Secretary	Environmental Health Unit, Namosi House	E (\$19,041.75 - \$24,412.50) per annum	3 years	1
MOHMS 293/2021	Stores Officer	Fiji Pharmaceutical and Biomedical Services	E (\$19,041.75 - \$24,412.50) per annum	3 years	1
MOHMS 294/2021	Foreman	Lautoka Hospital	F (\$22,528.74 - \$28,883.00) per annum	3 years	1
MOHMS 295/2021	Electrician	CWM Hospital (3), Labasa Hospital (1), Lautoka Hospital (1)	D (\$7.50 - \$9.61) per hour	3 years	5
MOHMS 296/2021	Labourer	Wainunu Health Centre	A (\$4.60 - \$5.90) per hour	3 years	1
MOHMS 297/2021	Attendant (Pharmacy)	Labasa Hospital	A (\$4.60 - \$5.90) per hour	3 years	1
MOHMS 298/2021	Ward Assistant	CWM Hospital, Keiyasi Health Centre (2)	B (\$5.37 - \$6.89) per hour	3 years	3
MOHMS 299/2021	Cook	Keiyasi Health Centre (2), CWM Hospital (4), Nabouwalu Hospital (1)	B (\$5.37 - \$6.89) per hour	3 years	7
MOHMS 300/2021	Recorder	Ba Mission Hospital	B (\$5.37 - \$6.89) per hour	3 years	1
MOHMS 301/2021	Assistant Seamstress	Nadi Hospital	B (\$5.37 - \$6.89) per hour	3 years	1
MOHMS 302/2021	Handyman	Taveuni Hospital	B (\$5.37 - \$6.89) per hour	3 years	1
MOHMS 303/2021	Refrigeration and Air Condition	Lautoka Hospital	D (\$7.50 - \$9.61) per hour	3 years	1
MOHMS 304/2021	Driver	Sigatoka Hospital	B (\$5.37 - \$6.89) per hour	3 years	1

### 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 10<sup>TH</sup> SEPTEMBER, 2021.**

**APPLICANTS WHO HAD APPLIED EARLIER NEED NOT RE-APPLY**

**LATE APPLICATIONS WILL NOT BE CONSIDERED**

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

<b>WITHDRAWAL OF VACANCIES</b>			
<b>Vacancy No.</b>	<b>Position Title / Station</b>	<b>Date Advertised</b>	<b>No of Posts</b>
MOHMS 58/2021	Labourer - Wainunu Health Centre	06/03/2021	1
MOHMS 59/2021	Typist - Labasa Hospital	06/03/2021	1
MOHMS 63/2021	Senior Administrative Officer - Executive Support Unit - Dinem House	06/03/2021	1
MOHMS 64/2021	Assistant Information Officer - Headquarters	06/03/2021	1
MOHMS 87/2021	Secretary - Namosi House	13/03/2021	1
MOHMS 88/2021	Clerical Officer - Accounts - EHS	13/03/2021	1
MOHMS 89/2021	Clerical Officer - Accounts - Dinem House	13/03/2021	1
MOHMS 92/2021	Attendant (Pharmacy) - Labasa Hospital	13/03/2021	1
MOHMS 93/2021	Electrician - Labasa Hospital	13/03/2021	1
MOHMS 96/2021	National Emergency Health Coordinator - Dinem House	13/03/2021	1
MOHMS 97/2021	Ward Assistant - CWM Hospital	13/03/2021	Several
MOHMS 98/2021	Stores Officer - FPBS	13/03/2021	1
MOHMS 106/2021	Sub Divisional Manager Nursing - Navua Hospital	13/03/2021	1
MOHMS 107/2021	Occupational Therapist - St Giles Hospital	13/03/2021	1

MOHMS 108/2021	Sub Divisional Manager Nursing - Nakasi HC, Savusavu HC	20/03/2021	1
MOHMS 131/2021	Cook - Keiyasi Health Centre, CWM Hospital, Savusavu Hospital, Nabouwalu Hospital	27/03/2021	Several
MOHMS 133/2021	Ward Assistant - Keiyasi Health Centre	27/03/2021	2
MOHMS 134/2021	Assistant Seamstress - CWM Hospital, Nabouwalu Hospital, Savusavu Hospital, Nadi Hospital	27/03/2021	4
MOHMS 137/2021	Electrician - Lautoka Hospital	27/03/2021	1
MOHMS 141/2021	Refrigeration and Air Condition - Labasa Hospital	27/03/2021	1
MOHMS 143/2021	Executive Officer Registry - Dinem House, Headquarters	27/03/2021	1
MOHMS 145/2021	Domestic Officer - Lautoka Hospital	03/04/2021	1
MOHMS 146/2021	Foreman - Lautoka Hospital	03/04/2021	1
MOHMS 154/2021	Supervising Laboratory Technician - CWM Hospital	10/04/2021	1
MOHMS 159/2021	Driver - Sigatoka Hospital	10/04/2021	1
MOHMS 243/2021	Driver - Central Health Services	05/06/2021	1
MOHMS 244/2021	Assistant Carpenter - Labasa Hospital	05/06/2021	1
MOHMS 245/2021	Assistant Electrician - Labasa Hospital	05/06/2021	1
MOHMS 278/2021	Mechanic – Dinem House, Headquarters	21/08/2021	2