



## 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 vacancies to be emailed to [recruitment@health.gov.fj](mailto:recruitment@health.gov.fj):

### APPLICANTS WHO HAD APPLIED EARLIER NEED NOT RE-APPLY.

| RE-ADVERTISEMENT   |  |                         |  |          |                  |
|--|--|-------------------------|--|----------|------------------|
| APPLICATIONS MUST BE SUBMITTED BY 4:00PM FRIDAY 14 <sup>TH</sup> JANUARY, 2022 |  |                         |  |          |                  |
| Vacancy No.  | Position Title                                 | Station                 | Salary Band/Range                            | Duration | No. of Positions |
| MOHMS 281/2021   | Administrative Officer – Human Resources       | Central Health Services | Band F (\$22,528.74 - \$28,883.00) per annum | 3 years  | 1                |
| MOHMS 282/2021   | Administrative Officer – Asset Management Unit | Central Health Services | Band F (\$22,528.74 - \$28,883.00) per annum | 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**).
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

**LATE APPLICATIONS WILL NOT BE CONSIDERED**