



## 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>OPEN ADVERTISEMENT</b>					
<b>APPLICATIONS MUST BE EMAILED TO <a href="mailto:recruitment@health.gov.fj">recruitment@health.gov.fj</a></b>					
<b>APPLICATIONS MAY BE SUBMITTED AT ANY TIME. APPLICATIONS WILL BE ASSESSED AND ADDED TO A MERIT LIST WHICH WILL BE USED TO FILL VACANCIES AS NEEDED</b>					
<b>Vacancy No.</b>	<b>Position Title</b>	<b>Station</b>	<b>Salary Band/Range</b>	<b>Duration</b>	<b>No. of Positions</b>
MOHMS 28/2022	Clerical Officer (Human Resources)	As per the needs of the Ministry of Health and Medical Services	Band C (\$12,081.69 - \$15,489.35) per annum	3 years	Several
MOHMS 29/2022	Clerical Officer (Accounts)		Band C (\$12,081.69 - \$15,489.35) per annum		
MOHMS 30/2022	Clerical Officer (General Service and Asset Management)		Band C (\$12,081.69 - \$15,489.35) per annum		
MOHMS 31/2022	Labourer		Band A (\$4.60 - \$5.90) per hour		
MOHMS 32/2022	Cleaner		Band A (\$4.60 - \$5.90) per hour		
MOHMS 33/2022	Driver		Band B (\$5.37 - \$6.89) per hour		
MOHMS 34/2022	Ward Assistant		Band B (\$5.37 - \$6.89) per hour		

<b>NEW ADVERTISEMENT</b>					
<b>APPLICATIONS MUST BE SUBMITTED BY 4:00PM FRIDAY 18<sup>TH</sup> FEBRUARY, 2022</b>					
<b>APPLICATIONS MUST BE EMAILED TO <a href="mailto:recruitment@health.gov.fj">recruitment@health.gov.fj</a></b>					
<b>Vacancy No.</b>	<b>Position Title</b>	<b>Station</b>	<b>Salary Band/Range</b>	<b>Duration</b>	<b>No. of Positions</b>
MOHMS 35/2022	Technical Officer Higher Grade - Lab	Labasa Hospital	Band H (\$34,760.31 - \$44,564.50) per annum	5 years	1
MOHMS 36/2022	Phlebotomist	Lautoka Hospital	Band C (\$12,081.69 - \$15,489.35) per annum	5 years	1
MOHMS 37/2022	Supervisor Dietician	Nausori Health Centre	Band F (\$22,528.74 - \$28,883.00) per annum	5 years	1
MOHMS 38/2022	Supervising Pharmacy Technician	Valelevu Health Centre, Nausori Health Centre, Lautoka Hospital	Band G (\$28,605.45 - \$38,140.60) per annum	5 years	3
MOHMS 39/2022	Pharmacy Assistant	Valelevu Health Centre, Nakasi Health Centre, Vunisea Hospital	Band E (\$19,041.75 - \$24,412.50) per annum	5 years	3
MOHMS 40/2022	Sub Divisional Manager Nursing	Rakiraki Health Centre, Levuka Health Centre, Nabouwalu Hospital	Band H (\$34,760.31 - \$44,564.50) per annum	5years	3
MOHMS 41/2022	Team Leader Public Health	Waiyevo Health Centre, Rabi Health Centre	Band G (\$28,605.45 - \$38,140.60) per annum	5years	2

MOHMS 42/2022	Assistant Statistician	Health Information Unit, Health Headquarters, Dinem House	Band E (\$19,041.75 - \$24,412.50) per annum	3 years	1
MOHMS 43/2022	Statistical Officer	Health Information Unit, Headquarters, Dinem House	Band C (\$12,081.69 - \$15,489.35) per annum	3 years	1
MOHMS 44/2022	Secretary	Human Resources Unit, Headquarters, Dinem House	Band E (\$19,041.75 - \$24,412.50) per annum	3 years	1
MOHMS 45/2022	Steno Typist / Typist	CWM Hospital, Lautoka Hospital	Band C (\$12,081.69 - \$15,489.35) per annum	3 years	2
MOHMS 46/2022	Stores Attendant	Health Headquarters, Dinem House	Band A (\$4.60 - \$5.90) per hour	3 years	1
<b>RE-ADVERTISEMENT</b> <b>APPLICATIONS MUST BE SUBMITTED BY 4:00PM FRIDAY 11<sup>TH</sup> FEBRUARY, 2022</b> <b>APPLICATIONS MUST BE EMAILED TO <a href="mailto:recruitment@health.gov.fj">recruitment@health.gov.fj</a></b> <b>APPLICANTS WHO HAVE APPLIED EARLIER NEED NOT RE-APPLY</b>					
Vacancy No.	Position Title	Station	Salary Band/Range	Duration	No. of Positions
MOHMS 96/2021	National Emergency Health Coordinator	Dinem House	Band G (\$28,605.45 - \$38,140.60) per annum	3 years	1
MOHMS 398/2021	Principal Medical Officer – Tuberculosis	Tamavua Twomey Hospital	Band J Step 7 MOCA C: Base 83,254.98 + On Call Allowance: 4,162.75 + Environmental Allowance 12,488.25 = F\$99,905.98	5 years	1

### 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**

**LATE APPLICATIONS FOR NEW AND RE-ADVERTISED VACANCIES WILL NOT BE CONSIDERED**

<b>WITHDRAWAL OF VACANCIES</b>			
<b>Vacancy No.</b>	<b>Position Title / Station</b>	<b>Date Advertised</b>	<b>No of Posts</b>
MOHMS 378/2021	Clerical Officer, Korovou Hospital	04/12/2021	1