



## 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>POOL 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>					
Vacancy No.	Position Title	Station	Salary Band/Range	Duration	No. of Positions
MOHMS 114/2022	Midwife	As per the needs of the Ministry of Health and Medical Services	Band G (\$28,605.45 - \$38,140.60) per annum	5 years	Several

<b>NEW ADVERTISEMENT</b> <b>APPLICATIONS MUST BE SUBMITTED BY 4:00PM FRIDAY 15<sup>TH</sup> APRIL, 2022</b> <b>APPLICATIONS MUST BE EMAILED TO <a href="mailto:recruitment@health.gov.fj">recruitment@health.gov.fj</a></b>					
Vacancy No.	Position Title	Station	Salary Band/Range	Duration	No. of Positions
MOHMS 115/2022	Head of Executive Support Unit	Health Headquarters, Dinem House	Band J (\$51,132.98 - \$65,555.10) per annum	3 years	1
MOHMS 116/2022	National Manager Patient Safety and Quality	Health Headquarters, Dinem House	Band H (\$34,760.31 - \$44,564.50) per annum	3 years	1
MOHMS 117/2022	Administrative Officer – Executive Support Unit	Health Headquarters, Dinem House	Band F (\$24,528.74 - \$28,883.00) per annum	3 years	1
MOHMS 118/2022	Team Leader Operating Theatre	Labasa Hospital	Band G (\$28,605.45 - \$38,140.60) per annum	5 years	1
MOHMS 119/2022	Team Leader Labour Ward	Labasa Hospital	Band G (\$28,605.45 - \$38,140.60) per annum	5 years	1
MOHMS 120/2022	Sub Divisional Manager Nursing	Nakasi Health Centre	Band H (\$34,760.31 - \$44,564.50) per annum	5 years	1
MOHMS 121/2022	Nurse Unit Manager	CWM Hospital	Band H (\$34,760.31 - \$44,564.50) per annum	5 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**

<b>AMENDMENT OF VACANCIES</b>					
<b>Vacancy No.</b>	<b>Position Title / Station</b>	<b>Date Advertised</b>	<b>No of Posts</b>	<b>Duration (years)</b>	<b>Amendment to Salary Band</b>
MOHMS 104/2022	Health Inspector / Rakiraki Health Office, Korovou Health Office	26/03/2022	2	5 years	<b>Correct Salary Band is Band F (\$22,528.74 - \$28,888.00) per annum</b>