



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:

NEW ADVERTISEMENT					
APPLICATIONS MUST BE SUBMITTED BY 4:00PM FRIDAY 2 ND DECEMBER, 2022					
Vacancy No.	Position Title	Station	Salary Band/Range	Duration	No. of Positions
MOHMS 315/2022	Senior Administrative Officer - Planning	Health Headquarters, Dinem House	Band G (\$28,605.45 - \$38,140.60) per annum	3 years	1

Application Process

1. Register and login to the online recruitment portal through the link <http://www.recruitmentportal.gov.fj>
2. Applicant must ensure that first name, last name and date of birth are the same as those on the identity documents.
3. Complete the online application by clicking on the category and position you wish to apply for.
4. Explain how you meet each of the Knowledge & Experience/Skills & Abilities [KESA] or Selection Criteria for the vacancy
5. Upload current CV outlining qualifications, experiences and referees contact details;
6. For clinical/technical positions only (whenever applicable), upload a certified copy or registration and/or valid practicing license; and
7. Upload certified copies of qualifications.
8. Applicants must declare whether they have been the subject of an investigation or disciplinary action, if so, to provide details.
9. Applicants who do not submit the required information and documentation **WILL NOT** be considered.

Submission

Complete online applications for the position must be submitted by 4:00 PM on FRIDAY 2ND DECEMBER, 2022.
The online application platform will close as per the vacancy closing date.
APPLICATIONS THROUGH EMAIL OR HARDCOPY WILL NOT BE ACCEPTED.