



## 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:

NEW ADVERTISEMENT				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 05/2023	Assistant Seamstress	Sigatoka Hospital	Band B (\$5.37 – \$6.89) per hour	1
MOHMS 06/2023	Seamstress	CWM Hospital	Band B (\$5.37 – \$6.89) per hour	1
MOHMS 07/2023	Handyman	Fiji Pharmaceutical & Biomedical Services	Band B (\$5.37 – \$6.89) per hour	1
MOHMS 08/2023	Plumber	Central Health Services	Band D (\$7.50 - \$9.61) per hour	1
MOHMS 09/2023	Supervisor Medical Imaging Technologist	Labasa Hospital	Band I (\$43,296.63 - \$55,508.50) per annum	1
MOHMS 10/2023	Senior Dental Officer	Valelevu Health Centre	Band I (\$43,296.63 - \$55,508.50) per annum	1
MOHMS 11/2023	Senior Health Inspector	Vector Control Unit/Mosquito Yard	Band H (\$34,760.31 - \$44,564.50) per annum	1

OPEN ADVERTISEMENT APPLICATIONS MAY BE SUBMITTED AT ANY TIME WHICH WILL BE ASSESSED AND ADDED TO A MERIT LIST UTILISED TO FILL VACANCIES AS NEEDED				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 12/2023	Physiotherapist (Open)	As per the needs of the Ministry of Health & Medical Services	Band G (\$28,605.45 - \$38,140.60) per annum	Several
MOHMS 13/2023	Health Inspector (Open)	As per the needs of the Ministry of Health & Medical Services	Band F (\$22,528.74 - \$28,883.00) per annum	Several

PROJECT ADVERTISEMENT EXIST FOR A SPECIFIC DURATION				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 14/2023	Health Information Technician (Project)	Health Headquarters, Dinem House	Band C (\$12,081.69 - \$15,489.35) per annum	1
MOHMS 15/2023	Divisional Health Information Officer (Project)	Northern Health Services	Band G (\$28,605.45 - \$38,140.60) per annum	1
MOHMS 16/2023	Vaccine Preventable Disease (Project)	Fiji Centre for Disease Control	Band E (\$19,041.75 - \$24,412.50) per annum	1

### Application Process

1. Register and login to the online recruitment portal through the link <http://www.recruitmentportal.gov.fj>
2. Role Description can be obtained from the recruitment portal.
3. Complete the online application by clicking on the categories 'Healthcare, Medical and Caring' and 'Other' and then the 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.

### **Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

### **Submission**

**Completed online applications must be submitted by 4.00 PM on FRIDAY 3<sup>RD</sup> MARCH, 2023.**

**The online application platform will close as per the vacancy closing date and time.**

**LATE, EMAILED AND HARDCOPY APPLICATIONS WILL NOT BE ACCEPTED.**