



## 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 MAY BE SUBMITTED AT ANY TIME WHICH WILL BE ASSESSED AND ADDED TO A MERIT LIST UTILISED TO FILL VACANCIES AS NEEDED</b>				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 67/2023	Driver (Open)	As per the needs of the Ministry of Health & Medical Services	Band B (\$5.37 - \$6.89) per hour	Several
MOHMS 68/2023	Ward Assistant (Open)	As per the needs of the Ministry of Health & Medical Services	Band B (\$5.37 - \$6.89) per hour	Several

<b>NEW ADVERTISEMENT</b>				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 69/2023	Sub Divisional Manager Nursing	Nausori Maternity Hospital	Band H (\$34,760.31 - \$44,564.50) per annum	1
MOHMS 70/2023	Nurse Unit Manager (Supervisor East Wing)	CWM Hospital	Band H (\$34,760.31 - \$44,564.50) per annum	1
MOHMS 71/2023	Nurse Unit Manager (Paediatrics NICU)	CWM Hospital	Band H (\$34,760.31 - \$44,564.50) per annum	1
MOHMS 72/2023	Nurse Unit Manager (ICU East Wing)	CWM Hospital	Band H (\$34,760.31 - \$44,564.50) per annum	1
MOHMS 73/2023	Team Leader Clinical (Maternity)	Nausori Maternity Hospital	Band G (\$28,605.45 - \$38,140.60) per annum	1
MOHMS 74/2023	Team Leader Clinical (Paediatrics)	CWM Hospital	Band G (\$28,605.45 - \$38,140.60) per annum	1
MOHMS 75/2023	Team Leader Clinical (Acute Medical Ward)	CWM Hospital	Band G (\$28,605.45 - \$38,140.60) 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 relevant category 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:**

<b>Advertisement Type</b>	<b>Due Date</b>	<b>Important Note</b>
Open Advertisement	4.00pm Friday 21 <sup>st</sup> April 2023 ) - 1 <sup>st</sup> Batch	<b>The online application platform will close as per the vacancy closing date and time. LATE, EMAILED AND HARDCOPY APPLICATIONS WILL NOT BE ACCEPTED.</b>
New Advertisement	4.00pm Friday 21 <sup>st</sup> April 2023	



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NEW ADVERTISEMENT - DOCTORS				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 76/2023	Consultant Ophthalmology	CWM Hospital	<b>Band M Step 5</b> MOCA C: Base 103,445.86 + On Call Allowance: 5,172.30 + Environmental Allowance 15,516.88 = F\$124,135.08	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,
2. <http://www.health.gov.fj/wp-content/uploads/2019/08/Application-Form-MOHMS-Medical-Officers-Fillable.docx>  
(**Medical Officers application form**)
3. Applicant must ensure that first name, last name and date of birth are the same as those on the identity documents.
4. 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.
5. 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.
6. Applicants must declare whether they have been the subject of an investigation or disciplinary action, if so, to provide details.
7. Applicants who do not submit the required information and documentation **WILL NOT** be considered.

### Submission

**LATE APPLICATIONS WILL NOT BE CONSIDERED**