



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 92/2023	Team Leader Clinical (Maternity)	Labasa Hospital , Korovou Hospital	Band G (\$28,605.45 - \$38,140.60) per annum	2
MOHMS 93/2023	Team Leader Clinical	Wainibokasi Hospital	Band G (\$28,605.45 - \$38,140.60) per annum	1
MOHMS 94/2023	Team Leader Clinical (Men's Surgical Ward)	Labasa Hospital	Band G (\$28,605.45 - \$38,140.60) per annum	1
MOHMS 95/2023	Team Leader Clinical (Men's Medical Ward)	Labasa Hospital	Band G (\$28,605.45 - \$38,140.60) per annum	1
MOHMS 96/2023	Manager Missions, Donations and Referrals	Dinem House, Health Headquarters	Band H (\$34,760.31 - \$44,564.50) per annum	1
MOHMS 97/2023	Domestic Officer	Labasa Hospital	Band C (\$12,081.69 - \$15,489.35) per annum	1
MOHMS 98/2023	Senior Accounts Officer	Fiji Pharmaceutical and Biomedical Services	Band H (\$34,760.31 - \$44,564.50) 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 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:

Advertisement Type	Due Date	Important Note
New Advertisement	4.00pm Friday 2 nd June, 2023	The online application platform will close as per the vacancy closing date and time. LATE, EMAILED AND HARDCOPY APPLICATIONS WILL NOT BE ACCEPTED.

DOCTORS ADVERTISEMENT

Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 99/2023	Senior Medical Officer	Wainibokasi Hospital	Band I Step 5 MOCA B: Base 59,394.10 + On Call Allowance: 8,909.12 + Environmental Allowance 8,909.12 = F\$77,212.33	1
MOHMS 100/2023	Medical Officer – Clinical [Anaesthesia, Emergency, Internal Medicine, Mental Health, Obstetrics & Gynaecology, Ophthalmology, Paediatrics, Pathology, Radiology, Surgical, TB] [Open for External Applicants]	CWM Hospital Labasa Hospital Tamavua Twomey Hospital St Giles Hospital	Band H Step 5 MOCA A: Base 47,684.02 + On Call Allowance: 11,921.01 + Environmental Allowance 7,152.60 = F\$66,757.63 Band H Step 5 MOCA B: Base 47,684.02 + On Call Allowance: 7,152.60 + Environmental Allowance 7,152.60 = F\$61,989.23 Band H Step 5 MOCA C: Base 47,684.02 + On Call Allowance: 2,384.20 + Environmental Allowance 7,152.60 = F\$57,220.82	55

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 [2] 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

**APPLICATIONS MUST BE EMAILED TO recruitment@health.gov.fj BY FRIDAY 2ND JUNE, 2023
LATE APPLICATIONS WILL NOT BE CONSIDERED**