



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 169/2023	Medical Imaging Technologist (Cardiology)	CWM Hospital	Band G (\$28,605.45 - \$38,140.60) per annum	1
MOHMS 170/2023	Divisional Surveillance & Response Officer	Central Health Services	Band E (\$19,041.75 - \$24,412.50) per annum	1
MOHMS 171/2023	Technical Officer High Grade (Lab)	CWM Hospital (2), Labasa Hospital (2)	Band H (\$34,760.31 - \$44,564.50) per annum	4
MOHMS 172/2023	Assistant Lymphatic Filariasis	Fiji Centre For Disease Control	Band D (\$14,428.13 - \$18,497.60) per annum	1
MOHMS 173/2023	National Sexual Reproductive Health & Rights (SRHR) Program Officer	Health Headquarters, Dinem House	Band H (\$34,760.31 - \$44,564.50) per annum	1
MOHMS 174/2023	Seamstress	CWM Hospital (2) Nabouwalu Hospital (1) Savusavu Hospital (1)	Band B (\$5.37 - \$6.89) per hour	4
MOHMS 175/2023	Stores Attendant	CWM Hospital	Band A (\$4.60 - \$5.90) per hour	3
MOHMS 176/2023	Orderly	CWM Hospital	Band A (\$4.60 - \$5.90) per hour	3
MOHMS 177/2023	Statistician	Labasa Hospital	Band F (\$22,528.74 - \$28,883.00) per annum	1
MOHMS 178/2023	Stores Officer	Labasa Hospital	Band E (\$19,041.75 - \$24,412.50) per annum	1
MOHMS 179/2023	Storeman	CWM Hospital (2), Labasa Hospital	Band C (\$12,081.69 - \$15,489.35) per annum	3
MOHMS 180/2023	Senior Administrative Officer	Fiji Pharmaceutical and Biomedical Services	Band G (\$28,605.45 - \$38,140.60) per annum	1

RE-ADVERTISEMENT				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 91/2023	Nursing Assistant	Labasa Hospital, St Giles Hospital, CWM Hospital, Tamavua Twomey Hospital	Band D (\$14,428.13 - \$18,497.60) per annum	35

OPEN ADVERTISEMENT				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 48/2022	Kitchen Hand	As per the needs of the Ministry of Health and Medical Services	Band A (\$4.60 - \$5.90) per hour	Several
MOHMS 257/2022	Dietician	As per the needs of the Ministry of Health and Medical Services	Band E (\$19,041.75 - \$24,412.50) per annum	Several

MOHMS 288/2022	Dental Therapist	As per the needs of the Ministry of Health and Medical Services	Band G (\$28,605.45 - \$38,140.60) per annum	Several
MOHMS 290/2022	Junior Physiotherapist	As per the needs of the Ministry of Health and Medical Services	Band F (\$22,528.74 - \$28,883.00) per annum	Several
MOHMS 181/2023	Telephone Operator	As per the needs of the Ministry of Health and Medical Services	Band B (\$5.37 - \$6.89) per hour	Several

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 4 th August, 2023	The online application platform will close as per the vacancy closing date and time. LATE, EMAILED AND HARDCOPY APPLICATIONS WILL NOT BE ACCEPTED.
Re-Advertisement	4.00pm Friday 28 th July, 2023	
Open Advertisement	Open	Applications may be submitted at any time through the online application platform. Applications will be assessed and added to a merit list which will be used to fill vacancies as needed.



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NEW ADVERTISEMENT				
APPLICATIONS MUST BE SUBMITTED BY 4:00PM FRIDAY, 4 TH AUGUST, 2023				
APPLICATIONS MUST BE EMAILED TO recruitment@health.gov.fj				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 183/2023	Chief Medical Officer (Community Health)	Nausori Health Centre	Band L Step 6 MOCA B: Base 100,006.07 + On Call Allowance: 15,000.91 + Environmental Allowance 15,000.91 = F\$130,007.89	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 [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

LATE APPLICATIONS WILL NOT BE CONSIDERED

WITHDRAWAL OF ADVERTISEMENT				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 50/2023	Consultant Paediatrics	CWM Hospital	Band M Step 5 MOCA A: Base 103,445.86 + On Call Allowance: 25,861.47 + Environmental Allowance 15,516.89 = <u>F\$144,824.20</u>	1
MOHMS 110/2023	Consultant Radiology	CWM Hospital	Band M Step 5 MOCA B: Base 103,445.86 + On Call Allowance: 15,516.89 + Environmental Allowance 15,516.89 = <u>F\$134,479.67</u>	1