



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 135/2023	Trade Assistant	St Giles Hospital Central Health Services Western Health Services	Band B (\$5.37 - \$6.89) per hour	3
MOHMS 136/2023	Stores Officer 1	Fiji Pharmaceutical and Biomedical Services	Band E (\$19,041.75 - \$24,412.50) per annum	1
MOHMS 137/2023	Executive Officer (Recruitment)	Health Headquarters, Dinem House	Band E (\$19,041.75 - \$24,412.50) per annum	1
MOHMS 138/2023	Tobacco Enforcement Officer	Eastern Health Services	Band F (\$22,528.74 - \$28,883.00) per annum	1
MOHMS 139/2023	Podiatry Officer	Diabetic Centre & Foot Clinic	Band G (\$28,605.45 - \$38,140.60) per annum	1
MOHMS 153/2023	Clinical Governance Manager	Northern Health Services	Band H (\$34,760.31 - \$44,564.50) per annum	1

RE-ADVERTISEMENT				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 56/2023	Nurse Unit Manager Maternity	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

OPEN ADVERTISEMENT				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 140/2023	Boiler Technician	As per the needs of the Ministry of Health & Medical Services	Band C (\$6.28 - \$8.05) per hour	Several
MOHMS 141/2023	Handyman	As per the needs of the Ministry of Health & Medical Services	Band B (\$5.37 - \$6.89) per hour	Several
MOHMS 142/2023	Community Rehabilitation Assistant	As per the needs of the Ministry of Health & Medical Services	Band D (\$14,428.13 - \$18,497.60) per annum	Several
MOHMS 143/2023	Supervisor Dietician	As per the needs of the Ministry of Health & Medical Services	Band F (\$22,528.74 - \$28,883.00) per annum	Several
MOHMS 216/2022	Medical Imaging Technologist	As per the needs of the Ministry of Health & Medical Services	Band F (\$22,528.74 - \$28,883.00) per annum	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 21st July, 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 14th 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, 21ST JULY, 2023				
APPLICATIONS MUST BE EMAILED TO recruitment@health.gov.fj				
Vacancy No.	Position Title	Station	Salary Band/Range	No. of Positions
MOHMS 144/2023	Consultant/Divisional Medical Officer	Western Health Services	Band N Step 5 MOCA B: Base 106,857.63 + On Call Allowance: 16,028.64 + Environmental Allowance 16,028.64 = F\$138,914.92	1
MOHMS 145/2023	Consultant – Cardiology	CWM Hospital	Band M Step 5 MOCA A: Base 103,445.86 + On Call Allowance: 25,861.47 + Environmental Allowance 15,516.88 = F\$144,824.20	1
MOHMS 146/2023	Consultant – Anaesthesia	Labasa Hospital	Band M Step 5 MOCA A: Base 103,445.86 + On Call Allowance: 25,861.47 + Environmental Allowance 15,516.88 = F\$144,824.20	1
MOHMS 147/2023	Chief Medical Officer – Anaesthesia	Labasa Hospital	Band L Step 6 MOCA A: Base 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50	1
MOHMS 148/2023	Chief Medical Officer – Surgery	Labasa Hospital	Band L Step 6 MOCA A: Base 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50	1
MOHMS 149/2023	Chief Medical Officer – Internal Medicine	Labasa Hospital	Band L Step 6 MOCA A: Base 100,006.07 + On Call Allowance: 25,001.52 + Environmental Allowance 15,000.91 = F\$140,008.50	1
MOHMS 150/2023	Chief Medical Officer – Ophthalmology	Labasa Hospital	Band L Step 6 MOCA C: Base 100,006.07 + On Call Allowance: 5,000.30 + Environmental Allowance 15,000.91 = F\$120,007.28	1
MOHMS 151/2023	Senior Medical Officer – Internal Medicine	Labasa Hospital	Band I Step 5 MOCA A: Base 59,394.10 + On Call Allowance: 14,848.53 + Environmental Allowance 8,909.12 = F\$83,151.75	1
MOHMS 152/2023	Senior Medical Officer	Navosa 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

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