



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 184/2023	Assistant Accounts Officer	Central Health Services	Band E (\$19,041.75 - \$24,412.50) per annum	1
MOHMS 185/2023	Systems Analyst	Health Headquarters, Dinem House	Band G (\$28,605.45 - \$38,140.60) per annum	1
MOHMS 186/2023	Executive Officer	Fiji Centre for Disease Control	Band E (\$19,041.75 - \$24,412.50) per annum	1
MOHMS 187/2023	Senior Biomedical Engineer	Labasa Hospital	Band H (\$34,760.31 - \$44,564.50) per annum	1
MOHMS 188/2023	Rheumatic Heart Disease (RHD) Coordinator	Western Health 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 25 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.

WITHDRAWAL OF ADVERTISEMENT

Vacancy No.	Position Title	Station	Salary Band/Range	Date Advertised	No. of Positions
MOHMS 92/2023	Team Leader Clinical (Maternity)	Korovou Hospital	Band G (\$28,605.45 - \$38,140.60) per annum	20/05/2023	1
MOHMS 171/2023	Technical Officer High Grade (Lab)	CWM Hospital	Band H (\$34,760.31 - \$44,564.50) per annum	22/07/2023	2
MOHMS 135/2023	Trade Assistant	St Giles Hospital, Central Health Services, Western Health Services	Band B (\$5.37 - \$6.89) per hour	08/07/2023	3

CLOSURE OF OPEN AND POOL ADVERTISEMENTS

**THE BELOW OPEN AND POOL ADVERTISEMENTS HAVE NOW CLOSED AS SUCH APPLICATIONS
WILL NO LONGER BE ACCEPTED**

Vacancy No.	Position Title	Station	Salary Band/Range	Date Advertised	No. of Positions
MOHMS 29/2022	Clerical Officer Accounts	As per the needs of the Ministry of Health and Medical Services	Band C (\$12,081.69 - \$15,489.35) per annum	05/02/2022	Several
MOHMS 30/2022	Clerical Officer General Services and Asset Management	As per the needs of the Ministry of Health and Medical Services	Band C (\$12,081.69 - \$15,489.35) per annum	05/02/2022	Several
MOHMS 31/2022	Labourer	As per the needs of the Ministry of Health and Medical Services	Band A (\$4.60 - \$5.90) per hour	05/02/2022	Several
MOHMS 32/2022	Cleaner	As per the needs of the Ministry of Health and Medical Services	Band A (\$4.60 - \$5.90) per hour	05/02/2022	Several
MOHMS 33/2022	Driver	As per the needs of the Ministry of Health and Medical Services	Band B (\$5.37 - \$6.89) per hour	05/02/2022	Several
MOHMS 47/2022	Laundry Hand	As per the needs of the Ministry of Health and Medical Services	Band A (\$4.60 - \$5.90) per hour	12/02/2023	Several
MOHMS 62/2023	Medical Officer (Clinical)	As per the needs of the Ministry of Health and Medical Services	Band H (\$34,760.31 - \$44,564.50) per annum	19/02/2023	Several
MOHMS 77/2022	Cook	As per the needs of the Ministry of Health and Medical Services	Band B (\$5.37 - \$6.89) per hour	05/03/2023	Several
MOHMS 78/2022	Recorder	As per the needs of the Ministry of Health and Medical Services	Band B (\$5.37 - \$6.89) per hour	05/03/2023	Several
MOHMS 205/2022	Hospital Attendant	As per the needs of the Ministry of Health and Medical Services	Band A (\$4.60 - \$5.90) per hour	16/07/2023	Several