

A range of exciting opportunity is now available for you to join the Ministry of Health and Medical services. The core function of the Ministry of Health & Medical Services is to provide high quality healthcare through capable governance and systems to the people of Fiji. The Ministry is committed to improve primary, secondary and tertiary healthcare.

Applicants for employment in the Ministry of Health & Medical Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical report and police clearance as a condition of employment.

Ministry of Health & Medical Services is an Equal Employment Opportunity Employer.

We invite applications from suitably qualified individuals for the following positions:

Vacancy No.	POSITIONS	SALARY RANGE
MOHMS 120/2018	Principal Administrative Secretary – Industrial Relations & Occupational Health & Safety	\$34,760.31 - \$44,564.50
MOHMS 121/2018	Clerical Officer, Purchasing Central (Sub-Divisional & Divisional)	\$14, 428.13 - \$18,495.63
MOHMS 122/2018	Clerical Officer, Vunidawa Hospital	\$14, 428.13 - \$18,497.60

MOHMS 123/2018	Clerical Officer (Bills Clerk)	\$14, 428.13 - \$18,497.60
MOHMS 124/2018	Clerical Officer – Suva Sub Division	\$14, 428.13 - \$18,497.60
MOHMS 125/2018	Clerical Officer, Post Processing Unit [Nursing Clerk]	\$14, 428.13 - \$18,497.60
MOHMS 126/2018	Clerical Officer, Macuata Sub Division	\$14, 428.13 - \$18,497.60
MOHMS 127/2018	Clerical Officer, Salaries [Head Office]	\$14, 428.13 - \$18,497.60
MOHMS 128/2018	Clerical Officer, Accounts [CWM Hospital]	\$14, 428.13 - \$18,497.60
MOHMS 129/2018	Typist, Lautoka Hospital	\$14, 428.13 - \$18,497.60
MOHMS 130/2018	Typist, Namosi House	\$14, 428.13 - \$18,497.60
MOHMS 131/2018	Telephone Operator, Tamavua Hospital	\$14, 428.13 - \$18,497.60
MOHMS 132/2018	Senior Dental Officer, Oral Surgery – CWM Hospital	\$43,296.63 - \$70,495.80
MOHMS 133/2018	Senior Dental Offer, Clinical – Lautoka Hospital	\$43,296.63 - \$70,495.80
MOHMS 134/2018	Dental Therapist, Nadi Hospital	\$28,605.45 - \$47,675.75
MOHM 135/2018	Biomedical Technical Officer, Labasa Hospital	\$22,528.74 - \$36,103.75
MOHMS 136/2018	Dietician – CWM Hospital	\$19,041.75 - \$24,412.50
MOHMS 137/2018	Dietician – Lautoka Hospital [2Posts]	\$19,041.75 - \$24,412.50
MOHMS 138/2018	Dietician – Labasa Hospital [1 Post]	\$19,041.75 - \$24,412.50
MOHMS 139/2018	Dietician – Samabula Health Centre	\$19,041.75 - \$24,412.50
MOHMS 140/2018	Dietician – Navua Hospital	\$19,041.75 - \$24,412.50
MOHMS 141/2018	Dietician – Wainibokasi Hospital	\$19,041.75 - \$24,412.50

MOHMS 142/2018	Dietician – Lami Health Centre	\$19,041.75 - \$24,412.50
MOHMS 143/2018	Dietician – Tavua Hospital	\$19,041.75 - \$24,412.50
MOHMS 144/2018	Dietician – Savusavu Hospital	\$19,041.75 - \$24,412.50
MOHMS 145/2018	Dietician – Labasa Health Centre	\$19,041.75 - \$24,412.50
MOHMS 146/2018	Senior Dietician – Labasa Hospital	\$34,760.31 - \$44,564.50
MOHMS 147/2018	Senior Dietician – Northern Health Services	\$34,760.31 - \$44,564.50
MOHMS 148/2018	Technical Officer [Laboratory] Wainibokasi Hospital	\$19,041.75 - \$24,412.50
MOHMS 149/2018	Technical Officer [Laboratory] Labasa Hospital	\$19,041.75 - \$24,412.50
MOHMS 150/2018	Technical Officer [Laboratory] Lautoka Hospital	\$19,041.75 - \$24,412.50
MOHMS 151/2018	Senior Statistician [HQ]	\$28,605.45 - \$38,140.60
MOHMS 152/2018	Statistical Officer [HQ] 2 Posts	\$12,081.69 - \$18,897.01
MOHMS 153/2018	Clerical Officer – Head Office Accounts (System Integrated Clerk)	\$14, 428.13 - \$18,497.60
MOHMS 154/2018	Clerical Officer - Head Office (Revenue Clerk)	\$14, 428.13 - \$18,497.60
MOHMS 155/2018	Pharmacy Assistant - Wainibokasi	\$19,041.75 - \$24,412.50
MOHMS 156/2018	Driver – Head Office	\$5.37 - \$6.39
MOHMS 157/2018	Ward Assistant, Lautoka Hospital	\$5.37 - \$6.39
MOHMS 158/2018	Driver, Lautoka Hospital [3 Posts]	\$5.37 - \$6.39
MOHMS 159/2018	Hospital Attendant [Pharmacy], Lautoka Hospital	\$4.60 - \$7.19
MOHMS	Kitchen Hand, Lautoka Hospital [3	\$4.60 - \$5.90

160/2018	Posts]	
MOHMS 161/2018	Packer, CWM Hospital	\$4.60 - \$5.90
MOHMS 162/2018	Hospital Attendant, CWM Hospital	\$4.60 - \$5.90
MOHMS 163/2018	Driver, CWM Hospital [4 Posts]	\$5.37 - \$6.39
MOHMS 164/2018	Cook, Korovou Hospital	\$5.37 - \$6.39
MOHMS 165/2018	Dental Chairside Assistant, Lakeba Hospital	\$4.60 - \$5.90
MOHMS 166/2018	Dental Chairside Assistant Lomaloma Hospital	\$4.60 - \$5.90
MOHMS 167/2018	Cleaner, Levuka Hospital	\$4.60 - \$5.90
MOHMS 168/2018	Driver, Lomaloma Hospital	\$5.37 - \$6.39
MOHMS 169/2018	Labourer, Makoi Health Center	\$4.60 - \$5.90
MOHMS 170/2018	Labourer, Nacula Health Center	\$4.60 - \$5.90
MOHMS 171/2018	Labourer - Qamea Health Centre	\$4.60 - \$5.90
MOHMS 172/2018	Recorder, Nadi Hospital	\$4.60 - \$5.90
MOHMS 173/2018	Plumber, Northern Health Services	\$5.37 - \$6.39
MOHMS 174/2018	Ward Assistant, Sigatoka Hospital	\$5.37 - \$6.39
MOHMS 175/2018	Cleaner, Suva Health Office	\$4.60 - \$5.90
MOHMS 176/2018	Cleaner, Taveuni Hospital	\$4.60 - \$5.90
MOHMS 177/2018	Driver, Vunisea Hospital	\$5.37 - \$6.39
MOHMS 178/2018	Laundry Hand, Vunisea Hospital	\$4.60 - \$5.90
MOHMS	Storeman, Labasa Hospital	\$12,081.69 - \$15,489.35

179/2018		
MOHMS 180/2018	Medical Imaging Technologist – Taveuni Hospital	\$22,528.74 - \$28,883.00
MOHMS 181/2018	Medical Orderly, St Giles Hospital [2 Posts]	\$12,081.69 - \$15,489.35
MOHMS 182/2018	Medical Orderly, Lautoka Hospital	\$12,081.69 - \$15,489.35
MOHMS 183/2018	Senior Accounts Officer, CWM Hospital	\$34,760.31 - \$44,564.50
MOHMS 184/2018	Administrative Officer, Eastern Health Services	\$22,528.74 - \$28,883.00
MOHMS 185/2018	Re-advertised - Supplies Officer – FPBS	\$22,528.74 - \$28,883.00

MOHMS 186/2018	DIRECTOR OF NURSING LABASA HOSPITAL	\$59,945.18 - \$76,852.80
MOHMS 187/2018	CLINICAL NURSE EDUCATOR LABASA HOSPITAL	\$34,760.31 - \$44,564.50
MOHMS 188/2018	Team leader – Children’s Ward Labasa Hospital	\$28,605.45 - \$38,140.60
MOHMS 189/2018	Team leader – Emergency Department Labasa Hospital	\$28,605.45 - \$38,140.60
MOHMS 190/2018	Team leader- ANW PNW MICU Labasa Hospital	\$28,605.45 - \$38,140.60
MOHMS 191/2018	Team leader – FSW GYNAE Labasa Hospital	\$28,605.45 - \$38,140.60
MOHMS 192/2018	Team leader – MSW Labasa Hospital	\$28,605.45 - \$38,140.60
MOHMS 193/2018	Team Leader- Labour Ward Labasa Hospital (3 Post)	\$28,605.45 - \$38,140.60
MOHMS 194/2018	Team Leader – ICO Labasa Hospital	\$28,605.45 - \$38,140.60
MOHMS 195/2018	Nurse Practitioner Suva Health Office	\$43,296.63 - \$55,508.50
MOHMS 196/2018	Nurse Practitioner Raiwaqa Health Centre –(Suva)	\$43,296.63 - \$55,508.50

MOHMS 197/2018	Nurse Practitioner Beqa HC	\$43,296.63 - \$55,508.50
MOHMS 198/2018	Nurse Practitioner Mokani H/C	\$43,296.63 - \$55,508.50
MOHMS 199 /2018	Nurse Practitioner Namuamua H/C	\$43,296.63 - \$55,508.50
MOHMS 200/2018	Nurse Practitioner Samabula H/C (2 Posts)	\$43,296.63 - \$55,508.50
MOHMS 201/2018	Nurse Practitioner Nuffield Clinic	\$43,296.63 - \$55,508.50
MOHMS 202/2018	Nurse Practitioner Lami H/C	\$43,296.63 - \$55,508.50
MOHMS 203/2018	Nurse Practitioner Valelevu H/C (4 Posts)	\$43,296.63 - \$55,508.50
MOHMS 204/2018	Nurse Practitioner Makoi H/C (4 Posts)	\$43,296.63 - \$55,508.50
MOHMS 205/2018	Nurse Practitioner Naitasiri-Nakorosule	\$43,296.63 - \$55,508.50
MOHMS 206/2018	Nurse Practitioner Naitasiri-Laselevu	\$43,296.63 - \$55,508.50
MOHMS 207/2018	Nurse Practitioner Nausori H/C (3 Posts)	\$43,296.63 - \$55,508.50
MOHMS 208/2018	Nurse Practitioner Wainibokasi Hospital	\$43,296.63 - \$55,508.50
MOHMS 209/2018	Nurse Practitioner Lodon H/C	\$43,296.63 - \$55,508.50
MOHMS 210/2018	Nurse Practitioner CWM Pacific Eye	\$43,296.63 - \$55,508.50
MOHMS 211/2018	Nurse Practitioner Wainikoro HC	\$43,296.63 - \$55,508.50
MOHMS 212/2018	Nurse Practitioner Vuna HC	\$43,296.63 - \$55,508.50
MOHMS 213/2018	Nurse Practitioner Diabetic Hub	\$43,296.63 - \$55,508.50
MOHMS 214/2018	Nurse Practitioner Waiyevo HC	\$43,296.63 - \$55,508.50

MOHMS 215/2018	Nurse Practitioner Coqeloa NS	\$43,296.63 - \$55,508.50
MOHMS 216/2018	Nurse Practitioner Labasa HC (2 Post)	\$43,296.63 - \$55,508.50
MOHMS 217/2018	Nurse Practitioner Nasea HC (2 Posts)	\$43,296.63 - \$55,508.50
MOHMS 218/2018	Nurse Practitioner Savusavu HC	\$43,296.63 - \$55,508.50
MOHMS 219/2018	Nurse Practitioner Ba H/C	\$43,296.63 - \$55,508.50
MOHMS 220/2018	Nurse Practitioner Nadi H/C	\$43,296.63 - \$55,508.50
MOHMS 221/2018	Nurse Practitioner Viseisei HC-Lautoka	\$43,296.63 - \$55,508.50
MOHMS 222/2018	Nurse Practitioner Ltka Diabetic Hub Centre	\$43,296.63 - \$55,508.50
MOHMS 223/2018	Nurse Practitioner Lautoka Hub Centre	\$43,296.63 - \$55,508.50
MOHMS 224/2018	Nurse Practitioner Rakiraki Hospital	\$43,296.63 - \$55,508.50
MOHMS 225/2018	Nurse Practitioner Tavua H/C	\$43,296.63 - \$55,508.50
MOHMS 226/2018	Nurse Practitioner Sigatoka Hospital	\$43,296.63 - \$55,508.50
MOHMS 227/2018	Nurse Practitioner Lautoka H/C	\$43,296.63 - \$55,508.50
MOHMS 228/2018	Nurse Practitioner Vunisea HP	\$43,296.63 - \$55,508.50
MOHMS 229/2018	Nurse Practitioner Levuka HP	\$43,296.63 - \$55,508.50
MOHMS 230/2018	Nurse Practitioner Onoilau HC	\$43,296.63 - \$55,508.50
MOHMS 231/2018	Nurse Practitioner Matuku HC	\$43,296.63 - \$55,508.50
MOHMS 232/2018	Nurse Practitioner Lomaloma HP	\$43,296.63 - \$55,508.50

MOHMS 233/2018	Senior Pharmacist Labasa Hospital	\$34,760.31 - \$44,564.50
MOHMS 234/2018	Senior Pharmacist Lautoka Hospital	\$34,760.31 - \$44,564.50
MOHMS 235/2018	Senior Pharmacist CWM Hospital	\$34,760.31 - \$44,564.50
MOHMS 236/2018	Supervising Pharmacist Labasa Hospital (2 Post)	\$28,605.45 - \$38,140.60
MOHMS 237/2018	Supervising Pharmacist CWM Hospital (2 Post)	\$28,605.45 - \$38,140.60
MOHMS 238/2018	Supervising Pharmacist Lautoka Hospital (2 Posts)	\$28,605.45 - \$38,140.60
MOHMS 239/2018	Supervising Pharmacist Savusavu Hospital	\$28,605.45 - \$38,140.60
MOHMS 240/2018	Supervising Pharmacist Valelevu Health Centre	\$28,605.45 - \$38,140.60
MOHMS 241/2018	Supervising Pharmacist Nausori Health Centre	\$28,605.45 - \$38,140.60
MOHMS 242/2018	Supervising Pharmacist St Giles Hospital	\$28,605.45 - \$38,140.60
MOHMS 243/2018	National Coordinator Radiology	\$59,945.18 - \$76,852.80
MOHMS 244/2018	Superintendent MIT CWM Hospital	\$51,132.98 – \$65,555.10
MOHMS 245/2018	Superintendent MIT – Lautoka Hospital	\$51,132.98 – \$65,555.10
MOHMS 246/2018	Supervisor General/Ultrasound/Special CWM Hospital	\$43,296.63 - \$55,508.50
MOHMS 247/2018	Supervisor MIT – Lautoka Hospital	\$43,296.63 - \$55,508.50
MOHMS 248/2018	Supervisor CT/Angio/MRI - CWM Hospital	\$43,296.63 - \$55,508.50
MOHMS 249/2018	Senior MIT – Labasa Hospital	\$43,296.63 - \$55,508.50

Interested applicants should download the job descriptions and applicant information from the Ministry's Website: www.health.gov.fj or Ministry of Health and Medical Services Facebook account.

Applicants should submit their covering letter not more than three pages addressing how they meet the Knowledge, Experience, Skills and Abilities required for the position, with their current CV and copies of relevant academic transcripts or certificates.

Applications that do not address the selection criteria will not be considered.

Applications for the position must be received **by 4.00pm on Friday 2nd March 2018** and addressed to:

1. Applications by post:

Permanent Secretary for Health & Medical Services
PO Box 2223, Government Buildings
Suva, Fiji

2. Applications can be hand delivered to:

"DROP MOHMS JOB APPLICATION BOX"
Reception Desk, Ground Floor, Dinem House, 88 Amy Street,
Suva, Fiji

3. Applications can also be e-mailed to: recruitment@health.gov.fj

LATE APPLICATIONS WILL NOT BE CONSIDERED.

ADDENDUM

1. The starting Salary vacancy MOHMS 106/2018 Principal Administrative Officer and MOHS 107/2018 Executive Officer ESU should read \$34,760.31 and \$19,041.75 respectively

WITHDRAWAL OF VACANCY

Vac No.	Post	Reason for withdrawal
MOHMS 283/2017	Supplies Officer	Job Description - reviewed

JOB DESCRIPTIONS

**MOHMS 120/2018 – PRINCIPAL ADMINISTRATIVE OFFICER,
INDUSTRIAL RELATION & OCCUPATIONAL HEALTH & SAFETY**

Role:	Principal Administrative Officer (IR&OHS)
Salary Band:	Band H
Salary range:	\$34, 760.3 - \$44,564.50
Location:	Head Quarters
Unit/Division:	IR&OHS Unit/HRM
Reports to:	Director Human Resources
Subordinates:	2

The Position

The position oversees the implementation of the disciplinary process, compliance to the relevant Occupational Health Safety & Industrial Relation legislations and provides advice to senior management with regards to Occupational Health Safety & Industrial Relation. Additionally, the incumbent supervises, assesses and monitors the performance of staff within the Unit.

Key Responsibilities

OCCUPATIONAL HEALTH AND SAFETY

1. Ensure Health facilities are OHS compliant.
2. Monitor and evaluate the implementation of OHS Training.
3. Facilitate Workmen Compensation issues.
4. Manage the allocated OHS Budget.
5. MOHMS representative to the National Occupational Safety Health Advisory Board

INDUSTRIAL RELATIONS

1. Address all legislated and policy requirements in relation to disciplinary matters and monitor the progress of disciplinary cases to ensure that they are dealt within the timeframe of three months.

2. Represent the Ministry to the Mediation Services and Labour Tribunal when required.
3. Represent MOHMS at the Court Proceedings.
4. Liaise and network with the Fiji Independent Commission against Corruption and Fiji Police Force with cases that have criminal intent.

Selection Criteria

The Person

In addition to University qualifications relevant to Human Resource Management or Industrial Relation and Public Administration or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Proven experience in managing Human Resource and Industrial Relation matters in a large organization.
- Knowledge and experience in data analysis and ensuring compliance with regulation and standard operating procedures.
- Understanding of Court proceedings. Some experience would be advantage but not essential.
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Strong analytical skills with attention to details
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyse and contribute to solutions to complex cases, in a resource constrained environment.
- Ability to communicate effectively (Verbal/Written)
- Excellent time management skills.
- Strong organizational and Planning Skills.

MOHMS 121/2018 – CLERICAL OFFICER, PURCHASING – CENTRAL (SUB-DIVISIONAL & DIVISIONAL)

Role:	Clerical Officer, Purchasing
Salary Band:	Band C
Salary range:	\$12,081.69 - \$15, 489.35
Location:	Tamavua
Unit/Division:	Accounts Unit Central Health Services
Reports to:	Accounts Officer
Subordinates:	Nil

The Position

The principle function of this job is ensure that timely provision of purchase orders are issued in accordance with financial and procurement regulations and policies and that accurate and updated information is kept for future records and ease of reference.

Key Responsibilities

1. Provide accurate and timely purchase orders for service carried out in the Central Division in accordance with financial/procurement regulations
2. Arrangement for Patient Referral Tickets.
3. Reconcile accounts with the debtors (Monthly).
4. Carry out any other duties assigned by the supervisor from time to time

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Sound understanding and knowledge of procurement process
- Familiar with revenue collection

- Experience in procuring supplies, stores and services

Skills and Abilities

- Demonstrated ability to effectively work within a team
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
- Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
- Contribute to the development of work place learning environment
- Customer Services skills

MOHMS 122/2018 – CLERICAL OFFICER, VUNIDAWA HOSPITAL

Role:	Clerical Officer
Salary Level:	Band C
Salary range:	\$12,081.69 - \$15,489.35
Location:	Vunidawa Hospital
Unit/Division:	Administration
Reports to:	Sub Divisional Medical Officer Naitasiri
Subordinates:	Government Wage Earners

The Position

The position is responsible for facilitation and coordination of administrative works on human resource and finance functions within the sub division.

Key Responsibilities

1. Update and facilitate any human resource issue pertaining to sub divisional staff
2. Prepare monthly returns for both line & GWE establishment, quarters, vehicle, absence, later arrival, and revenue.
3. Facilitate general services on transport, infrastructure and stationery.
4. Facilitate payments and purchases in accordance with finance management act regulations and policies

5. Keep updating the sub division of all changes made through circulars and memorandums.

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Sound understanding and knowledge of procurement process
- Familiar with revenue collection
- Experience in procuring supplies, stores and services

Skills and Abilities

- Demonstrated ability to effectively work within a team
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
- Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
- Contribute to the development of work place learning environment
- Customer Services skills

MOHMS 123/2018 – CLERICAL OFFICER, BILLS CLERK

Role:	Clerical Officer (Bills Clerk)
Level:	Band C
Salary range:	\$12,081.69 - \$15,489.35
Location:	Central Health Services
Unit/Division:	Accounts Unit
Reports to:	Accounts Officer
Subordinates:	

The Position

The position is responsible for facilitating and monitoring of payment vouchers (bills and payments) in the Central Eastern Health Services (CEHS) in accordance with finance management act, regulation and policies.

Key Responsibilities

1. Update master file for Government Wage Earners in accordance with Terms and Condition of employment for Government Wage Earners 2010.
2. Process of payments for Central and Eastern Health Services in accordance with finance management act and instruction.
3. Monitoring on provisions on collection of Government revenue and lodgement from Sub Divisional Hospital in line with financial instructions 2010.
4. Timely compilation and submission of reports and returns on revenue from Sub Divisional Hospitals.
5. Any other tasks delegated by the Accounts Officer at Central Eastern Health Services.

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Sound understanding and knowledge of financial Acts, General Orders, and relevant Circulars.
- Familiar with revenue collection and Financial Management Information System (FMIS).
- Sound Knowledge of Government Payroll System
- Experience in organizing the finance requirements for a team
- Ability to demonstrate that all the settlements are completed on time

Skills and Abilities

- Effective development core competencies skills, delivery and evaluation skills.
- Demonstrated ability to effectively work within a team
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
- Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
- Team building, problem solving and work independently within the team
- Contribute to the development of work place learning environment
- Provide quality Customer Services through giving prompt attention to the public and staffs
- Ability to handle pressure

MOHMS 124/2018 – CLERICAL OFFICER, SUVA SUB DIVISION

Role:	Clerical Officer - Suva Sub Division
Level:	Band C
Salary range:	\$12,081.69 - \$15,489.35
Location:	Suva Sub Division
Unit/Division:	Administration
Reports to:	Sub Divisional Medical Officer Tailevu
Subordinates:	Government Wage Earners

The Position

The position is responsible for facilitation and coordination of administrative works on human resource and finance functions within the sub division.

Key Responsibilities

1. Update and facilitate any human resource issue pertaining to sub divisional staff

2. Prepare monthly returns for both line & GWE establishment, quarters, vehicle, absence, later arrival, and revenue.
3. Facilitate general services on transport, infrastructure and stationery.
4. Facilitate payments and purchases in accordance with finance management act regulations and policies
5. Keep updating the sub division of all changes made through circulars and memorandums.

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Sound understanding and knowledge of procurement process
- Familiar with revenue collection
- Experience in procuring supplies, stores and services

Skills and Abilities

- Demonstrated ability to effectively work within a team
 - Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
 - Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
 - Contribute to the development of work place learning environment
- Customer Services skills

MOHMS 125/2018 – CLERICAL OFFICER, POST PROCESSING UNIT – SUPPLIES & MIT

Role:	Clerical Officer [Supplies & MIT]
Salary Band:	Band C
Salary range:	\$12,081.69 - \$15,489.35
Location:	Headquarters

Unit/Division:	Post Processing Unit (PPU)
Reports to:	Principal Administrative Officer
Subordinates:	Nil

The Position

The position is responsible for the timely advertisement and processing of vacancies within the cadres of Medical Imaging, Procurement, Physiotherapist, Community Health & Counsellor and assist in any other duties assigned by the supervisor.

Key Responsibilities

1. Ensure timely submission of job descriptions of vacant positions within the assigned cadres.
2. Act as Secretariat and provide advice to the Selection Panels
3. Assist in provision of record information pertaining to P2P for the assigned Cost Centre in line with Reforms within the Public Service
4. Provide advice to PAS (PPU), Selection Panel, National Advisors through provision of Monthly reports with updates on vacancies, HRIS, Pay updates, etc.
5. Any other responsibility assigned by the Supervisors

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Working knowledge and experience of using a recruitment process that is the same or similar to the Open Merit Recruitment and Selection Process.
- Knowledge and understanding of Chapter 6 of the 2013 Constitution of the Republic of the Fiji Islands

- Knowledge of the Employment Relations Act and its subsidiary regulations
- Knowledge of the Public Service Act and its subsidiary regulations
- Experience in Human Resource Recruitment and Selection
- Working knowledge and experience in developing Job Descriptions
- Experience in staff establishment management
- Experience in provision of Secretariat services

Skills and Abilities

- Demonstrated skills in Planning and organising
- Team building skills
- Ability to work under pressure
- Computing and innovative skills
- Analytical skills
- Demonstrated ability to prepare reports and contribute/develop policies
- Effective communication skills

MOHMS 126/2018 – CLERICAL OFFICER, MACUATA SUB DIVISION

Role:	Clerical Officer
Salary Band:	Band C
Salary range:	\$12,081.69 - \$15,489.35
Location:	Macuata Sub Division
Unit/Division:	Corporate Services – SDMO Macuata
Reports to:	Executive Officer (SDMO Macuata)
Subordinates:	None

The Position:

The position reports to the SDMO through the Executive Officer for the delivery of clerical duties to the staff and administrative support to the divisional office corporate services department.

Key Responsibilities:

1. Facilitate revenue collection and reporting.
2. Process sub – divisional LPOs and payments (SOBs)
3. Processing of monthly bills/ Payments
4. Processing of GWE timesheet, checking of overtime and meals
5. Issuing of dry stores to the Health facilities upon request
6. Checking and processing of subsistence allowance for the sub divisional staff
7. Updating of vehicle log book
8. Checking and processing of overtime and on call allowance for sub divisional staff
9. Provide budgetary expenditure reports to sub – divisional management
10. Assist in supervising GWEs work performances
11. Prepare weekly wages reconciliation
12. Arrange vehicle maintenance and servicing
13. Update sub – divisional inventory (asset) records
14. Filing of records

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- Awareness of the ERP 2007, OHS regulation 1996 and relevant financial management regulations

- Contributed to report and memorandum writing
- Familiarity with payroll reconciliations and control of budgetary allocations
- Participated in employees or workers supervision
- Involved in basic banking activities

Skills and Abilities:

- Validated ability to effectively work in Team
- Demonstrate reliable computing skills
- Willing and able to travel on land and sea (maritime)
- Express good communication (Written & Oral) skills

MOHMS 127/2018 – CLERICAL OFFICER, SALARIES [HEAD OFFICE]

Role:	Clerical Officer
Salary Level:	Band C
Salary Range:	\$12,081.69 - \$15,489.35
Location:	Head Office
Unit/Division:	Accounts/Corporate
Reports to:	Assistant Accounts Officer, Salaries)
Subordinates:	None

The Position

The primary role of the post (*Salary Clerk 5*) is to ensure that salaries for all established officers ranging from **EDP 33819-34986** are paid accurately and on time with accordance with relevant Human Resource and Finance regulations and policies

Key Responsibilities

1. Ensure that salaries, allowances and deductions for all established officers ranging from **EDP 33819-34986** are paid accurately and on time with accordance with relevant Human Resource and Finance regulations.
2. Maintain proper salaries allowances and deduction records for all established officers ranging from **EDP 33819-34986**.

3. Provide courteous Customer service through Counter service, telephone and Email.
4. Any other duties assigned by the supervisor as and when needed.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Efficient, timely and accurate entry of deductions and allowances as per the Annual pay calendar.
2. Personal files received for processing of salary are done within the Pay period.
3. Inputs such as the FSO Forms are filed as soon as received by the Assistant Accounts Officer within the pay period.
4. Manual Payments are received; vouchers are prepared then submitted to the Supervisor for verification then submitted to Ministry of Economy for approval of payment in an accurate and timely manner.
5. Timely and professional response to queries (counter, telephone and Emails)

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 2 years' experience in processing Salaries & Wages.
2. Good sound knowledge of Microsoft Office applications and Email.
3. Knowledge of Payroll functions and procedures.
4. Good understanding of the Fijian Constitution 2013.
5. Knowledge of operating office machines

Skills and Abilities

1. Excellent interpersonal skills
2. Effective oral and verbal communication skills
3. Customer service oriented
4. Demonstrated ability to work as a team
5. Ability to analyse and solve problems
6. Demonstrated ability to show attention to detail and high level of accuracy
7. Ability work under pressure and meet deadlines.
8. Ability to create good working relationship with internal and external clients

MOHMS 128/2018 – CLERICAL OFFICER, ACCOUNTS [CWM HOSPITAL]

Role:	Clerical Officer
Salary Level:	Band C
Salary Range:	\$12,081.69 - \$15,489.35
Location:	CWM Hospital
Unit/Division:	Accounts/CWM Hospital
Reports to:	Assistant Accounts Officer & Senior Accounts Officer
Subordinates:	None

The Position

This position deals with the payments of all LPOs, meal claims, utility bills and any other payments that comes in through FMIS. This position gives an opportunity to learn and develop skills and competency in these areas.

After performance assessments and reviews, the position also is rostered on call in the weekends.

Key Responsibilities

1. Receiving company invoices and delivery dockets from department heads for goods and services received in good

condition for further processing of payments for the hospital purchases.

2. Preparing of payment vouchers, and getting it certified by the Senior Accounts Officer
3. Vouchering in the system(FMIS) – PO810,AP331,PO621,AP333,AP337
4. photocopying of all vouchers and sending original vouchers to HQ for Electronic fund transfer (EFT)
5. Filing away duplicate copies in the respective company files
6. Maintenance of Bills Payable creditors ledger on computerized spreadsheet
7. Maintenance of Utility register on a computerized spreadsheet
8. Preparing of telecom, electricity and water bills payments vouchers and processing the same in the FMIS system for EFT
9. Maintenance of Meal claim register and processing of meal claims
10. Processing of Overseas payment – Telegraphic Transfers
11. Provide monthly update on open payables to the Senior Accountant
12. Compiling of monthly unpaid L.P.O's and action taken for clearance of account
13. Attending to queries raised by companies in respect to payments
14. Any other duties as assigned by Assistant & Senior Accountants from time to time

Key Performance Indicators

1. The bills Clerk is responsible for accurate and timely payment of account to all vendors
2. Reconciling of company accounts in a relevant way
3. Payment of utility bills on a timely manner
4. Certification of all payment by Assistant Accounts Officer to ensure that relevant guidelines are followed.

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least three years' experience working in accounting firm
2. Knowledge of Using Financial Management Information system (FMIS).
3. Experience working within a customer service delivery environment

Skills and Abilities

1. Excellent interpersonal and written skills, organization skills, customer service skills and oral communications skills to tactfully deal with vendors and Head of Departments
2. Ability to follow instruction and meet deadlines, in particular with regards to relevant accounts activities.
3. Understanding of teams and how to work effectively within a team environment;
4. Demonstrate the ability to maintain Confidentiality in a Public environment.
5. Ability to work effectively with a variety of personalities and to interact and communicate with individuals at all levels of the organisation.
6. Capacity to utilise computer programs to support the operations of the organisations.
7. Service oriented approach with a commitment to supporting the accounts environment of the organisation.
8. Must have team building skills, problem solving skills, basic counselling skills and negotiations skills

MOHMS 129/2018 – TYPIST, LAUTOKA HOSPITAL

Role:	Typist [HR]
Level:	Band C
Salary Band:	\$12,081.69 - \$15,489.35
Location:	Lautoka Hospital
Unit/Division:	Human Resource/Lautoka Hospital
Reports to:	Administrative officer
Subordinates:	None

The Position

The position ensures the timely typing of reports for patient medical reports and other documentation as and when required by the supervisor.

Key Responsibilities

1. Efficiently manage reports/operating theatre lists i.e. typing of medical reports, medical certificates [cause of death], operating theatre list and monthly returns for Corporate Staff.
2. Compilation and submission of medical reports, typing of reports, compile and submit to Medical personnel to sign
3. Ensure that confidentiality is maintained
4. Timely preparation and submission of monthly return for corporate staff
5. Ensure updating of HRIS

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination In addition to relevant academic qualifications in Secretarial Studies, Office Technology and Administration, Frontline Office Management or

equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post,

Knowledge and Experience

1. Incumbent must be familiar with Chapter 6, Section 127 of the 2013 Constitution;
2. Knowledge of the existing HR Recruitment Policies including PSC Circulars, MOHMS HR Manual, Staff Establishment policies; HRIS
3. Advanced Computer literacy in all the Microsoft Office programmes.
4. Knowledge of MOHMS HRIS;
5. Knowledge and experience in the implementation of the Good Governance principles.
6. Ability to maintain confidentiality and work under pressure is essential.

Skills and Abilities

- Demonstrated ability to effectively work within a team.
- Must be computer literate.

MOHMS 130/2018 – TYPIST WELLNESS CENTRE, NAMOSI HOUSE

Role:	Typist Wellness Centre
Level:	Band C
Salary Band:	\$12,081.69 - \$15,489.35
Location:	Wellness Centre
Unit/Division:	Human Resource/Namosi House
Reports to:	National Advisor Communicable Disease
Subordinates:	None

The Position

The position is responsible for providing secretarial support and administration to the environmental health officers.

Key Responsibilities

1. Provide secretarial duties and reports to the wellness centre
2. Typing and updating of communicable disease reports and dispatching mails to respective counterparts
3. Provide and submit monthly absences and late arrival return
4. Filing correspondence
5. Provide any other related duties assigned by Supervisors.

Selection Criteria

The Person

In addition to relevant academic qualifications in Secretarial Studies, Office Technology and Administration, Frontline Office Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post,

Knowledge and Experience

1. Experience as a Typist or in the provision of Secretarial Services
2. Knowledge and experience in using Computer programmes such as Microsoft Office, Word, Excel, Powerpoint, Outlook, Internet Explorer, etc
3. Proven Experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically.

Skills and Abilities

1. Ability to maintain confidentiality.
2. Must have a high level of interpersonal skills to handle sensitive and confidential situations
3. Good Communication skills (verbal and written)
4. Excellent Customer Service skills
5. Time-Management skills and ability to Multi-Task
6. Ability to have discretion in dealing with confidential information.

MOHMS 131/2018 – TELEPHONE OPERATOR, TAMAVUA HOSPITAL

Role:	Telephone Operator
Level:	Band C

Salary Band:	\$12,081.69 - \$15,489.35
Location:	Tamavua Twomey Hospital
Unit/Division:	Tamavua Hospital/Central
Reports to:	Executive Officer
Subordinates:	None

The Position

The position reports to the Executive Officer in ensuring that all outgoing calls are well recorded in the telephone calls register.

Key Responsibilities

1. Manage and record incoming and outgoing calls for staff and Customers
2. Greet Customers and facilitate relevant information/advice/directions in accordance with their service needs
3. Adhering to strict confidentiality protocols with regard to Patient information
4. Arrange for meeting with doctors and other nurses as and when required
5. Create and maintain log book of incoming and outgoing calls on a daily basis
6. Arrange for appropriate emergency services by relevant medical staff member as and when required
7. Set up conference calls in different locations and time zones.
8. Reconcile telephone bills with log book at the end of the month.

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Knowledge of customer services

2. Knowledge of proper handling PABX phone
3. Experience and knowledge of book keeping
4. Basic knowledge of occupational health and Safety at the Workplace

Skills and Abilities

- Ability to plan and organise work in a timely manner
- Demonstrate ability to work as a team
- Effective verbal and written communication skills
- Demonstrate ability to work extra hours

MOHMS 132/2018 – SENIOR DENTAL OFFICER, ORAL SURGERY [CWM HOSPITAL]

Role:	Senior Dental Officer - Surgery
Level:	I
Salary range:	\$43,296.63 - \$70,495.80
Location:	CWM, Hospital
Unit/Division:	Oral Health/ Central
Reports to:	Principal Dental Officer
Liaises with	INTERNAL – Medical Consultants, Medical Registrars, Matrons, Ward Sisters, X-Ray Technicians, Laboratory Technicians. EXTERNAL – FNU, Visiting Surgical Team, NGOs.
Subordinates:	Dental Officer, Instructor Dental Therapist, Dental Therapist, Dental Hygienist Surgery.

The Purpose of this Position

The Position is responsible for the Daily Operation of the Oral Surgery unit and also as the national referral centre and divisional hospital. The position ensures the provision of high quality level of Oral Surgical inpatients and outpatient care. The incumbent is also responsible in accommodating Ministry of Health Staff training, International dental exchange students, Undergraduates dental students and Post graduate oral surgery trainees for the purpose of training, mentoring and up skilling in the specialty of oral surgery.

Key Responsibilities/duties

The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Diagnose Oral Surgical disease conditions and providing comprehensive surgical treatment plan
2. Perform high level of minor to moderate surgical procedures [refer to attachment] under Local and General Anaesthesia.
3. Collaboration with other medical/surgical/paediatric/obstetric and gynecological/dermatological, oncology, plastic, ENT and other (Clinical) Specialists locally and abroad regarding patient's management.
4. Collect and Report Surgical data accurately every month
5. Referring of surgical patients overseas who needs specialist care when not available locally.
6. Support and organize patients for Overseas Oral Maxillofacial Surgical Visiting Team and assist in their delivery of surgical care to the people of Fiji.

The person

In addition to a Bachelor Degree in Dental Surgery [BDS] with a Postgraduate qualification in Oral Surgery from a recognised Institution, Registered as a General Dentist with a valid practising

licence from the Fiji Dental Council, the Knowledge, Experience, Skills and Abilities below are required to successfully undertake this role:

Knowledge and Experience (essential)

1. At least 6 years' experience as a registered General Dentist working in an oral surgery unit).
2. Ability to work for extended period of time after normal working hours
3. A sound knowledge of the Oral Health Legislations-and policies
4. Competent to perform minor to moderate surgical cases under LA/GA with minimum supervision

Skills and Abilities

1. Demonstrate accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrate ability to effectively manage human resource, procurement of materials and equipment, revenue collection, timely reporting and supervision of staff.
3. Demonstrate ability to effectively lead, motivate and to work within a team and to a high professional standard e.g. Oral Surgery/dental team, medical, surgical, overseas visiting surgical teams etc.
4. Demonstrate ability to communicate (both oral and written) respectfully, effectively and positively with all patients / their families, and colleagues, including comprehensive and analytical reports to a professional level.
5. Demonstrate ability to analyze and contribute solutions to complex problems, especially in a resource constrained environment.
6. Demonstrate the ability to prepare, implement and report on community outreach programs with the relevant stakeholders.
7. Demonstrates basic computer knowledge/literate.

MOHMS 133/2018 – SENIOR DENTAL OFFICER, CLINICAL [LAUTOKA HOSPITAL]

Role:	Senior Dental Officer Clinical
Level:	Band I
Salary range:	\$43,296.63 - \$70,495.80
Location:	Suva, CWM Hospital , Lautoka Hospital
Unit/Division:	Dental Department/Central
Reports to:	Principal Dental Officer(PDO)
Liaises with	Hospital Corporate Staff, Medical Officers, Nurses Practitioners, Nurses, CRA, X-Ray Technicians, Pharmacists, Laboratory Technicians, Executive Officers, Drivers, GWE's, Correction Centre , Medical & Surgical Registrar On-call., Cleaner Maids, Recorder, Revenue Clerk

The Position

The Senior Dental Officer Clinical is responsible for the Clinical Management of the Dental Clinic through *clinical leadership* to dental staffs and attachés involved in a daily service provision. The position ensures that the implementation and achievement of Clinical Components of Departments Business Plan are carried out effectively and efficiently.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Provide high Quality Clinical Skills in General Dental Practises and Consultations when required by colleagues, supervisees, superiors, patients and other health care professionals

2. Enables Clinical Staffs, Trainees and Attachees to practise safe and sound clinical dentistry in accordance with existing legislations by taking responsibility for patients' management within the context of *good clinical governance* and patients safety.
3. Undertakes clinical supervision to Clinicians, Trainees & Attachees by providing daily/regular, appropriate feedback to Principal Dental Officer on the followings; daily attendance of clinical staffs, conditions/status of operating area, equipments, instruments, consumables and revenues
4. Undertakes assessment of clinical staffs, trainees and attachees using the dedicated workplace based assessment tools approved by service provider.
5. Responsible for management and assist in the development of human resources under his position authority, good custodians of other clinical assets and continuous improvement of processors and systems at work place
6. Provide formal/non-formal clinical and related reports/data in a timely manner to requestors through the Principal Dental Officers Office.
7. Provides final clinical decisions prior to intra and inter hospital and non-hospital referrals regarding continuum of best available patient care.

Selection Criteria

The Person

In addition to a Bachelor Degree in Dental Surgery [BDS] from a recognised Institution, Registered as a General Dentist with a valid practising licence from the Fiji Dental Council, the Knowledge, Experience, Skills and Abilities below are required to successfully undertake this role:

Knowledge and Experience:

1. At least 6 years' experience as a Registered General Dentist

2. Ability to work for extended period of time after normal working hours
3. A sound knowledge of the Oral Health machinery, legislation and policies

Skills and Abilities:

1. Demonstrate accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrate ability to effectively manage human resource, procurement of materials and equipment, revenue collection, timely reporting and supervision of staff.
3. Demonstrate ability to effectively lead, motivate and to work within a team and to a high professional standard
4. Demonstrate ability to communicate (both oral and written) respectfully, effectively and positively with all patients / their families, and colleagues, including comprehensive and analytical reports to a professional level.
5. Demonstrate ability to analyze and contribute solutions to complex problems, especially in a resource constrained environment.
6. Demonstrate the ability to prepare, implement and report on community outreach programs with the relevant stakeholders.
7. Demonstrates basic computer knowledge/literate.

MOHMS 134/2018 – DENTAL THERAPIST, NADI HOSPITAL

Role:	Dental Therapist
Level:	Band G
Salary range:	\$28, 605.45 - \$47,675.75
Location:	Nadi Subdivisional Hospital [1]
Unit/Division:	Oral Health / Western Health Services

Reports to:	Dental Officer, Senior Dental Officer, Divisional Dental Officer Western
Liaises with:	Instructor Dental Therapist, Dental Officer, Senior Dental Officer, Dental Hygienist, Supervising Dental Technician, other stakeholders
Subordinates:	Dental Hygienist (clinical), Intern Dental Therapists, undergraduate students, Typist, Ward Assistance, Cleaner

The Position

The purpose of the Dental Therapist position is to provide Oral Health care services to patients in the clinic, special schools, Prisons, Senior Citizen Home and communities. The incumbent is expected to perform Preventive, Conservative and Curative services as per Dental Therapist scope of Practice.

Key Responsibilities

1. To provide clinical assessment, diagnosis and treatment to patients needing:
 - a. Preventive Care
 - b. Conservative care
 - c. Curative care
 - d. Referral of oral pathology cases and complex surgical cases as per Clinical Practice and Infection Control Guidelines.
2. To efficiently manage the daily operations of Dental clinics in maritime and rural areas that do not have a Dental Officer's Post.
3. Prepare and deliver comprehensive Oral Health Promotion Community Outreach programs in:
 - a. The Community

- b. All Educational Institutions
 - c. Special-Care Institutions
 - d. Fiji Correctional Services Institutions
 - e. Ante-Natal and Maternal Child Health Clinics
 - f. Special Outpatient Clinics
4. Participate in monitoring and evaluation activities of all oral health programs implemented.
 5. Participate in collection and reporting of Monthly data reports.

Key Performance Indicators

1. Clinical and Outreach Programs Targets are achieved as per the Oral Health Business Plan and in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Specific oral health programs are delivered (including oral examination, education, prevention and treatment provided to Antenatal Clinics, Maternal Child Health Clinics, Schools, Prisons, and Special Needs patients) as per CWM oral health business plan;
3. Satisfactory outcomes achieved across a range of measures including: biannual clinical audit of oral health services; Patient satisfaction survey;
4. Maintain clinic and resources stores (equipment, materials and consumables) to agreed standard to provide expected services (check stores weekly and submit request monthly).
5. Provide relevant and timely submission of data and reports on the type and number of standard and specialised services provided to monitor demand and service output (from the dental clinic and outreach/community, schools, prisons or specialist health clinics).

Selection Criteria

The Person

In addition to a Diploma of Dental Therapy or Bachelor in Oral Health, registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Practitioner. The following knowledge, experience skills and abilities are required for the effective performance of the role of the position.

Knowledge and Experience

- Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
- Maintain privacy and confidentiality of all patient or staff information and data.

Skills and Abilities

- Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders
- Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental therapy services.
- Demonstrate technical competence in line with the recognised scope of practice for dental therapists and effective capacity to carry out oral health promotion activities and programs.
- Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.
- Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
- Ability to identify and refer any Risk Management Issues;

- Customer focussed approach with commitment to supporting the operational goals of the organization.

MOHMS 135/2018 – BIOMEDICAL TECHNICAL OFFICER, LABASA

HOSPITAL

The Position

The purpose of the Biomedical Technical Officer is to work under no supervision, modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment.

Key Responsibilities

1. Perform a variety of routine, complex and specialized tasks associated with the installation, service and calibration of a diverse range of Anaesthetics, Dental, Surgical, Laboratory, Ophthalmic, Medical and Urology Equipment's according to Australian Standards [AS3551].
2. Ensure that routine preventative maintenance of all Biomedical Equipment's are carried out Bi- annually and coordinate departmental operations and workflow.
3. Responsible for maintaining proper documentation of daily tasks, Service routines, Preventative Maintenance, Commissioning and Decommissioning, Inventory Control and Inventory management.
4. Ensure that users of Equipment's are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
5. Attend to breakdowns of any Biomedical Equipments during unofficial hours (on-call), work nights, weekends and holidays if necessary.

KEY PERFORMANCE INDICATORS

1. Highly specialised diverse range of Biomedical Equipments with accordance of Australian Standards [AS3551].

2. Availability of functional Biomedical Equipments in all Ministry of Health & Medical Services facilities.
3. Ensure a reliable data is readily available for any decision making and improved work flow.
4. Sustainability and prolonged life of equipment's.

Role:	Biomedical Technical Officer
Position Level:	ES05
Salary Range:	\$19,071 - \$23,736
Location:	Labasa, CWMH, Lautoka
Reports to:	The Medical Superintendent through the Head of Department
Subordinates:	ES06

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Biomedical / Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Technical Officer:

Knowledge and Experience

1. At least 2-3 years' work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spreadsheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

Skills and Abilities

1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.

2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to work efficiently in any given time frame.

MOHMS 136/2018 – DIETICIAN, CWM HOSPITAL

MOHMS 137/2018 – DIETICIAN – LAUTOKA HOSPITAL

MOHMS 138/2018 – DIETICIAN, LABASA HOSPITAL

MOHMS 139/2018 – DIETICIAN, SAMABULA HEALTH CENTRE

MOHMS 140/2018 – DIETICIAN, NAVUA HOSPITAL

MOHMS 141/2018 – DIETICIAN, WAINIBOKASI HOSPITAL

MOHMS 142/2018 – DIETICIAN, LAMI HELTH CENTRE

MOHMS 143/2018 – DIETICIAN, TAVUA HOSPITAL

MOHMS 144/218 – DIETICIAN, SAUSAVU HOSPITAL

MOHMS 145/2018 – DIETICIAN, LABASA HEALTH CENTRE

Role:	Dietician
Level:	Salary Band E
Salary range:	\$19,041.75 - \$30,515.63
Location:	As per above
Unit/Division:	Dietetics & Nutrition
Reports to:	National Advisor Dietetics & Nutrition
Subordinates:	-

The Position

The position contributes to planning, delivery and monitoring of the hospital food services through provision of nutritionally adequate meals within the allocated budget to patients and staff for their wellbeing, effective clinical dietetics through effective nutritional counselling and assessment to all inpatients through dietary

modifications to combat their various complications and to ensure that they lead a healthy lifestyle and responsible for efficient and effective public health activities through effective nutritional promotions activities across life course.

Key Responsibilities:

1. Oversee, provide and market nutrition, health and wellness programs to the communities and health facilities within the subdivision
2. Establish strategic partnership with local groups, NGOs, FBO, fitness Centres, schools, hospitals, clinics and business for effective implementation of nutrition across multiple target groups
3. Conduct and participate in maternal health programs, school health programs, screening and other national nutrition programs and awareness in the communities
4. Tailor nutrition messages and programs to meet the market's demographic and unique needs
5. Provide nutrition services and medical nutrition therapy integrated with the patient's medical goals at subdivisional clinical facility
6. Evaluate, interpret, monitor and document nutritional status and needs of hospitalized patients and outpatients using established standards of care and practise guidelines
7. Instruct patients, families and health care staff in individualized diet therapy, general nutrition and/or clients in cooperation with health care staff
8. Identify and provide age-specific nutrition counselling to meet recommended and cultural needs
9. Planning meal programs and menus in food service settings, including hospitals, cafeteria and schools
10. Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards
11. Overseeing and supervise support staff performing the business tasks of managing a dietary/ meal request

12. Conduct and provide input into evaluation of activities and plans
13. Prepare and administer budgets for food, equipment and supplies
14. Plan and prepare proposals to request program funding
15. Comply with Nutrition Services meeting and attendance standards.

Selection Criteria

The Person

In addition to Diploma in Dietetics and Nutrition (or equivalent) or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Dietician:

Knowledge and Experience

- Experience in human resource and finance management
- Contributed to planning, delivering and evaluating of nutrition training programs and reporting to management based on indicators
- Food Safety and Inventory program and management
- Understanding of the Ministry of Health and Medical Services Corporate and Strategic Plan

Skills and Abilities

- Effective dietetics and nutrition development, delivery and evaluation skills.
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 146/2018 – SENIOR DIETICIAN, LABASA HOSPITAL

Role:	Senior Dietician Hospital
Level:	H Band

Salary range:	\$34,760.31 - \$56,596.22
Location:	Labasa Hospital & Northern Health Services
Unit/Division:	Central/ Eastern Division
Reports to:	National Advisor Dietetics and Nutrition, Medical Superintendents
Liaises with	Internal Stakeholders – National Food and Nutrition Centre, Medical Officers (Registrars and Consultants), Allied Health, Nursing, Support Services, Corporates services. External Stakeholders –Approved Contractors, Government Ministries, Faith based Organisations, Academic Institutions, Business Houses and Communities
Subordinates:	Supervisor Dietician Clinical Supervisor Dietician Food Service Dieticians - Hospital

Overview of the Specific Area

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for Division. The Dietetics and Nutrition Services comprises of activities aimed at optimizing health of the population through nutrition health promotion, prevention of diet related diseases, curative nutrition and nutrition intervention programs. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Purpose of this Position

The purpose of this position is to support and assist the Heads of Departments in the provision of high quality services in the relevant specialised field of Clinical Dietetics and Food service administration,

under the responsibility of the Medical Superintendent, consistent with the values of Ministry of Health and Medical Services.

Key Responsibilities

The position will achieve its purpose through the following key duties.

1. Provide leadership to promote the interest and development of the unit through planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical Dietetics and Nutrition responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for dietetics and food service reports and provision of expert opinion.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improve clinical Dietetic and services and governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate

Key Performance Indicators

1. Maintaining positive interpersonal relationships through professional involvements with internal and external stakeholders and establishing teamwork

2. Ensure 80% coverage and achievements of all clinical dietetics and nutrition outputs in the hospital and outreach through active and ethical patient care.
3. Ongoing monitoring and evaluation of activities and practices is established maintained
4. Timely submission of clinical reports and ration returns and expenditure as per unit output requirements
5. Risk management at a systematic level is maintained through effective communication and management skills to contribute to improve clinical Dietetic and services and governance.
6. Ensure that ongoing education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders is maintained including personal continuous professional development and health advocate

Selection Criteria

The Person

In addition to relevant Bachelor qualification in Dietetics and Nutrition or equivalent, is a Registered members with Fiji Institute for Nutrition and Dietetics (FIND) and holds a valid License to practise under the Allied Health Practise (AHP), the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 15 years of related work experience in Dietetics and Nutrition, serving in all key focus areas that includes Clinical Dietetics, Foodservice Administration and Public Health Nutrition and has performed some supervisory roles
2. Understanding of medical and government legislation, policies and compliance.

3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialised training with broad clinical experience in the relevant specialised field of Clinical Dietetics
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Strong Organisational Skills.
3. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
4. Able to analyse and solve problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialised field of Dietetics & Nutrition ,taking full and independent responsibility without direct supervision.
5. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

MOHMS 147/2018 – SENIOR DIETICIAN, NORTHERN HEALTH SERVICES

Role:	Senior Dietician Hospital
Level:	H Band
Salary range:	\$34,760.31 - \$56,596.22
Location:	Labasa Hospital & Northern Health Services
Unit/Division:	Central/ Eastern Division
Reports to:	National Advisor Dietetics and Nutrition, Medical Superintendents
Liaises with	Internal Stakeholders – National Food and

	Nutrition Centre, Medical Officers (Registrars and Consultants), Allied Health, Nursing, Support Services, Corporates services. External Stakeholders –Approved Contractors, Government Ministries, Faith based Organisations, Academic Institutions, Business Houses and Communities
Subordinates:	Supervisor Dietician Clinical Supervisor Dietician Food Service Dieticians - Hospital

The Purpose of this Position

The purpose of this position is to support and assist the Heads of Departments in the provision of high quality services in the relevant specialised field of Clinical Dietetics and Food service administration, under the responsibility of the Medical Superintendent, consistent with the values of Ministry of Health and Medical Services.

Key Responsibilities

The position will achieve its purpose through the following key duties.

1. Provide leadership to promote the interest and development of the unit through planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical Dietetics and Nutrition responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of unit plans to ensure corrective measures are undertaken to provide effective and efficient services.

4. Responsible for dietetics and food service reports and provision of expert opinion.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improve clinical Dietetic and services and governance.
6. Undertake education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate

Key Performance Indicators

1. Maintaining positive interpersonal relationships through professional involvements with internal and external stakeholders and establishing teamwork
2. Ensure 80% coverage and achievements of all clinical dietetics and nutrition outputs in the hospital and outreach through active and ethical patient care.
3. Ongoing monitoring and evaluation of activities and practices is established maintained
4. Timely submission of clinical reports and ration returns and expenditure as per unit output requirements
5. Risk management at a systematic level is maintained through effective communication and management skills to contribute to improve clinical Dietetic and services and governance.
6. Ensure that ongoing education, teaching and research activities to train, coach, mentor and support staff, students and other stakeholders is maintained including personal continuous professional development and health advocate

Selection Criteria

The Person

In addition to relevant Bachelor qualification in Dietetics and Nutrition or equivalent, is a Registered members with Fiji Institute for Nutrition and Dietetics (FIND) and holds a valid License to practise under the

Allied Health Practise (AHP), the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 15 years of related work experience in Dietetics and Nutrition, serving in all key focus areas that includes Clinical Dietetics, Foodservice Administration and Public Health Nutrition and has performed some supervisory roles
2. Understanding of medical and government legislation, policies and compliance.
3. Broad understanding of concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialised training with broad clinical experience in the relevant specialised field of Clinical Dietetics
5. Experience working and managing a clinical Unit with limited resources and confident and competent in teaching and training staff.

Skills and Abilities

6. Excellent Clinical Skills including Procedural Skills.
7. Strong Organisational Skills.
8. Ability to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
9. Able to analyse and solve problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialised field of Dietetics & Nutrition ,taking full and independent responsibility without direct supervision.
10. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.

**MOHMS 148/2018 – TECHNICAL OFFICER [LABORATORY],
WAINIBOKASI**

Role:	Technical Officer [Laboratory]
Level:	Band E
Salary range:	\$19,041.75 – \$24,412.50
Location:	Wainibokasi Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Technical Officer Higher Grade
Subordinates:	Laboratory Assistant, Phlebotomist

The Position

The position ensures specimen registration, clinical investigation and organisation of workflow to contribute to delivery of accurate, reliable results within a short turnaround time.

Key Responsibilities

1. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of MOHMS.
2. Ensure work area is clean at all times, specimen handling and testing is as per SOP, compliance and active contribution to LQMS, and minimise risk to other individuals sharing the same workspace.
3. Contribute to proper management of resources with minimum wastage and proper handling of Government assets and work tools, and ensure completion of assigned duties within specified timelines.
4. Contribute to various educational opportunities that may arise, training, supervision and assessment of new recruits and students.

Selection Criteria

The Person

In addition to relevant university qualification (s) in Medical Laboratory Science, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work
2. Must be able to identify resources and acceptable alternatives required to be able to perform assigned duties with due economy.
3. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Demonstrate ability to effectively work and communicate within a team under challenging conditions and step-up to fulfil duties of higher posts when required.
2. Demonstrate ability to analyse and contribute to solutions to complex problems in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
4. Flexibility to be able to work odd shifts; beyond normal hours (including on-call duties) and perform relieving duties at other stations when assigned.
5. Competent to prioritise, make independent justified decisions and adhere to timelines.

**MOHMS 149/2018 – TECHNICAL OFFICER [LABORATORY], LABASA
HOSPITAL**

Role:	Technical Officer [Laboratory]
Level:	Band E
Salary range:	\$19,041.75 – \$24,412.50
Location:	Labasa Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Technical Officer Higher Grade
Subordinates:	Laboratory Assistant, Phlebotomist

The Position

The position ensures specimen registration, clinical investigation and organisation of workflow to contribute to delivery of accurate, reliable results within a short turnaround time.

Key Responsibilities

1. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of MOHMS.
2. Ensure work area is clean at all times, specimen handling and testing is as per SOP, compliance and active contribution to LQMS, and minimise risk to other individuals sharing the same workspace.
3. Contribute to proper management of resources with minimum wastage and proper handling of Government assets and work tools, and ensure completion of assigned duties within specified timelines.
4. Contribute to various educational opportunities that may arise, training, supervision and assessment of new recruits and students.

Selection Criteria

The Person

In addition to relevant university qualification (s) in Medical Laboratory Science, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work
2. Must be able to identify resources and acceptable alternatives required to be able to perform assigned duties with due economy.
3. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Demonstrate ability to effectively work and communicate within a team under challenging conditions and step-up to fulfil duties of higher posts when required.
2. Demonstrate ability to analyse and contribute to solutions to complex problems in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
4. Flexibility to be able to work odd shifts; beyond normal hours (including on-call duties) and perform relieving duties at other stations when assigned.
5. Competent to prioritise, make independent justified decisions and adhere to timelines.

MOHMS 150/2018 – TECHNICAL OFFICER [LABORATORY], LAUTOKA HOSPITAL

Role:	Technical Officer [Laboratory]
Level:	Band E
Salary range:	\$19,041.75 – \$24,412.50
Location:	Lautoka Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Technical Officer Higher Grade
Subordinates:	Laboratory Assistant, Phlebotomist

The Position

The position ensures specimen registration, clinical investigation and organisation of workflow to contribute to delivery of accurate, reliable results within a short turnaround time.

Key Responsibilities:

1. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of MOHMS.

2. Ensure work area is clean at all times, specimen handling and testing is as per SOP, compliance and active contribution to LQMS, and minimise risk to other individuals sharing the same workspace.
3. Contribute to proper management of resources with minimum wastage and proper handling of Government assets and work tools, and ensure completion of assigned duties within specified timelines.
4. Contribute to various educational opportunities that may arise, training, supervision and assessment of new recruits and students.

Selection Criteria

The Person

In addition to relevant university qualification (s) in Medical Laboratory Science, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work
2. Must be able to identify resources and acceptable alternatives required to be able to perform assigned duties with due economy.
3. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Demonstrate ability to effectively work and communicate within a team under challenging conditions and step-up to fulfil duties of higher posts when required.
2. Demonstrate ability to analyse and contribute to solutions to complex problems in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

4. Flexibility to be able to work odd shifts; beyond normal hours (including on-call duties) and perform relieving duties at other stations when assigned.
5. Competent to prioritise, make independent justified decisions and adhere to timelines.

MOHMS 151/2018 – SENIOR STATISTICIAN [HEAD QUARTERS]

Role:	Senior Statistician
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Head Quarters, Suva
Unit/Division:	Health Information Research Analysis
Reports to:	Director Health Information Research Analysis
Subordinates:	Statistician

The Position

The Senior Statistician administers strategic functionality of the Health Information Unit. The position is responsible for administration and analysis under the HIU logical functions structure. Provision of training on Health Information System (HIS) is the key role of this position.

Key Responsibilities

1. Initiate, implement, supervise and monitor strategic functions of the HIU
2. Initiate, implement, supervise and monitor administrative functions of the HIU (leaves, APA, contracts, TNA, disciplinary issues, programme, budgets and project plans)
3. Evaluating health information systems quality and ensuring progressive improvements in data quality and access to accurate, reliable, complete and timely health information
4. Facilitation of training and training mentorship for subordinates. This may include conducting training occasionally.

5. Maintains effective communication with supervisors and stakeholders.
6. Provision of reports to respective supervisors and stakeholders.
7. Assist in the review governance documents in the Health Information Unit or pertaining to health information systems.
8. Contribute to the development and review of the supervisory visit and audit tools.
9. Initiates, collaborates and undertakes research activities under supervision of the Director Epidemiology
10. Undertake any required activities to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.

Selection Criteria

The Person

In addition to having a recognized Undergraduate qualification in either Population Studies or Health Information Systems or Statistics from University/Tertiary level, with the following Knowledge, Experience, Skills and Abilities:

Knowledge and Experience

- Able to collate, verify, analyse, interpret data and present information and reports
- Sound knowledge of Medical Records management, Medical Terminology and Information Technology System (not limited to PATISplus, IRIS, CMRIS, ACBA, ICD-10AM, ICD 10)
- Sound knowledge of quality assurance and information audits
- Sound knowledge of ICD 10 and ICD 10 AM
- Understanding the relevant legislation and authorities governing Health and Health Information Systems.
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

- Effective training development, delivery and evaluation skills.

- Proven ability to effectively supervise staff, allocating and monitoring work
- Proven organization skills with ability to determine competing priorities and plan, organize work activities to meet agreed goals
- Demonstrated ability to work cooperatively and effectively within a team environment
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Demonstrated ability in research and analysis.
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 152/2018 – STATISTICAL OFFICER [HEAD QUARTERS], 2 POSTS

Role:	Statistical Officer – Public Health Information System
Level:	Band C
Salary range:	\$12,081 - \$14,095.31
Location:	HQ, Suva
Unit/Division:	Health Information Unit
Reports to:	Senior Statistician

The Position

The Statistical Officer (PHIS) is responsible to the Assistant Statistician (Public Health) for collection, registration, compilation and analysis of PHIS on a predetermined basis (not limited to Monthly, Quarterly and Annual), monitoring of all PHIS monthly reports including data quality and timeliness and ensuring improvement in compliance to reporting and provides regular briefs to the Assistant Stats- Public Health & Hospital on PHIS variables

Key Responsibilities

- Maintain and disseminate checklists for Public Health Information System monthly reports submission from facilities for every month.
- Follow up pending reports and ensure complete report submission
- Provide feedback to data providers on a timely basis
- Enter paper base forms into an electronic database, ensuring validations and data quality of information
- Extracting data for data requests and ensuring integrated reporting with transparency in limitation
- Implementing, maintaining and strengthening the relevant information system.
- Classification of diseases using International Classification of Disease (ICD 10 AM) or any late edition as may recommended by WHO
- Analysing datasets by required parameters (not limited to ethnicity, gender and age groups)
- Assist the Assistant Statistician, Statistician, Senior Statistician, National Health Information Officer, Director Epidemiologist and Director Health Information & Research Analysis in communication with the respective Heads Of Departments and health facilities.
- Ensure knowledge management and dissemination of knowledge and skills gained at workshops to supervisors, subordinates and the Ministry (as required).
- Undertake any required activities to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.
- Conduct training for Consolidated Monthly Return Information System and PATISplus at Divisional and Subdivisional level.

Selection Criteria

The Person

In addition to pass in Form Seven (or equivalent), a Certificate or Diploma in Public Health, Statistics, Epidemiology, IT or Population

Studies. Knowledge, Experience, Skills and Abilities that are required to successfully undertake the role of Statistical Officer

Knowledge and Experience

- Able to analyse, interpret and present reports
- Able to understand new information technology system
- Knowledge of relevant legislation and authorities
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
- At least 2 years' experience in a similar field

Skills and Abilities

- Capacity to utilise computer programs to
- Capacity to classify diseases using the required classification criteria (not limited to ICD 0, ICD 10 and ICD 10AM)
- Demonstrated ability to work cooperatively and effectively within a team environment
- Ability to follow instructions and meet set deadlines
- Demonstrated ability to maintain confidentiality
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Demonstrated ability to work with datasets, analyse and provision reports based on the analysis
- Demonstrate ability to communicate with Medical Professionals in order to ascertain information and reporting needs
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
- Effective training development, delivery and evaluation skills.

MOHMS 153/2018 – CLERICAL OFFICER – HEAD OFFICE ACCOUNTS [SYSTEM INTEGRATED CLERK]

Role:	Clerical Officer, system Integrated Clerk
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	HQ, Suva
Unit/Division:	Health Information Research Analysis
Reports to:	Director Health Information Research Analysis
Subordinates:	Statistician

The Position

The primary role of the post is to Generating & maintaining record of commitment and expenditure reports, posting of monthly journal vouchers into FMIS system, processing of Perdiem vouchers for payments and monitoring of online bank statement for HQ Drawings account.

Key Responsibilities

The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Preparing of Telecom, Electricity, Vodafone, Post Fiji and Water bills for payments
2. Updating payment status for monthly bills and utility payments for whole of division and sub-divisions
3. Preparing of Vodafone deductions for the officers exceeding the limit for Official Mobile Bills
4. Seek excess approval from Ministry of Economy for payments in excess of \$20K
5. Ensure that funds are available for payments to be processed
6. Raising journals for adjustments of mis-allocations
7. Posting of Journal Vouchers in GL after verifications of allocations
8. Verify and scheduling journals sitting in GL350 and update Journals Register & Fillings

9. Processing of Perdiem allowances for officers International travel
10. Checking of online bank statement for HQ drawings account and confirm any reversals done
11. Assist cashier in HQ drawings reconciliation
12. Attend to FMIS issues for urgent clearance of payments and expenditure accounts
13. Attend to any other duties assigned by supervising officer and Management

Key Performance Indicators

Performance will be measured through the following indicators:

1. Efficient and Timely raising input for Payroll
2. Timely filing of output & correspondence
3. Quality of report submitted and proper record

Selection Criteria

The Person

In addition to an appropriate qualification (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 2 years' experience in Accounting Duties
2. Good understanding of General Orders, Financial Management Act, Employment Relations Promulgation, 2007 (Amendment) Act 2015, Financial Instructions, Civil Service & Ministry of Economy circular and other Standing Instructions.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
4. Knowledge of payroll Functions and Procedures

Skills and Abilities

1. Excellent Interpersonal skills and Good Communications skills

2. Demonstrated Good Computer skills including the ability to operate computerized accounting spreadsheet and Word - processing programs
3. Ability to Analyse and solve problem
4. Demonstrated ability to show attention to detail and high level of accuracy
5. Demonstrated ability to work independently with minimum supervision
6. Demonstrated ability to carry out tasks in order to meet deadlines set by the supervisor
7. Demonstrated ability to work cooperatively and effectively within a team environment

MOHMS 154/2018 – CLERIAL OFFICER, HEAD QUARTERS [REVENUE CLERK

Role:	Clerical Officer Revenue Clerk
Level:	Band C
Location:	HQ, Suva
Unit/Division:	Accounts
Reports to:	Assistant Accounts Officer (Payment)
Subordinates	None

Overview of the Specific Area

The Accounts Department is responsible for managing financial systems, accounts and audit, budget preparation and coordination, management accounting, contract management.

The Position

The principal function of this post is to process payments through Cheque or Electronic Funds Transfer.

Key Responsibilities

☐ Processing all Cheque and EFT payments in accordance with the relevant legislations.

☐ Receiving and Banking all Revenue in relation to Quarantine fees, Health License fees, Notification of Birth and Death fees and building fees.

☐ Daily management of Imprest by issuing, balancing and timely replenishment of Imprest.

☐ Provide efficient Customer Service to all customers

☐ Daily checking of General Ledger 350 and the corresponding Bank Statement.

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Clerical Officer - Cashier.

Knowledge and Experience

- 1 Knowledge and Experience in processing Payments.
2. Knowledge of Banking Procedures
3. Knowledge and experience in working according to set legislations and guidelines

Skills and Abilities

- Ability to use Microsoft Programmes such as Word, Excel and other Finance Computerised systems.
- Good Attention to Detail Skills
- Good written and verbal communication skills.
- Ability to work as a team with or without supervision.
- Sound time management and organisational skills
- Ability to plan, organise and monitor work

MOHMS 155/2018 – PHARMACY ASSITANT – WAINIBOKASI

HOSPITAL

Role:	Pharmacy Assistant
Salary Band	Band E
Band/Salary range:	\$19,041.75-\$30,515.63
Location:	Wainibokasi Hospital
Unit/Division:	Pharmacy/Central
Reports to:	Medical Officer In-charge
Subordinates:	Nil

POSITION PURPOSE

The position is responsible for assisting the Senior Pharmacy Technician in the delivery of pharmacy service to Outpatients and Inpatients including medicine ordering, storage & distribution.

KEY DUTIES

The position will achieve its purpose through the following key duties.

1. Preparation of the dispensary ensuring cleanliness and adherence to Good Pharmacy Practice standards & Good Storage conditions to maintain quality of medicines
2. Replenishment of medicine stock from the Bulk Store to the dispensary
3. Pre-packing, labelling and maintaining a record of pre-packed medicines for the dispensary
4. Tally orders, prepare and distribute medicine supplies to the wards and clinics
5. Collection of data for workload analysis and submitting monthly reports
6. Assist in conducting stock take and raising of orders to the Fiji Pharmaceutical & Biomedical Services (FPBSC)
7. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required

KEY PERFORMANCE INDICATORS

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All Daily ward Medicine Imprest services are completed within the agreed timeframe, and compliant with medical and pharmacy standards
3. Orders are raised within the agreed time frame and supplies are received on time.
4. Quality reports are provided and outcomes are actioned in a timely and effective manner

PERSON SPECIFICATION

In addition to a pass in the Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognised institution or equivalent; the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 2 years' experience in a pharmacy set-up or demonstrated ability to acquire the knowledge and skill quickly on the job
2. Have some knowledge or understanding of Basic inventory management

Skills and Abilities

1. Demonstrated ability to effectively work within a team environment and to meet deadlines
2. Demonstrated ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computer programs to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 156/2018 – DRIVER – HEAD OFFICE

Role:	Back Up Driver
Salary Band:	C
Location:	MOHMS HQ, Dinem House, Level 3, Toorak, Suva
Unit/Division:	Executive Support Unit
Reports to:	Principle Administrative Secretary Executive Support Unit Permanent Secretary for Health and Medical Services Minister for Health and Medical Services
Subordinates:	None

Overview of the Specific Area

The appointee will be responsible for despatching the Hon Minister's documents to the stakeholders, standby to accommodate all urgent transport runs required by the Hon Minister's office and to transport the back team to accompany the Hon Minister to events and tours.

The Position

The incumbent will be responsible for the smooth facilitation of the backup transport for the Office of the Honourable Minister.

Key Responsibilities:

1. Ensure that the vehicle is properly maintained at all times in accordance with the Public Services Transport Regulation and vehicles defects are reported on time.
2. Ensure that the records of Vehicle movement is properly logged and reported on a daily basis.
3. Be very effective and efficient in facilitating transportation for official engagements, visits and invitations by Office of the Hon Minister.
4. Be responsible for the comfort and safety of all passengers.

Selection Criteria**The Person**

In addition to pass year 12 or Fiji School Leaving Certificate examination, the incumbent must possess a clean driving licence (full licence) holder with a valid Defensive Driving Course and the following knowledge experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 3-4 years driving experience and First Aid Certificate:
2. Good knowledge and experience in vehicle maintenance, cleanliness and transport rules and regulations;
3. Basic knowledge of Occupational Health and Safety
4. Well versed with the LTA Act, Rules and Regulation.

Skills and Abilities

1. Ability to drive safety and to ensure the comfort and safety all passengers.
2. Demonstrated ability to communicate effectively
3. Ability to manage time well and work with minimum supervision,
4. Willingness to work odd hours
5. Good customer service skills

MOHMS 157/2018 – WARD ASSISTANT, LAUTOKA HOSPITAL

Role:	Ward Assistant [GWE]
Wage Band	A
Wage Range:	\$4.60 - \$7.19 per hour
Location:	Lautoka Hospital
Unit/Division :	Lautoka Hospital

Reports to:	Sister In Charge - Hospital Wards
Subordinates :	None

The Position

The position is responsible for assisting nursing officers with planning, organizing of patients care such as transportation, support care and housekeeping.

Key Responsibilities

1. Damp dusting and carbolising of beds, cabinets and ledges
2. Cleaning of Dressing/Procedure room [Blood clots and human waste]
3. Rinsing of dirty linen and disposing linen to the linen chute.
Cleaning of sluice room.
4. Taking non-sterile instruments to CSSD for autoclaving
5. Transport –incubator to Operating Theatre
-Patients to treatments units using trolleys, wheel chairs or assisting them to walk
6. Taking blood samples to Laboratory e.g. urine, sputum, stool, bloods
- Pharmacy Orders
- Surgical households and stationery orders to the stores
7. Serving meals and feeding conscious patients
8. Help the registered nurse in giving personal hygiene in assisting them to the wash room – help in sponging of patients
9. Collect folders from Records clerk and returned
10. Serves beds pans and urinals and disposes of same s directed
11. Cleaning of equipment/machines after use by patients
12. Assists registered nurses in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by Doctors and Nurses
13. Observes the condition of patients and reports to the Nurse

in charge, as necessary

14. Assist in cleaning, sterilization, storing and preparing treatment trays and other Supplies used in the unit
15. Any other duties, as directed by a registered nurse, which reasonable accord with the training and experience of the job holder and the jobs purpose.
16. Miscellaneous i.e doing photocopying, faxing and delivering of letters/notes to administration

Selection Criteria

The Person

The following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

1. Good knowledge of medical terminology
2. Experience in handling confidential documents and numeric filing systems
3. Knowledge in customer service such as phonetic
4. Basic knowledge of Occupational Health and Safety at workplaces

Skills and Abilities

1. Ability to effectively use computer applications such as spread sheets, word processing and data base software
2. Demonstrate ability to communicate (verbal, written) effectively
3. Demonstrate ability to work effectively as a team
4. Ability to manage time effectively
5. Demonstrate ability to work extra hours

MOHMS 158/2018 – DRIVER, LAUTOKA HOSPITAL [3 POSTS]

Role:	Driver
Level:	Government Wage Earner
Rate:	\$5.37/Hour

Location:	Lautoka Hospital
Unit/Division:	Transport Pool
Reports to:	Transport Officer
Subordinates:	Nil

The Position

The position contributes to the smooth transport facilitation for all approved request received.

Key Responsibilities

1. Ensure that the driver carries a valid driving licence of Group 2, 4 and 6 at all times in the course of his duty.
2. Maintain Cleanliness of the vehicle at all times;
3. Use Motor Vehicle for Official purposes upon instructions from supervisor
4. Drive Motor Vehicle safely in accordance with the MOHMS's motor vehicle policy;
5. Observe all traffic laws and regulations of Land Transport Act or Fiji Police Force;
6. Before each trip, ensure that the passengers wear their safety belts and have them on all the time, when vehicle is in motion on the road;
7. Complete and submit the daily running sheet for every trip taken, and submit to the respective Transport Officer at the end of the day for review and verification;
8. Arrange and maintain security of the vehicles at all times;
9. Park the vehicle at the designated area by the authority;
10. Check validity for the Motor vehicle Certification for Road Worthiness from LTA;
11. Take responsibility of the Motor Vehicle maintenance and regular servicing in consultation with the respective Transport Officer on:
 - Oil, fuel and lubrication service;

- Tyre, battery and air – conditioning servicing;
- Motor Vehicle washing and cleaning;
- Daily checks of vehicle tools, spare tyres

Key Responsibilities

Performance will be measured through the following indicators:

1. Ensure that prior to moving the vehicle, the vehicle should be thoroughly checked.
2. The vehicle is in a fit state to be driven and that there is sufficient fuel, oil etc
3. Hospital runs are well planned and output has been achieved;
4. Vehicle is kept neat and tidy;
5. Vehicles are maintained in a safe condition at all times;
6. Minimized vehicle maintenance;
7. Vehicles are being operated, licensed in accordance with the applicable laws;
8. Running sheets & fuel receipts, are submitted on daily basis;
9. Defects are reported and addressed in a given timeframe;
10. Handing over of vehicles must be done at the end of each shift to the next driver

Selection Criteria

The Person

In addition to Form 6 graduate and Group 2, 4 and 6 Driving License, Defensive Driving Licence with First Aid training, the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Similar work experience, a valid Driving and Defensive License

2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

Skills and Abilities

1. Ability to drive safely and effectively
2. Demonstrate ability to communicate (verbal and written) effectively
3. Demonstrate ability to work effectively in a team
4. Ability to manage time effectively

MOHMS 159/2018 – HOSPITAL ATTENDANT [PHARMACY], LAUTOKA HOSPITAL

Role:	Hospital Attendant – Pharmacy
Level:	Government Wage Earner
Salary Band:	Band C
Location:	Lautoka Hospital
Unit/Division:	Pharmacy/ Lautoka Hospital
Reports to:	Supervising Pharmacy Technician
Subordinates:	Nil

The Positions

The position provides support to pharmacists and maximise available resources for correct and faster services delivery at ward level, good stock control and safe work environment.

Key Responsibilities

1. Ensuring efficient customer services
2. Ensuring effective delivery of medicines at ward level
3. Assisting in logistics support activities
4. Ensuring good storage practices

5. Ensuring compliance with all legal requirements, policies and standards in the workplace setting

Key Performance Indicators

1. Quality and timely delivery of pharmaceutical services
2. Medicine stock availability

Selection Criteria

The Person

In addition to a pass in Form 6 or equivalent and the following knowledge, experience, skills and abilities are required to undertake the role:

Knowledge & Experience

- 1 Knowledge of pharmacy legislation and work policies
- 2 Sound computer knowledge
- 3 Experience in a similar work environment.
- 4 Knowledge and understanding of patient care.

Skills and Abilities

- 1 Effective Communication (verbal/written) skills
- 2 Demonstrate ability to effectively work as a team with less supervision.
- 3 Demonstrate ability to listen and deliver the work with confidence and competence in a resource constrained environment

MOHMS 160/2018 – KITCHEN HAND, LAUTOKA HOSPITAL [3 POSTS]

Role:	Kitchen Hand
Level:	GWE
Salary range:	\$4.95/per hour
Location:	Lautoka Hospital
Unit/Division:	Catering Unit/Western
Reports to:	Food Service Dietician

The Position

The primary responsibility of the position is to implement and adhere to the food service operational plan of the institution through consultation with Food Service Dietitians. Also provide high quality customer service to the individuals accessing the service.

Key Responsibilities

1. Responsible for keeping the work area clean by mopping and sweeping the floors.
2. Promote sanitation in the kitchen and Cafeteria areas.
3. Responsible for cleaning utensils, pots, equipment and appliances used in the kitchen.
4. Help the Cooks in the serving and distribution of meals to different wards.
5. Ensure all customers receive their food in a timely manner.
6. Ensure all food leaves the kitchen does so at a high level of presentation
7. Transferring stocks from stockroom to the designated shelves.
8. Helps Cooks in washing and preparing the vegetables needed for cooking.
9. Comply with any other duties assigned by the Senior Dietician/Dietitians

The Person

In addition to the following Knowledge, Experience, Skills and Abilities a relevant training certificates is required to successfully undertake this role

Knowledge and Experience

- At least 12 months experience working in a kitchen environment
- Knowledge/willingness to learn how to prepare food
- Infection Control knowledge
- Spoken and written English

Skills and Abilities

- Demonstrate excellent personal and hygiene cleanliness
- Demonstrate effective teamwork
- Demonstrate appropriate personal and professional behaviour in line with position and code of conduct
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
- Communicate effectively with all people in the workplace
- Willingness to participate and add value towards change
- Effective problem solving skills-uses common –sense

MOHMS 161/2018 – PACKER, CWM HOSPITAL

Role:	Packer
Position Level:	Government Wage Earners
Location:	CWM Hospital
Unit/Division:	Warehouse
Reports to:	Stores Officer
Subordinates	Nil

The Position

The position contributes to the provision of health to the people of Fiji.

Key Responsibilities

1. Properly distribute all items from the warehouse after checking and packing
2. Check that correct items are selected by the clients and sign the picking slip for the items to be packed
3. Ensure to return the items back to warehouse which may be chosen in excess and to always keep record of such transaction
4. Ensure that all items received from the Bulk and Issue Stores are thoroughly checked and that the right quantity, batch, and item description are being chosen

5. Ensure that all cartons are properly labeled, carton numbered, name of customer, picking slip number and other details are stated on top of the carton
6. Ensure that all cartons have the “Sealed Stickers” this is a must and shall be followed at all times
7. Should notify warehouse / Team Leader- Bulk and Issue if the items chosen are wrong or does not match with the quantity as per the Picking Slip
8. Liaise with the customer service for consolidated deliveries, always notify all the stake holders on the delivery schedule
9. Respond to all queries in regards to distribution and problems which can bring along improvement in the operations of the warehouse
10. Carry out all additional duties as assigned by immediate supervisor or warehouse manager

Selection Criteria

The Person

In addition to the following Knowledge, Experience, Skills and Abilities a relevant Academic Qualifications is required to successfully undertake this role

Knowledge and Experience

- Detailed knowledge of documentation requirements.
- Application techniques in order to prepare and verify shipping documents for safety and destination coding, classifications, and hazardous material handling criteria.
- Experience in a similar work environment
- Sound knowledge on basic principles of quality customer care competencies for efficient delivery of warehouse services

Skills and Abilities

- Ability to communicate effectively both verbally and written
- Demonstrated ability to effectively work within a team, adhere instructions and comply;

- Ability to carry out repetitive tasks quickly and carefully
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 162/2018 – HOSPITAL ATTENDANT, CWM HOSPITAL

Role:	Hospital Attendant
Level:	Government Wage Earners
Salary Band:	Band A
Location:	CWM Hospital
Unit/Division:	Hospital Services
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

The position assists the Registered Nurse in the provision of patient care by ensuring that equipment's, supplies and patients are safe and in order at the required time.

KEY Responsibilities:

- 1 Ensure that sufficient supply of oxygen/medical air is available in the ward for patients at all times.
- 2 Assist stores and BOC gases in the storage of oxygen/medical air. Keep oxygen and medical air storage clean at all times.
- 3 Take patients for X-ray, CT Scan, MRI and ultrasound scan as and when required from the wards accompanied by the nurse.
- 4 Transfer patients from helipad, theatre, emergency into wards accompanied by a registered nurse.
- 5 Take specimens and samples to the lab.
- 6 Transferring dead bodies from the wards or Emergency Department to the morgue.
- 7 Deliver daily report books, ward time books to the responsible nursing supervisors.
- 8 Deliver food trolleys to respective wards from kitchen on time
- 9 Return clean food trolleys to kitchen from Ward.

- 10 Dispatch nurses transportation list daily and other dispatches from respective supervisors to administration.
- 11 Assist in post mortem and embalming

SELECTION CRITERIA

The Person

The following knowledge, experience, skills and abilities are required to perform the duties of the post.

Knowledge and Experience

- in a similar work environment.
- Knowledge and understanding of patient care.
- Knowledge of employment laws and policies.

Skills and Abilities

- 1 Effective Communication (verbal/written) skills
- 2 Demonstrate ability to effectively work as a team with less supervision.
- 3 Demonstrate ability to listen and deliver the work with confidence and competence in a resource constrained environment

MOHM 163/2018 – DRIVER, CWM HOSPITAL [4 POSTS]

Role:	Driver
Level:	Government Wage Earner
Salary Band	Band B
Location:	CWM Hospital
Unit/Division:	Transport Pool
Reports to:	Transport Officer
Subordinates:	Nil

The Position

The position contributes to the smooth transport facilitation for all approved request received.

Key Duties

11. Checks vehicles for tyre defects, valid fitness expiry, water, engine oil, cleanliness, and damages before starting the vehicle daily.

12. Ensure to practice defensive driving and the proper maintenance of vehicles.
13. The proper record of daily vehicle movements with the running sheet.
14. Reports to the head driver for allocation of duties.

The Person

In addition to Group 2, 4 and 6 Driving License, Defensive Driving Course Certificate or First Aid training, the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- 1 At least 3 years' driving experience and a valid Defensive Driving Certificate;
- 2 Good knowledge on vehicle maintenance, cleanliness of transport rules & regulations
- 3 Basic knowledge of Basic First Aid and Occupational Health & Safety requirements.

Skills and Abilities

1. Demonstrated ability to communicate effectively and be well organized;
2. Ability to analyze situation and act accordingly to provide the best practical outcome;
3. Demonstrated ability to work as a team and assist staff when required;
4. Ability to manage time effectively;
5. Demonstrated ability to carry out tasks in order to meet set deadlines
6. Service oriented approach, with a commitment to supporting the operational environment of the organization;
7. Service oriented approach, with focus on transporting staff to their destinations.

MOHMS 164/2018 – COOK, KOROVU HOSPITAL

Role:	Cook
Level:	Government Wage Earner
Salary:	Band B
Location:	Korovou Hospital
Unit/Division:	Central Health Services
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

The position provides support to the management in achieving the Ministry's vision and mission by being responsible for the care of kitchen equipment's and cooking nutritious, safe and quality food efficiently and report any problem and any other matters relating to the kitchen in the dietician.

Key Duties

The position will achieve its purpose through the following key responsibilities/duties:

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner;
2. Ensures Food orders are checked and stored to minimize food wastages;
3. Ensure meals are prepared and catered for special/ forum meeting;
4. Maintaining the proper care and reporting of kitchen equipment;
5. Maintain hygiene and safety standards in compliance with Occupational Health & Safety standards;

Selection Criteria

The Person

In addition to Form six (6) level qualification the incumbent should possess a Certificate in Catering/ Baking, Certificate in Cookery III and

IV or equivalent with 4 years' experience working in similar field. The following knowledge, experience, skills and abilities are required for this successful candidate to take up the position.

Knowledge and Experience

1. Knowledge in providing and maintaining high standard of nutritious and quality meals to customers;
2. Knowledge of Occupational Health & Safety requirements;
3. Knowledge of maintaining stores and records of items under their jurisdiction.

Skills and Abilities

1. Demonstrated ability to communicate effectively;
2. Ability to analyze situation and act accordingly to provide best practical outcome;
3. Demonstrated ability to work as a team and assist staff when required;
4. Ability to follow instructions and meet set timeline;
5. Demonstrated ability to manage and work as and when required to achieve targets;

MOHMS 165/2018 – DENTAL CHAIRSIDE ASSISTANT, LAKEBA

Role:	Dental Assistant
Position Level:	Government Wage Earners
Salary Band:	Band A
Salary Range:	\$4.60 - \$7.19
Location:	Lakeba Hospital
Unit/Division:	General Services Unit/Eastern Health Services
Reports to:	Dental Therapist, Dental Officer I/C
Subordinates	Cleaner

The Position

The position is responsible to the Dental Officer/Dental Therapist for the preparation of patients and assisting, for clerical duties and for maintaining housekeeping and equipment's.

Key Responsibilities

1. Patient registration and collection of revenue with the maintenance of accurate clinical records.
2. Chair side assisting to dentist/therapist in all dental procedures.
3. Provide oral health education.
4. Oral health promotion in outreach programmes e.g. in MCH clinics (Maternity and Child Health Care) and kindergartens.
5. Clean, prepare and sterilize instruments and disinfect equipment with the proper waste disposal using infection control protocols and guidelines.
6. Participate in collection and reporting of Monthly data reports.
7. Total number of patients registered, history cards updated and all dental fees collected receipted and recorded.
8. Number of chair-side assists per operator per day.
9. Total number of oral health education provided.
10. Number of Outreach Programs (including Community programs, MCH programs and Kindergarten Schools) conducted as per IWP and Oral Health Business Plan.
11. Total number of Sterilizations done per day.
12. Total number of Post-op infections and dry sockets returning to the clinic.
13. Timely gathering and submission of all relevant reports to the Dental Officer In-charge.

Selection Criteria

The Person

In addition to a pass in Form 6 level and the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role along with a good understanding on any science subject:

Knowledge and Experience

1. Knowledge and fair understanding of equipment's, materials to be used.
2. Knowledge of Infection Control and importance of maintaining cleanliness
3. Similar work experience
4. Knowledge of proper maintenance of working area and safety protocol
5. Knowledge of Occupational Health & Safety

Skills and Abilities

- Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
- Ability to identify and refer any Risk Management Issues; and to work with minimal supervision.
- Maintain privacy and confidentiality of all patient or staff information and data
- Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.

MOHMS 166/2018 – DENTAL CHAIRSIDE ASSISTANT, LOMALOMA

Role:	Dental Assistant
Position Level:	Government Wage Earners
Salary Band:	Band A
Salary Range:	\$4.60 - \$7.19
Location:	Lakeba Hospital
Unit/Division:	General Services Unit/Eastern Health Services

Reports to:	Dental Therapist, Dental Officer I/C
Subordinates	Cleaner

The Position

The position is responsible to the Dental Officer/Dental Therapist for the preparation of patients and assisting, for clerical duties and for maintaining housekeeping and equipment's.

Key Responsibilities

- 1 Patient registration and collection of revenue with the maintenance of accurate clinical records.
- 2 Chair side assisting to dentist/therapist in all dental procedures.
- 3 Provide oral health education.
- 4 Oral health promotion in outreach programmes e.g. in MCH clinics (Maternity and Child Health Care) and kindergartens.
- 5 Clean, prepare and sterilize instruments and disinfect equipment with the proper waste disposal using infection control protocols and guidelines.
- 6 Participate in collection and reporting of Monthly data reports.
6. Total number of patients registered, history cards updated and all dental fees collected receipted and recorded.
7. Number of chair-side assists per operator per day.
8. Total number of oral health education provided.
9. Number of Outreach Programs (including Community programs, MCH programs and Kindergarten Schools) conducted as per IWP and Oral Health Business Plan.
10. Total number of Sterilizations done per day.
11. Total number of Post-op infections and dry sockets returning to the clinic.
12. Timely gathering and submission of all relevant reports to the Dental Officer In-charge.

Selection Criteria

The Person

In addition to a pass in Form 6 level and the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role along with a good understanding on any science subject:

Knowledge and Experience

1. Knowledge and fair understanding of equipment's, materials to be used.
2. Knowledge of Infection Control and importance of maintaining cleanliness
3. Similar work experience
4. Knowledge of proper maintenance of working area and safety protocol
5. Knowledge of Occupational Health & Safety

Skills and Abilities

1. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
2. Ability to identify and refer any Risk Management Issues; and to work with minimal supervision.
3. Maintain privacy and confidentiality of all patient or staff information and data
4. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.

MOHMS 168/2018 – CLEANER, LEVUKA HOSPITAL

Role:	Cleaner
Level:	Government Wages Earners
Salary Band:	Band B

Salary per annum:	\$5.37 - \$8.41
Location:	Levuka Hospital
Unit/Division:	Levuka Hospital/Eastern Health Services
Reports to:	Clerical Officer
Subordinates:	None

The Position

The position is responsible for the general upkeep and cleanliness of the facility. It also oversees proper storage of cleaning equipment, materials and supplies in a safe and orderly manner to ensure the safety of staff and the public.

Key Duties

1. Responsible for cleaning floor, walls and corridors which includes dusting and mopping of offices and ablution block in the facility
2. Proper cleaning and disinfection of all washroom floors, toilets, toilet seats, and fixtures
3. Replacing toilet tissue and soap as needed
4. Timely clearing of waste baskets and garbage cans to an outside storage bin
5. Keep outside and waiting areas near entrance and exit clear of rubbish and easily accessible.
6. Ensure that eating areas are hygienic
7. Wash and buff floors with floor polisher
8. Ensure cleaning materials and supplies are stored in a safe and orderly manner
9. Maintain an adequate supply of cleaning materials and supplies
10. Report damages and need for equipment repairs

SELECTION CRITERIA

The Person

In addition to a Form 6 certificate the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

1. Knowledge of basic cleaning procedures, chemicals and equipment
2. Basic Knowledge of Occupational Health and Safety at the workplace
3. Experience in using cleaning chemicals and equipment
4. Experience in cleaning at any similar working environment

Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Demonstrate ability to work as a team
3. Effective verbal and written communication skills
4. Effective time management skills

MOHMS 169/2018 – LABOURER, MAKOI HEALTH CENTRE

Role:	Labourer
Level:	Government Wage Earners
Salary Band:	A
Salary Range:	\$4.60 - \$7.19
Location:	Makoi Health Centre
Unit/Division:	Makoi HC/Central
Reports to:	Medical Officer
Subordinates:	None

The Position

The position reports to the Senior Medical Officer in charge for the delivery of cleaning services within the health centre, wash rooms and offices and to ensure the safekeeping of cleaning gears and maintain the cleanliness of the health at all times

Key Responsibilities

1. Assisting the cleaner servant in cleaning the external wall and walkways of the hospital facility
2. Landscaping the compound – planting and trimming of flowers and hedges
3. Proper disposal of green waste

4. Maintains cleanliness of hospital compound – cutting of grass, clearing and scrubbing of drains
5. Attend to major works such as painting of wards or any other hospital projects when needed
6. Attend to any emergency issues such as burst water pipe/line, blocked toilet etc.
7. Ensure working materials and supplies are stored in a safe and orderly manner and are in good working conditions
8. Report if there is need for equipment repairs and inform superiors accordingly

Selection Criteria

The Person

The following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

- 1 Knowledge of landscaping and gardening
- 2 Knowledge of proper handling and using of farming and gardening tools
- 3 Experience as a labourer in a similar working environment
- 4 Basic knowledge of occupational health and Safety at the Workplace

Skills and Abilities

- 1 Ability to plan and organise work in a timely manner
- 2 Demonstrate ability to work as a team
- 3 Effective verbal and written communication skills
- 4 Demonstrate ability to work extra hours

MOHMS 170/2018 – LABOURER, NACULA HEALTH CENTRE

Role:	Labourer
Level:	Government Wage Earners
Salary Band:	A
Salary Range:	\$4.60 - \$7.19

Location:	Makoi Health Centre
Unit/Division:	Makoi HC/Central
Reports to:	Medical Officer
Subordinates:	None

The Position

The position reports to the Senior Medical Officer in charge for the delivery of cleaning services within the health centre, wash rooms and offices and to ensure the safekeeping of cleaning gears and maintain the cleanliness of the health at all times

Key Responsibilities

1. Assisting the cleaner servant in cleaning the external wall and walkways of the hospital facility
2. Landscaping the compound – planting and trimming of flowers and hedges
3. Proper disposal of green waste
4. Maintains cleanliness of hospital compound – cutting of grass, clearing and scrubbing of drains
5. Attend to major works such as painting of wards or any other hospital projects when needed
6. Attend to any emergency issues such as burst water pipe/line, blocked toilet etc.
7. Ensure working materials and supplies are stored in a safe and orderly manner and are in good working conditions
8. Report if there is need for equipment repairs and inform superiors accordingly

Selection Criteria

The Person

The following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

- 1 Knowledge of landscaping and gardening
- 2 Knowledge of proper handling and using of farming and gardening tools
- 3 Experience as a labourer in a similar working environment
- 4 Basic knowledge of occupational health and Safety at the Workplace

Skills and Abilities

- Ability to plan and organise work in a timely manner
- Demonstrate ability to work as a team
- Effective verbal and written communication skills
- Demonstrate ability to work extra hours

MOHMS 171/2018 – LABOURER, QAMEA HEALTH CENTRE

Role:	Labourer
Level:	Government Wage Earners
Salary Band:	A
Salary Range:	\$4.60 - \$7.19
Location:	Qamea Health Centre
Unit/Division:	Qamea HC/Northern
Reports to:	Medical Officer
Subordinates:	None

The Position

The position reports to the Senior Medical Officer in charge for the delivery of cleaning services within the health centre, wash rooms and offices and to ensure the safekeeping of cleaning gears and maintain the cleanliness of the health at all times

Key Responsibilities

1. Assisting the cleaner servant in cleaning the external wall and walkways of the hospital facility

2. Landscaping the compound – planting and trimming of flowers and hedges
3. Proper disposal of green waste
4. Maintains cleanliness of hospital compound – cutting of grass, clearing and scrubbing of drains
5. Attend to major works such as painting of wards or any other hospital projects when needed
6. Attend to any emergency issues such as burst water pipe/line, blocked toilet etc.
7. Ensure working materials and supplies are stored in a safe and orderly manner and are in good working conditions
8. Report if there is need for equipment repairs and inform superiors accordingly

Selection Criteria

The Person

The following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

- 1 Knowledge of landscaping and gardening
- 2 Knowledge of proper handling and using of farming and gardening tools
- 3 Experience as a labourer in a similar working environment
- 4 Basic knowledge of occupational health and Safety at the Workplace

Skills and Abilities

- Ability to plan and organise work in a timely manner
- Demonstrate ability to work as a team
- Effective verbal and written communication skills
- Demonstrate ability to work extra hours

MOHMS 172/218 – RECORDER, NADI HOSPITAL

Role:	Recorder
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Position Level:	Government Wage Earners
Salary Band:	Band B
Salary Range:	\$5.37 - \$8.41
Location:	Nadi Hospital
Unit/Division:	Nadi Hospital/Western Health Services
Reports to:	Executive Officer
Subordinates	Nil

The Position

The position is responsible for maintaining, organizing and effectively providing medical records for patient's at all times to all clients.

Key Responsibilities

- Receiving and registering of all cases and referral from other health facilities, public and private into the system (PATIS)
- Creating of new folders for new patients.
- Creating appointments in PATIS (Patient Information System)
- Retrieving, Sorting, Culling and Filing of patient's medical folders for services using terminal digit filing system.
- Collect discharged patients medical folders from the wards
- Coding of patient folders
- Data entry of patient information into computerized patient information systems
- Ensure timely communication of information.
- Collaborate with all staff and promote excellent patient service
- Monitor flow of folders and fast track medical records folders
- Organise and review data for accuracy and completeness
- Maintain patient confidentiality and privacy by adherence to Ministry of Health and Medical Services policy and procedures and any/all legislation relating to Health Information and Medical Records, relating to appropriate legislation including: Health Information Policy 2011, Child Welfare Decree 2010, Mental Health Decree 2011, HIV Decree 2011, and meet signatory obligation on

the Conventions on the rights of the child (Article 16 protection of Privacy)

Selection Criteria

The Person

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

1. Experience in a similar work environment
2. Knowledge of basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services
4. Knowledge of standard operating procedures in the arrears of records service delivery

Skills and Abilities

1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

MOHMS 173/2018 – PLUMBER, NORTHERN HEALTH SERVICES

Role:	Plumber
Position Level:	Government Wage Earners
Salary Band:	Band B
Salary Range:	\$5.37 - \$8.41
Location:	Northern Health Divisional Office
Unit/Division:	General Services Unit/ Northern

	Health Services
Reports to:	Executive Officer

The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Plumbing works in health facilities located in the Western Division.

Key Responsibilities

1. Maintain repair works for all plumbing related works.
2. Establish and maintain liaison with administration and professional staff regarding plumbing maintenance programs.
3. Plan and organize time, cost and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
4. Maintain the workshop upkeep and proper storage of plumbing materials
5. To ensure preventive plumbing maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
6. Train and supervision of Trade Assistant and Trainees.

SELECTION CRITERIA

The Person

In addition to a Trade certificate qualification in Plumbing or equivalent and the following Knowledge, Experience, Skills and Abilities to successfully undertake the role of the position:

Knowledge and Experience

1. Experience and knowledge of plumbing works and maintenance, repairs and installations.

2. Knowledge of working with tools for plumbing and materials needed for maintenance
3. Experience and knowledge of working with equipment's/ items/ machines of plumbing works.

Skills and Abilities

1. Ability to work under pressure to meet deadlines
2. Ability to communicate effectively and work within a team.
3. Demonstrated ability to plan, organize plumbing work schedule effectively
4. Identifies and utilizes resources effectively and responsibly.
5. Takes a problem-solving approach when faced with challenging or difficult situations.

MOHMS 174/2018 – WARD ASSISTANT, SIGATOKA HOSPITAL

Role:	Ward Assistant
Position Level:	Government Wage Earners
Wage Band	Band B
Wage Range:	\$5.37 - \$8.41
Location:	Sigatoka Hospital
Unit/Division:	Sigatoka/Western Health Services
Reports to:	Sister In Charge - Hospital Wards
Subordinates:	None

The Position:

The position reports to the Sister in charge (Wards) to assist the staff nurses in the delivery of efficient and effective nursing care to patients in the hospital wards.

Key Responsibilities:

1. Cleaning of bed pans, basins, urinals, hand basins and dusting of patients cubicles

2. Stripping and carbonizing of beds upon patient discharge.
3. Prepare empty beds for admitted patients
4. Assist nurses in bathing of patients (shaving etc) and taking them to toilet too.
5. Feeding patients as per supervisor's instructions.
6. Managing of wards linen and changing of linen when needed.
7. Daily checking of emergency bag & replenishment of used items
8. Daily checking of oxygen cylinder and all emergency apparatus & report to Sister.
9. Photocopying nurses forms and other official runs errands for the ward supervisors

Selection Criteria

The Person

In addition to Form 6 attainment, the following **Knowledge, Experience, Skills and Abilities** are also required to successfully undertake this role:

Knowledge and Experience

1. Participated in delivery of patient care in similar work environment.
2. Possess basic housekeeping work experience.
3. Basic knowledge on wards emergency and oxygen apparatus
4. Basic knowledge in stores management

Skills and Abilities:

1. Demonstrated good housekeeping and patient management skills.
2. Ability to work with patients and team.

MOHMS 175/2018 – CLEANER, SUVA HEALTH OFFICE

Role:	Cleaner
Level:	Government Wages Earners
Salary Band:	Band B
Salary Range:	\$5.37 - \$8.41

Location:	Suva Health Office
Unit/Division:	Administration
Reports to:	Executive Officer
Subordinates:	None

The Position

The position is responsible for the general upkeep and cleanliness of the facility. It also oversees proper storage of cleaning equipment, materials and supplies in a safe and orderly manner to ensure the safety of staff and the public.

Key Duties

1. Responsible for cleaning floor, walls and corridors which includes dusting and mopping of offices and ablution block in the facility
2. Proper cleaning and disinfection of all washroom floors, toilets, toilet seats, and fixtures
3. Replacing toilet tissue and soap as needed
4. Timely clearing of waste baskets and garbage cans to an outside storage bin
5. Keep outside and waiting areas near entrance and exit clear of rubbish and easily accessible.
6. Ensure that eating areas are hygienic
7. Wash and buff floors with floor polisher
8. Ensure cleaning materials and supplies are stored in a safe and orderly manner
9. Maintain an adequate supply of cleaning materials and supplies
10. Report damages and need for equipment repairs

SELECTION CRITERIA

The Person

The following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

1. Knowledge of basic cleaning procedures, chemicals and equipment
2. Basic Knowledge of Occupational Health and Safety at the workplace
3. Experience in using cleaning chemicals and equipment
4. Experience in cleaning at any similar working environment

Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Demonstrate ability to work as a team
3. Effective verbal and written communication skills
4. Effective time management skills

MOHMS 176/2018 – CLEANER, TAVEUNI HOSPITAL

Role:	Cleaner
Level:	Government Wages Earners
Salary Band:	Band B
Salary Range:	\$5.37 - \$8.41
Location:	Suva Health Office
Unit/Division:	Administration
Reports to:	Executive Officer
Subordinates:	None

The Position

The position is responsible for the general upkeep and cleanliness of the facility. It also oversees proper storage of cleaning equipment, materials and supplies in a safe and orderly manner to ensure the safety of staff and the public.

Key Duties

1. Responsible for cleaning floor, walls and corridors which includes dusting and mopping of offices and ablution block in the facility
2. Proper cleaning and disinfection of all washroom floors, toilets, toilet seats, and fixtures
3. Replacing toilet tissue and soap as needed

4. Timely clearing of waste baskets and garbage cans to an outside storage bin
5. Keep outside and waiting areas near entrance and exit clear of rubbish and easily accessible.
6. Ensure that eating areas are hygienic
7. Wash and buff floors with floor polisher
8. Ensure cleaning materials and supplies are stored in a safe and orderly manner
9. Maintain an adequate supply of cleaning materials and supplies
10. Report damages and need for equipment repairs

SELECTION CRITERIA

The Person

The following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

1. Knowledge of basic cleaning procedures, chemicals and equipment
2. Basic Knowledge of Occupational Health and Safety at the workplace
3. Experience in using cleaning chemicals and equipment
4. Experience in cleaning at any similar working environment

Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Demonstrate ability to work as a team
3. Effective verbal and written communication skills
4. Effective time management skills

MOHMS 177/2018 – Laundry Hand, Vunisea Hospital

Role:	Laundry Hand
Level:	Government Wages Earners
Salary Band:	Band A

Salary per annum:	\$4.60 - \$7.19
Location:	Vunisea Hospital
Unit/Division:	Vunisea Hospital/Eastern Health Services
Reports to:	Medical Officer
Subordinates:	None

The Position

The position reports to the sub – divisional Medical Officer for the effective and efficient delivery of laundry services to the hospital wards and units.

Key Duties

1. Collect soiled linen from hospital wards and units
2. Sorting of linen and prepare the washing machines and chemicals for washing
3. Records all linen received and washed.
4. supervise the washing and drying process of linens
5. Clean washing machines and laundry room after washing
6. Distribute clean laundry to the wards according to records.

SELECTION CRITERIA

The Person

The following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

- Knowledge of hospital cleaning services internal policy and infection control requirements;
- Knowledge in providing and maintaining high quality customer care with available resources to ensure customer expectations
- Knowledge of Occupational Health & Safety requirements
- Have experience working in the similar field

Skills and Abilities

- Demonstrate ability to communicate effectively;
- Ability to analyse situation and act accordingly to provide best practical outcome;
- Demonstrated ability to work as team and assist staff when required;
- Ability to follow instructions and meet set timeline;
- Demonstrated ability to manage and work long hours as and when required to achieve targets;
- Service oriented approach, with a commitment to supporting the operational environment of the organization

MOHMS 179/2018 – STOREMAN, LABASA HOSPITAL

Role:	Storeman
Salary Band:	C
Salary range:	\$12,081.69 – 18,897.01
Location:	Labasa Hospital
Unit/Division:	Labasa Hospital
Reports to:	Administrative Officer, Labasa Hospital
Subordinates:	Packers

The Position

The position is responsible for managing proper planning and coordinating of stock control and purchasing process to ensure efficient execution of purchasing orders to suppliers for timely arrival of supplies in accordance with required legislations and regulations.

Key Responsibilities

- 1) To ensure that inventory reports are consistently generated for replenishment process.
- 2) To ensure that Order Forms for each item is filled in and given to the Chief Pharmacist/Manager Clinical Products for vetting before an order is placed.
- 3) Prepare and maintain Indent and Purchase Order Registers

- 4) Maintain Purchase Orders on the Epicor system, feeding in supplier information such as Cargo Ready Date and Expected Time of Arrival in the system.
- 5) Consistently liaising with suppliers on stock availability, schedule deliveries or expedite deliveries

Selection Criteria

The Person

In addition to academic qualifications relevant to Management or equivalent from an accredited university the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Stores Officer II:

Knowledge and Experience

- Demonstrated experience working in warehousing settings
- Proficient knowledge of warehousing and warehouse management
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Excellent written and oral communication skills
- High attention to detail and accuracy and ability to manage and work in a team
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
- Ability to work with minimum supervision.

MOHMS 180/2018 – Medical Imaging Technologist, Taveuni Hospital

Role:	Medical Imaging Technologist
Band:	Band F
Salary range:	\$22,528.74 - \$36,103.75
Location:	Taveuni Hospital
Unit/Division:	Radiology/Northern Division
Reports to:	Sub Divisional Medical Officer, Taveuni
Liaises with	SDMO Taveuni, Senior MIT Labasa, MO's, Nurses and Attendants
Subordinates:	Nil

Key Responsibilities

1. Performs appropriately requested x-ray and ultrasound examinations in line with departmental protocols on a daily basis and is on call for urgent requests.
2. Provides appropriate radiation protection to patients, relatives and staff and maintains a clean and tidy environment.
3. Records necessary patient and procedure information and compiles and submits monthly and annual reports to management maintaining confidentiality and the right to privacy.
4. Conducts quality audits and necessary quality improvement activities required in this field and reports equipment malfunction and facility issues to management for rectification.
5. Attending staff and HOD meetings, relevant workshops and actively participates in Continuous Professional Development and share knowledge, information and skills with colleagues.
6. Ensures that consumables are readily available in a timely manner.
7. Participates in outreach programmes in the subdivision.

Key Performance Indicators

1. Number of successful examinations are performed, recorded, proper images are produced in line with department protocols and timely collection and submission of the unit's reports and statistics.
2. Quality audits are carried out, recorded and reported in a timely manner.
3. Radiology consumables are available at all times updates are provided in a timely manner
4. Number of CPD activities attended and points gained for renewal of practicing licence

SELECTION CRITERIA

The Person

Obtained a Diploma or Bachelor in Medical Imaging Science.

Registered and licenced with the Fiji radiation health board and the Fiji Society of Medical Imaging Technologist.

Apart from the above, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role.

Knowledge and Experience

- Sound technical knowledge and working experience of 2years or more in general radiography and ultrasound to be able to work independently without supervision.
- Sound knowledge and experience of general radiography and ultrasound examinations, protocols and reporting.
- Knowledge of radiation and occupational health and safety and Decree 40 and 41, 2009
- Knowledge of radiology equipment and quality assurance and control.

Skills and Abilities

- Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
- Appropriate numeracy and Microsoft office skills suitable for the role and level to be able to compile necessary reports.
- Demonstrated ability to analyse and solve complex problems.
- Demonstrated abilities to carry out quality audits and assurance activities.
- Ability to promote best use of resources and time to achieve work outcomes

MOHMS 181/2018 – Medical Orderly, St Giles Hospital [2 Posts]

Role:	Medical Orderly
Salary Band:	Band C
Salary range:	\$12,081.69 - \$15,489.35
Location:	St Giles Hospital
Unit/Division:	Stress Management Ward
Reports to:	Wing Matron & Sister In charge
Subordinates:	

The position

The position contributes to assisting the doctors and nursing staff in a mental health facility.

Key Responsibilities

- Observe, assess, conducts mental status assessment (MSE) and documentation of patients progress in all shifts
- Identify patients for Occupational therapy programs and other activities.
- Assist nurses in treatment and handling of aggressive clients.
- Observation and treatment of patients with suicidal risks.
- Accompany patients on special outings.

- Assist in admissions, assessment of patients and presenting/giving reports.
- Maintain and provide a clean, safe, and secure environment.
- Psychotherapy one is to one interview to clients/Provide one to one interaction to patients.

Selection criteria

The person

In addition to a pass in Form 6/7, University/Qualification (or equivalent) relevant to Mental Health Training or similar the following knowledge, Experience, skills and Abilities are required to successfully undertake the role of the medical Orderly.

Knowledge and Experience

1. Experience in the provision of primary care and nursing support to patients within a hospital setting or primary care institution.
2. Knowledge and experience in key tasks and duties.
3. Emergency care would be an advantage.

Skills and Abilities

1. Possess good communication skills
2. Clinic skills and demonstrated ability to listen and learn.
3. Ability to be composed and maintain professionalism in an emergency situation.
4. Ability to empathize and develop therapeutic relationship with people.
5. A passion for working with patients and administering care to improve patients and improve health

MOHMS 182/2018 – MEDICAL ORDERLY, LAUTOKA HOSPITAL

Role:	Medical Orderly
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Salary Band:	Band C
Salary range:	\$12,081.69 - \$15,489.35
Location:	Lautoka Hospital
Unit/Division:	Lautoka Hospital
Reports to:	Wing Matron & Sister In charge
Subordinates:	Nil

The position

The position contributes to assisting the doctors and nursing staff in a mental health facility.

Key Responsibilities

1. Observe, assess, conducts mental status assessment (MSE) and documentation of patients progress in all shifts
2. Identify patients for Occupational therapy programs and other activities.
3. Assist nurses in treatment and handling of aggressive clients.
4. Observation and treatment of patients with suicidal risks.
5. Accompany patients on special outings.
6. Assist in admissions, assessment of patients and presenting/giving reports.
7. Maintain and provide a clean, safe, and secure environment.
8. Psychotherapy one is to one interview to clients/Provide one to one interaction to patients.

Selection criteria

The person

In addition to a pass in Form 6/7, University/Qualification (or equivalent) relevant to Mental Health Training or similar the following knowledge, Experience, skills and Abilities are required to successfully undertake the role of the medical Orderly.

Knowledge and Experience

4. Experience in the provision of primary care and nursing support to patients within a hospital setting or primary care institution.
5. Knowledge and experience in key tasks and duties.
6. Emergency care would be an advantage.

Skills and Abilities

6. Possess good communication skills
7. Clinic skills and demonstrated ability to listen and learn.
8. Ability to be composed and maintain professionalism in an emergency situation.
9. Ability to empathize and develop therapeutic relationship with people.
10. A passion for working with patients and administering care to improve patients and improve health

MOHMS 183/2018 – SENIOR ACCOUNTS OFFICER, CWM HOSPITAL

Role:	Senior Accounts Officer
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50
Location:	CWM Hospital
Unit/Division:	CWM Hospital
Reports to:	The General Manager, CWM Hospital
Subordinates:	5 Clerical Officer, Assistant Accounts Officer

The position ensures all payment and revenue are properly accounted for under Financial Instructions, manage and monitor budget for cost centre, provide advice to management in terms of budgeting and funding.

Key Responsibilities

1. Prepare the yearly cash flow for Hospital
2. Prepare budget baseline for the Hospital

3. Prepare monthly financial report to Hospital budget committee and Management
4. Present the monthly reports
5. Advise the management on utilisations and forecasted plans
6. Prepare monthly trust reconciliations for four [4] trust accounts
7. Approve Po Line Limit \$2000 sign purchases
8. Monitor and certify of all payments and postings
9. Select voucher using FMIS AP410 AP415 PO401 GL874 GL675
10. Closed open payable in the system using PO479 PO478 PO481
11. Run bank Statement on line for BSP accounts
12. Answer and Attend to Audit queries
13. Prepare audit report and submit to management
14. Attend Exit Audit finance meeting with MOH/MOE/OAG
15. Provide training to GWE new staff, revenue staff, account department in the regards to processes and policy
16. Prepare virement request for additional funding
17. Coordinating with Clinical and Support HOD on budgeting, funding and training
18. Any duties assigned by the supervisor General Manager or Medical Superintendent

Key Performance Indicator

Performance will be measured through the following indicators:

1. Specific, Measurable, Attainable, Relevant, Time Bound
2. Effective and Efficient communications
3. Time submission of monthly report
4. Achieve target through monitoring
5. Evaluate performance Assessment for subordinate staff

Selection Criteria

The Person

In addition to a Bachelor's degree in Accounting or equivalent the following knowledge, experience, skills and abilities are required to successfully undertake the role:

Knowledge & Experience

1. Knowledge and experience in using of Financial Management Information System [FMIS] or similar Computerised Financial management system.
2. Experience in similar work environment for 3 years
3. Effective team player

Skills & Abilities

1. Ability to communicate effectively both written and verbal
2. Demonstrate ability to compile, write and present reports
3. Effective computer skills

MOHMS 184/2018 – ADMINISTRATIVE OFFICER, EASTERN HEALTH SEVRICES

Role:	Administrative Officer Eastern
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00
Location:	Mataika House, Block B, Tamavua
Unit/Division:	Eastern Health Services
Reports to:	Divisional Medical Officer Eastern
Subordinates:	6

The Position

The purpose of this position is to provide advice and administration support to the Divisional Medical Officer Eastern in the initiating, planning, executing, controlling, development and monitoring of the Human Resources, Project Management and interacts with key external stakeholders for efficient service delivery.

Key Responsibilities

2. Provide sound advice and administrative support to the Divisional Medical Officer Eastern.
3. Ensure that Human Resources Management and Information System Management are well plan and organised of its operational

activities and budgeting when required for efficient service delivery.

4. Ensure Project Management in the Eastern Division are achieved within the given Primary and Secondary constraint.
5. Ensure implementation of decision from HOD meetings and their key deadlines are met.
6. Able to travel on Ministerial tour/Commissioner tour/Supervisory visit in the Eastern Division and the timely reporting, planning and development of the tour/visit goals and objectives.
7. Attend to Commissioner Eastern meetings, Provincial council meetings, District meetings and Local Authority meetings and provide proper reporting resolution of decision arising from that meetings.
8. Ensure that supplies for Sub-divisional Hospitals are facilitated and supplied in the timely manner.
9. Ensure the proper application of staff disciplinary, grievance procedures, coaching and counselling of staff for improvement.
10. Ensure transportation mode use by the division are adhered by their relevant policy, legislation and regulation.
11. Ensure compliance with all the Ministry Circulars, Ministry of Civil Service Circular, Act and Regulations, Financial/Stores, General Orders and OHS Act.

Selection Criteria

The Person

An Undergraduate Degree in Management, Public Administration, Business Administration or equivalent from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. And at least 2-3years experience in the similar roles.

Knowledge and Experience

1. Substantive 2-3 years' experience delivering towards achievement in core skills for the Eastern Division.
2. Experience and sound knowledge in Human Resources Management and Human Resources Information System practise and processes.
3. Sound knowledge and 2-3 years' experience in the understanding and application of Operational and Capital Funding], Project Management.
4. Sound Knowledge and Experience in the Maritime Health facility in regards to service delivery considering the constraint faced with the disadvantage of their geographical location.
5. Knowledge and Experience in the application of government financial management requirement in Fiji.
6. Ability to generate reports as and when required.
7. Some Knowledge in Marine Vessels and its regulation.
8. Team Player, Customer Service, Positive Mental Attitude, Professionalism.
9. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrate ability to effectively manage multiple task, set priorities and achieve high level of interpersonal skills.
2. Strategic thinking in line with management theories and concepts using your own initiative when performing duties
3. Demonstrated ability to effectively work alone and as a member of a team with minimum supervision.
4. Ability to communicate with people from diverse background and key external stakeholders.

5. Demonstrate ability to carry out set task in order to meet set deadlines.
6. Good staff interrelation, communication and strong analytical skills, team work and flexible and approachable.

MOHMS 185/2018 – SUPPLIES OFFICER, FPBS [Re-advertised]

Position:	Supplies Officer – Procurement
Band/Salary range:	Band F
Salary Range:	\$22,528.74 - \$28,883.00
Location:	Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road
Unit/Division:	Procurement Unit
Reports to:	Principal Supplies Officer
Subordinates:	Stores Officer I, Stores Officer II

The Position:

The position is responsible for all Contract Management activities in the purchasing of Pharmaceutical products and medical supplies, and ensuring all contracts between the government and suppliers are within legislative and regulatory requirements of the government of Fiji.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Prepare and review contracts between government and suppliers in consultation with relevant stakeholders.

2. Set, advertise, and monitor the Terms and conditions of Tenders.
3. Arrange Surety/Performance Bond (PB) deposit for local and overseas suppliers compliant with the Ministry of Finance Policy on Determination of the PB.
4. Liaise with the Fiji Procurement Office and the Government Tender Board on tender and contract management issues.
5. Prepare and submit weekly and monthly Reports and actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.
6. Monitor and document supplier performances against performance indicators.

Key Performance Indicators

1. All authorised purchases within the annual tender plans and activities under Contract Management are implemented within agreed timeframes, and compliant with relevant processes, legislations and policies
2. Supplier performance & Contract management activities meet specific requirements, documented and reported for process improvements.
3. All Performance Bond deposits are arranged and processed within agreed timeframes and meet the required contract agreements.
4. Quality reports are provided and outcomes are actioned in a timely and effective manner.

Selection Criteria

The Person

In addition to a Bachelor's degree in Accounting/Finance/Business/Management (or equivalent experience); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least 2 years' experience in a Procurement setting or Mass Purchasing Tenders
2. Knowledge and understanding of the relevant procurement laws

Skills and Abilities

1. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
2. Well-developed negotiation skills
3. Capacity to use computer programs to support the daily operations
4. Demonstrated ability to effectively work in a team and meet competing deadlines
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization

MOHMS 186/2018 DIRECTOR OF NURSING – LABASA HOSPITAL

Role:	Director of Nursing
Salary range:	\$59,945.18 to \$97,603.06
Location:	Labasa Hospital
Unit/Division:	Nursing
Reports to:	Medical Superintendent CWM Hospital
Subordinates:	Deputy Director Nurse Unit Managers, Team Leaders, Registered Nurses

POSITION PURPOSE

To provide leadership role and provide strategic directions to the Unit Managers and nursing personnel for the effective delivery of standardized clinical nursing service in accordance with scope of practice within the

eleven(11) inpatient units, 2 Clinics , one(1) operating theatre and four(4) ambulatory units of the 195 beds of Labasa Hospital .

To lead 275 registered nurses and support staffs in upholding professionalism that will sustain quality clinical services, nursing human resource management and health system standards as indicated by the Labasa Divisional Hospital business plan and accordance with legislative requirements and approved Ministry of Health and Medical Services policies.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

5. Leads the process to develop, support, implement and evaluate the nursing business plans to ensure nursing services are provided to meet expected targets and outcomes.
6. Develops, maintains and implements nursing policies and guidelines that conform to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
7. Workforce management to meet professional expectations of performance including overseeing all aspect of disciplinary process and performance management of senior nursing staff to ensure delivery of quality nursing services/ outcomes.
8. Oversee efficient staffing levels to deliver nursing services required to meet patient demand and expected standards by preparing and reviewing the nursing services component in the overall hospital budget development including the submission for nursing overtime.
9. Oversee and ensure a well- educated nursing workforce through development, implementation, monitoring and review of the annual Labasa hospital nursing training plan, contribution to the national Master In-Service Training Plan, and compliance with the Fiji Nursing

Council legislation for mandatory continuing professional development and annual re-licence.

10. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.

Key Performance Indicators

1. Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with nurse focussed policies and guidelines to meet agreed Ministry and international standards to enable patient safety and delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

The Person

In addition to being registered nurse with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with post graduate diploma in management/leadership or similar. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years nursing workforce management experience relevant to the position and scope of roles and responsibilities in diverse and cross cultural settings.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Decree and Nurses Code of Conduct.

- Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

- Proven substantial senior management experience and ability to effectively manage a large health workforce to a professional standard.
- Previous experience in strategic planning and leadership particularly in resource constrained environments.
- Demonstrated experience working effectively to oversee successful inputs and placements with external stakeholders and international visiting medical teams and volunteers.
- Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.
- Capacity to utilise computer programs to support the operations of complex organisation;
- Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 187/2018 CLINICAL NURSE EDUCATOR LABASA HOSPITAL

Role	Clinical Nurse Educator
Salary Band	Band H
Salary Range:	\$43,760.31- \$44,564.50
Duty Station:	Labasa Divisional Hospital
Division	Nursing
Reports To:	Director of Nursing
Subordinates	NUM's, Team Leaders, Registered Nurses, Ward attendants, Orderlies

POSITION PURPOSE

- Develop the provision of in-service training programs to all nursing personnel and allied workers.
- In service training up skilling and oversees the overall coordination of in house sessions and clinical placements for professional development in a opportunity of knowledge, skills and attributes enabling the provision of nursing care.

KEY DUTIES

- Planning and Policy in terms of training and nursing professional development and capacity building.
- Organizing and operating within Nursing training funds and parameters.
- Personnel Organization for Nursing Human resource and succession planning and retraining.
- Interaction with Internal and external personnel's

KEY PERFORMANCE INDICATORS

- Develops plans and administers appropriate training and development activities for all nursing activities.
- Ensure that an effective, motivated and competent nursing workforce is attracted and retained through the implementation of training programme for all levels of nursing.
- Promotes research activities as integral components of staff development and educational programme.
- Respond to duties delegated by manager nursing and works closely with unit managers and mentors in regards to training and development activities of all nursing personnel in their respective units.

PERSON SPECIFICATION

In addition to a Bachelor in Nursing Sciences, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, Post Graduate qualification in Teaching or train the trainers certificate, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. 10-13yrs of clinical experience.
2. Proven experience and knowledge on nursing standards and practices
3. Have a good rapport in team management and leadership.
4. Proven and proficiency to conduct training.

Skills and Abilities

9. Demonstrated ability to effectively work in team management.
10. Provide Administrative and educational support in ongoing adult learning principles.
11. Participate in research and able to provide ongoing in-service training as integral components of staff development and educational programs.
12. Demonstrate ability to utilise good communication and interpersonal skills.
13. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 188/2018 TEAM LEADER – CHILDREN'S WARD LABASA HOSPITAL

Role	Team Leader CHWD
Salary Band:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Duty Station:	Labasa Hospital
Division	Northern
Reports To:	Nurse Unit Manager Childrens Ward/ Burns Unit
Subordinates	Registered Nurses, Enrol Nurse, Ward Assistants

POSITION PURPOSE

This position provides clinical and administrative support in the day to day in all aspects in the health ministry. To effectively manage the operations of the patient care area for the shift and coordination of nursing activities in the patient care area.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities /duties:

1. Provide administrative, clinical support to Unit Manager in planning, organizing and coordinating activities in the department.
2. Supervise all nursing activities and ensure quality duty of care to all clients' accordance with policies.
3. Supervise all nursing care is implemented and ensure proper documentation.
4. Facilitate and collaboration between all staff within the hospital in providing health care to our community.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure that all staffs are working accordingly within the Scope of practice to provide safe care to the community and including review of Individual work-plans, provide Annual performance assessment, develop suitable and appropriate monthly rosters, ensure staffs provide evidence of annual re-license, mentor and support staffs with regular meetings.
2. Provide regular supervision ,mentoring and training sessions with regular audits to ensure that policies ,procedures and guidelines are followed to meet the approved standard(also ensure staff are aware of training opportunities and CPD requirements).
3. Ensure communication with all staff are enhanced with regular updates or reports on achievement of the unit is on a timely manner
4. Ensure that required resources (equipment's, drugs and consumables) inventory is checked weekly and requests submitted monthly and Board of survey completed annually.

PERSON SPECIFICATION

In addition to Diploma in Nursing and post graduate qualification in Management or equivalent, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 3- 5 years' experience in General and Pediatric Nursing.
2. Practical working knowledge on all aspects of Nursing Care and Standard, , BLS and APLS Algorithm.
3. Understanding of the Nursing Decree.
4. Sound knowledge of Nurses policy and practice.
5. Experience in drawing up monthly rosters

Skills and Abilities

1. Excellent interpersonal communication skills and the ability to educate staffs on clinical procedures.
2. Demonstrate ability to educate nurses and trainee nurses on managing critical clinical and trauma cases.
3. Demonstrate ability to plan, organize activities and supervise staffs performance
4. Service orientated approach with the capacity to support the operational process in Accident and 5.Emergency Department goals and the whole health organization.

MOHMS 189/2018 TEAM LEADER – EMERGENCY DEPARTMENT LABASA HOSPITAL

Role	Team Leader ED
Salary Band:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Duty Station:	Labasa Hospital
Division	Northern
Reports To:	Nurse Unit Manager A & E
Subordinates	Registered Nurses, Enrol Nurse, Ward Assistants

POSITION PURPOSE

This position provides clinical and administrative support daily in all aspects in the health ministry. To effectively manage the operations of the patient care area for the shift and coordination of nursing activities in the patient care area.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities /duties:

1. Provide administrative, clinical support to Unit Manager in planning, organizing and coordinating activities in the department.
2. Supervise all nursing activities and ensure quality duty of care to all clients' accordance with policies.
3. Monitor all nursing care is implemented and ensures proper documentation.
4. Facilitate collaboration between all staff within the hospital in providing health care to our clients.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure that all staffs are working accordingly within the Scope of practice to provide safe ma care to the community and including review of Individual work-plans, provide Annual performance assessment, develop suitable and appropriate monthly rosters, ensure staffs provide evidence of annual re-license, mentor and support staffs with regular meetings.
2. Provide regular supervision ,mentoring and training sessions with regular audits to ensure that policies ,procedures and guidelines are followed to

meet the approved standard(also ensure staff are aware of training opportunities and CPD requirements).

3. Demonstrate positive communication with all staffs with regular updates on achievement in the unit as a whole.
4. Ensure that required resources (equipment's, drugs and consumables) inventory is checked weekly and requests submitted monthly and Board of survey completed annually.
5. Monthly, quarterly and annual reports are prepared and submitted using accurate, relevant and timely information and data system as provided
6. Engage in relieving duties for Nurse Unit Manager's post

PERSON

In addition to Diploma in Nursing and post graduate Qualification in Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3-5 years experience in Intensive care and Emergency Nursing.
2. Practical working knowledge on all aspects of Nursing Care and Standard, Triage Categories, BLS and ACLS Algorithm.
3. Understanding of the Nursing Decree.
4. Sound knowledge of Nurses policy and practice.
5. Sound knowledge on health organization service functions and how these functions contribute to the achievement of organization goals.

SKILLS AND ABILITIES

1. Excellent interpersonal communication skills and the ability to educate staffs on clinical procedures.
2. Demonstrate ability to educate nurses and trainee nurses on managing critical clinical and trauma cases.
3. Demonstrate ability to plan, organize activities and supervise staffs performance on procedures accordance with protocols and guidelines.

4. Service orientated approach with the capacity to support the operational process in Accident and Emergency Department goals and the whole health organization.
5. Demonstrate ability to manage twenty staffs, make monthly roster and daily operational plans.

MOHMS 190/2018 TEAM LEADER- ANW PNW MICU LABASA HOSPITAL

Role	Team Leader ANW/PNW/MICU
Salary Band:	Band G
Salary range:	\$28,605.45 - \$34,140.60
Duty Station:	Labasa Hospital
Division	Northern
Reports To:	Nurse Unit Manager
Subordinates	Registered Nurses, Enrol Nurse, Ward Assistants

POSITION PURPOSE

- 1 To effectively manage and coordinate cohesiveness within the unit staffs and allied health worker for quality patient care through empowerment and team support.
- 2 To provide professional nursing leadership and direction through strategic management in line with code of conduct and facilitate plan activities.
- 3 To deliver holistic services ideal for clients satisfaction on time.
- 4 Facilitate collaboration between all staff within the hospital and report unusual occurrence in the facility.
- 5 Preceptorship - taking leading roles and be a good role model in guiding training student clinical setting.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities /duties:

- 2 To utilise professional skill and knowledge to assess, plan, implement and evaluate the clinical care of patients without super incorporating the standards and philosophy of the unit

- 3 Provide administrative, clinical support to Unit Manager in planning, organizing and coordinating activities in the department.
- 4 Supervise all nursing activities and ensure quality duty of care to all clients' accordance with policies.
- 5 Supervise all nursing care is implemented and ensure proper documentation.
- 6 Facilitate collaboration between all staff within the hospital in providing health care to our community.
- 7 To manage all resources effectively and efficiently
- 8 To be a professional role model and mentor for all multi-professional teams
- 9 To be responsible in the absences of the Senior Sister for managing the unit
- 10 Adhere to confidentiality at all times especially with sensitive data and deal with sensitive situations
- 11 Respect all patients ,carers and staffs and contribute to clean , safe and friendly environment
- 12 To demonstrate effective communication skills with all professionals involved in the patients pathways, with an open , polite and good attitude
- 13 Demonstrate the ability to work within a team, to supervise, nurture, counsel and develop knowledge and skills of junior staff

KEY PERFORMANCE INDICATORS

- 1 Ensure that all staffs are working accordingly within the Scope of practice to provide safe care to the community and including review of Individual work-plans, provide Annual performance assessment, develop suitable and appropriate monthly rosters, ensure staffs provide evidence of annual re-license, mentor and support staffs with regular meetings.
- 2 Provide regular supervision ,mentoring and training sessions with regular audits to ensure that policies ,procedures and guidelines are followed to meet the approved standard(also ensure staff are aware of training opportunities and CPD requirements).
- 3 Demonstrate positive communication with all staffs with regular updates on achievement in the unit as a whole.

- 4 Ensure that required resources (equipment's, drugs and consumables) inventory is checked weekly and requests submitted monthly and Board of survey completed annually.
- 5 Monthly, quarterly and annual reports are prepared and submitted using accurate, relevant and timely information and data system as provided

PERSON SPECIFICATION

In addition to a Diploma in Nursing and Certificate in midwifery, post graduate qualification in Management or equivalent, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role :

Knowledge and Experience.

- 1 At least 3- 5yrs experience in obstetric and paediatric nursing.
- 2 Working knowledge in the nursing standard, obstetric emergencies and paediatric nursing.
- 3 Understanding of the Nursing Decree
- 4 Sound knowledge of Nurses policy and practice.
- 5 Sound knowledge on health organization service functions and how these functions contribute to the achievement of organization goals

Skills and Abilities

- 1 Excellent interpersonal communication skills and the ability to educate staffs on clinical procedures.
- 2 Demonstrate ability to educate nurses and trainee nurses on managing ante natal cases and post natal mothers with their babies.
- 3 Demonstrate ability to plan, organize activities and supervise staffs performance on procedures accordance with protocols and guidelines.
- 4 Service orientated approach with the capacity to support the operational process in Ante Natal and Post Natal Ward goals and the entire health organization.
- 5 Demonstrate ability to manage eighteen staff, make monthly roster and business plans.

Role	Team Leader Female Surgical Ward/Gynae
Salary Band:	Band G
Salary range:	\$28,605.45 - \$34,140.60
Duty Station:	Labasa Hospital
Division	Northern
Reports To:	Nurse Unit Manager FSW/GYNAE
Subordinates	Registered Nurses, Enrol Nurse, Ward Assistants

POSITION PURPOSE

This position provides clinical and administrative support daily in all aspects in the health ministry. To effectively manage the operations of the patient care area for the shift and coordination of nursing activities in the patient care area.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities /duties:

1. Provide administrative, clinical support to Nurse Unit Manager in planning, organizing and coordinating activities in the department.
2. Supervise all nursing activities and ensure quality duty of care to all clients' accordance with policies.
3. Monitor all nursing care is implemented and ensures proper documentation.
3. Facilitate collaboration between all staff within the hospital in providing health care to our clients.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure that all staffs are working accordingly within the Scope of practice to provide safe ma care to the community and including review

of Individual work-plans, provide Annual performance assessment, develop suitable and appropriate monthly rosters, ensure staffs provide evidence of annual re-license, mentor and support staffs with regular meetings.

2. Provide regular supervision ,mentoring and training sessions with regular audits to ensure that policies ,procedures and guidelines are followed to meet the approved standard(also ensure staff are aware of training opportunities and CPD requirements).
3. Ensure communication with all staff are enhanced with regular updates or reports on achievement of the unit is on a timely manner
4. Ensure that required resources (equipment's, drugs and consumables) inventory is checked weekly and requests submitted monthly and Board of survey completed annually.

THE PERSON

In addition to Diploma in Nursing and post graduate Qualification in Management or equivalent, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3- 5 years' experience in Female Surgical/Gynae Nursing.
2. Practical working knowledge on all aspects of Nursing Care and Standard, Infection Control , BLS and ACLS Algorithm.
3. Understanding of the Nursing Decree.
4. Sound knowledge of Nurses policy and practice.
5. Experience in drawing up monthly rosters

SKILLS AND ABILITIES

1. Excellent interpersonal communication skills and the ability to educate staffs on clinical procedures.
2. Demonstrate ability to educate nurses and trainee nurses on managing critical clinical and trauma cases.

3. Demonstrate ability to lead and plan, organize activities and supervise staffs performance on procedures accordance with protocols and guidelines.
4. Service orientated approach with the capacity to support the operational process in Accident and Emergency Department goals and the whole health organization.
5. Demonstrate ability to manage twenty staffs, make monthly roster and daily operational plans.
6. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.

MOHMS 192/2018 TEAM LEADER – MSW LABASA HOSPITAL

Role	Team Leader Men Surgical Ward
Salary Band:	Band G
Salary range:	\$28,605.45 - \$34,140.60
Duty Station:	Labasa Hospital
Division	Northern
Reports To:	Nurse Unit Manager
Subordinates	Registered Nurses, Enrol Nurse,

POSITION PURPOSE

To effectively deliver the highest quality health care services to the patients enhancing customer's satisfaction according to protocols and policies

KEY RESPONSIBILITY

The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements:

- 1 Provide highest quality level of care to all patients

- 2 Support every patients through admissions until discharge through holistic approach
- 3 Adhere /Comply to all procedures, protocols, guidelines, standards and policies in place
- 4 Demonstrate effective team work internally and externally
- 5 Attend to ward meetings and conduct In-house training

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- 1 Ensure that all staffs are working accordingly within the Scope of practice to provide safe care to the community and including review of Individual work-plans, provide Annual performance assessment, develop suitable and appropriate monthly rosters, ensure staffs provide evidence of annual re-license, mentor and support staffs with regular meetings.
- 2 Provide regular supervision ,mentoring and training sessions with regular audits to ensure that policies ,procedures and guidelines are followed to meet the approved standard(also ensure staff are aware of training opportunities and CPD requirements).
- 3 Demonstrate positive communication with all staffs with regular updates on achievement in the unit as a whole.
- 4 Ensure that required resources (equipment's, drugs and consumables) inventory is checked weekly and requests submitted monthly and Board of survey completed annually.
- 5 Monthly, quarterly and annual reports are prepared and submitted using accurate, relevant and timely information and data system as provided

PERSON SPECIFICATION

In addition to Diploma In Nursing and a post graduate qualification in management or equivalent, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

6. At least 3-5 years' experience doing something specific relevant to the job;
7. Sound knowledge of (specific technical knowledge required for the job);
8. Understanding of the applicable legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire);
9. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

14. Practice Excellent interpersonal communication skills amongst each other
15. Demonstrate ability to educate nurses and trainee nurses on basic nursing care
16. Demonstrate ability to deliver the activities and procedures according to protocols and guidelines.
17. Ability to perform quality care with competency
18. Perform PATIS literate skills

MOHMS 193/2018 TEAM LEADER- LABOUR WARD LABASA HOSPITAL (3 POST)

Position	Team Leader
Salary Band:	Band G
Salary range:	\$28,605.45 - \$34,140.60
Duty station	Labour Ward-Labasa Hospital
Reports to	Nurse Unit Manager
Liaises with	Midwives, staffs and O&G team.
Subordinates	Registered Nurses, Enrolled Nurses, O&G Interns, Student nurses and Ward Assistants

POSITION PURPOSE:-

To assist the Nurse Unit Manager of the unit to implement plan, supervise, and coordinate of the overall management and relevant responsibilities that encompass the achievement of desired health outcomes in Maternity. Develop and increase clinical judgement and management skills through exposure to and observation of good practices in maternity care (Labour

Ward). The Team Leader is the first level supervisor and team leader of the unit.

KEY RESPONSIBILITIES/DUTIES:-

The Position will achieve its purpose through the following key responsibilities/duties. Working with relevant staffs and service providers, in accordance with legislative requirements in the following Areas:-She/He will be responsible –

1. To organize and make plan of all nursing activities of her unit for patient care according to hospital policy and rules.
2. To establish and reinforce the prepared standard protocol for patient care.
3. To take the report of her unit from the on duty staff nurse and will read and sign the report book.
4. To make bed to bed round of the department with Staff & Students.
5. To supervise direct patient care of the unit and provide direct care to seriously ill patients as and when situation arises.
6. To assign staff nurses, student nurses for nursing care, especially for acute ill, dangerously ill patient and post-operative cases.
7. To co-ordinate with other department for patient care and for smooth running of the unit.
8. To supervise dietary arrangement, serving of diet and feeding of the helpless patient.
9. To supervise, guide and direct the staff Nurses and students to carry out treatment of the patients as prescribed by the physician/surgeon of the unit.
10. To check all the records of the patient related to diagnosis, condition and treatment and ensure proper maintenance of records.
11. To keep update records daily
12. To assists midwives and the team for effective patient care

KEY PERFORMANCE INDICATOR

1. Ensure that all staffs are working accordingly within the Scope of practice to provide safe maternity care to the community and including

review of Individual workplans, provide Annual performance assessment, develop suitable and appropriate monthly rosters, ensure staffs provide evidence of annual re-license, mentor and support staffs with regular meetings.

2. Provide regular supervision ,mentoring and training sessions with regular audits(MSHI) to ensure that policies ,procedures and guidelines are followed to meet the approved standard(also ensure staff are aware of training opportunities and CPD requirements).
4. Ensure maternal health and program data's collected in a timely manner and reported monthly for improvement and achievement of sustainable development goal
5. Demonstrate positive communication with all staffs with regular updates on achievement in the unit as a whole.
6. Ensure that required resources (equipment's, drugs and consumables) inventory is checked weekly and requests submitted monthly and Board of survey completed annually.
7. Monthly, quarterly and annual reports are prepared and submitted using accurate, relevant and timely information and data system as provided
8. Engage in relieving duties for Nurse Unit Manager's post

PERSON SPECIFICATION

In addition to a Diploma or Degree in Nursing and a post graduate qualification in Midwifery, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

1. At least 5yrs experience in Maternity units
2. Understand the applicable legislation or policies/procedures or experience to demonstrate abilities.
3. Demonstrate work experience in promoting best use of resources and time to achieve work outcomes in resource constrained environment.

4. Demonstrate knowledge with clinical service network in Obstertric, Scope of midwifery practice

SKILLS AND ABILITIES

1. Demonstrate ability to work with the Team effectively for making professional judgements when an activity is beyond their own capacity or Scope of Practice, and for initiating consultation with or referral to, other members of the health care team in upholding the professional standards of MOHMS.
2. Demonstrate and acts upon knowledge of legislation and common law pertinent to Midwifery practice.
3. Demonstrate ability to instruct, direct, motivate and evaluate staff in decision making.
4. Service oriented approach with commitment to support the operational/corporate environment of the organisation.
5. Demonstrate and Coordinate Nursing Activities and control manpower in good rostering.
6. Demonstrate and promote leadership and accountability for all actions and use approved clinical guidelines and evidence based data in clinical assessments with practice standards in the organisation.
7. Possess the ability to submit unit reports to respective heads of the department
8. Demonstrate ability to develop and provide support, mentor, and train and supervise other members of the team.
9. Possess the ability to be an effective team player in the organisation and promote wellness.
10. Demonstrate self-motivation to deliver maternity services in the facility business plans.

MOHMS 194/2018 TEAM LEADER – ICO LABASA HOSPITAL

Role:	Infection Prevention Control Officer
Salary Band:	Band G
Salary range:	\$28,605.45
Location:	Divisional Health Office/ Divisional Hospitals

Unit/Division:	Divisional Health Services/Divisional Hospital
Reports to:	Risk Manager
Subordinates:	None

The Position

The position is responsible for:

1. Implementing and coordinating the Infection Control program in the Divisional Hospital
2. Ensuring the availability, disseminating and implementation of the policies and procedures for standards on Infection Prevention & Control
3. The Infection and Prevention Control Nurse ensures that there is effective function of the organisational Infection and Prevention Control Service (including Waste Management) through consultation, staff education, quality improvement, outbreak investigation, policy development and implementation. Also the Infection and Prevention Control Nurse acts as a resource person to ensure high standard of patient care and staff safety in the area of Infection Control.

Key Responsibilities

1. Implement the Infection Prevention & Control clinical governance framework for the Ministry that includes
 - a. Surveillance on the occurrence of nosocomial infection
 - b. Infection Prevention & Control Audit
 - c. Infection Prevention & Control Evidence based care and effectiveness
 - d. Patient empowerment
 - e. Education and training
2. Manage the implementation, monitoring and evaluation of the Infection Prevention Control program
3. Implement procedures for standards on Infection Prevention & Control
4. Data collection and analysis for use in planning and improvements in prevention & control of infections clinical governance
5. Training and educating staff on Infection Prevention & Control
6. Be an active member of Hospital Infection Control Committee
7. Provide appropriate screening and vaccination for the staff health program

8. Outbreak management and investigation of Communicable Diseases

The Person

In addition to a Diploma or Degree in Nursing, registered, and valid practicing licence under the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Understand Quality improvement programs, hospital policies, procedures and government regulations
2. Knowledge of Infection Prevention Control Standards
3. Knowledge and experience in preventing outbreak of infection, controlling and investigation of infection outbreak ,hand hygiene and waste management audit Knowledge and experience in patient care
4. Knowledge on Microbiology related Pharmacology and asepsis
5. Understand concepts in research.
6. Experience in managing resources in a resource constrained environment.
7. Experience in monitoring & evaluation
8. A demonstrated capacity to educate and advise staff of all disciplines particularly on Risk Management and Quality Improvement/Infection Control issues.

Skills and Abilities

1. Demonstrate organizational skills in achieving planned outputs and indicators within a reasonable Turn Around Times and deadlines
2. Demonstrate skills in carrying out audits, analysis and planning.
3. Has computer skills to use proficiently at least word, excel and power point software of Microsoft Office
4. Ability to motivate and get the best performance within a team.
5. Demonstrated ability to manage the department with a commitment to support the operational goals.
6. Demonstrate ability to maintain confidentiality and neutrality in managing work processes and problems

MOHMS 195/2018 NURSE PRACTITIONER SUVA HEALTH OFFICE

MOHMS 196/2018 NURSE PRACTITIONER RAIWAQA HEALTH CENTRE
MOHMS 197/2018 NURSE PRACTITIONER BEQA HC
MOHMS 198/2018 NURSE PRACTITIONER MOKANI H/C
MOHMS 199 /2018 NURSE PRACTITIONER NAMUAMUA H/C
MOHMS 200/2018 NURSE PRACTITIONER SAMABULA H/C (2 POSTS)
MOHMS 201/2018 NURSE PRACTITIONER NUFFIELD CLINIC
MOHMS 202/2018 NURSE PRACTITIONER LAMI H/C
MOHMS 203/2018 NURSE PRACTITIONER VALELEVU H/C (4 POSTS)
MOHMS 204/2018 NURSE PRACTITIONER MAKOI H/C (4 POSTS)
MOHMS 205/2018 NURSE PRACTITIONER NAITASIRI-NAKOROSULE
MOHMS 206/2018 NURSE PRACTITIONER NAITASIRI-LASELEVU
MOHMS 207/2018 NURSE PRACTITIONER NAUSORI H/C (3 POSTS)
MOHMS 208/2018 NURSE PRACTITIONER WAINIBOKASI HOSPITAL
MOHMS 209/2018 NURSE PRACTITIONER LODONI H/C
MOHMS 210/2018 NURSE PRACTITIONER CWM PACIFIC EYE
MOHMS 211/2018 NURSE PRACTITIONER WAINIKORO HC
MOHMS 212/2018 NURSE PRACTITIONER VUNA HC
MOHMS 213/2018 NURSE PRACTITIONER DIABETIC HUB
MOHMS 214/2018 NURSE PRACTITIONER WAIYEVO HC
MOHMS 215/2018 NURSE PRACTITIONER COQELOA NS
MOHMS 216/2018 NURSE PRACTITIONER LABASA HC (2 POST)
MOHMS 217/2018 NURSE PRACTITIONER NASEA HC (2 POSTS)
MOHMS 218/2018 NURSE PRACTITIONER SAVUSAVU HC
MOHMS 219/2018 NURSE PRACTITIONER BA H/C
MOHMS 220/2018 NURSE PRACTITIONER NADI H/C
MOHMS 221/2018 NURSE PRACTITIONER VISEISEI HC- LAUTOKA
MOHMS 222/2018 NURSE PRACTITIONER LTKA DIABETIC HUB CENTRE
MOHMS 223/2018 NURSE PRACTITIONER LAUTOKA HUB CENTRE
MOHMS 224/2018 NURSE PRACTITIONER RAKIRAKI HOSPITAL
MOHMS 225/2018 NURSE PRACTITIONER TAVUA H/C
MOHMS 226/2018 NURSE PRACTITIONER SIGATOKA HOSPITAL
MOHMS 227/2018 NURSE PRACTITIONER LAUTOKA H/C
MOHMS 228/2018 NURSE PRACTITIONER VUNISEA HP
MOHMS 229/2018 NURSE PRACTITIONER LEVUKA HP
MOHMS 230/2018 NURSE PRACTITIONER ONOILAU HC
MOHMS 231/2018 NURSE PRACTITIONER MATUKU HC
MOHMS 232/2018 NURSE PRACTITIONER LOMALOMA HP

Role:	Nurse Practitioner
Salary Band:	Band I
Salary range:	\$43,496.63 - \$55,508.50
Location:	Health Centre
Unit/Division:	Nursing
Reports to:	Medical Officer In Charge
Subordinates:	Other medical officers, Health Centre sister, clinic nurses, paramedical staff, recorders, cleaners

The Purpose of this Position

The position is responsible for the effective and efficient delivery of health services in the medical area. It provides assistance to the medical officer in charge in ensuring that targets in the sub divisional business plan and the overall organizational objectives are met. It also works in collaboration with other health care professionals within the team to meet the client's needs. The position is required to meet the levels of competency for advanced practice focusing on management of all cases at the outpatient clinic, special outpatient clinic, emergency care, referrals of cases for specialized care, managing referred IMCI (0 – 5years old) cases, shift clinics/home visits maternal and child health clinic, conducts medical examination, health promotion and public health activities and on call/relieving duties.

Key Responsibilities/duties

The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Take charge in the management and planning of the daily operation of the health center in performing clinical duties.
 - Lead the multi-professional team in the outpatient and public health outreach team.
 - Work with the medical and nursing team to develop further the multidisciplinary approach in service delivery.
 - Assess risk and minimize threats to personal safety.
2. Ensures that resources requirements (equipment, drugs and consumables) are met to provide community health services effectively.

3. Provide nursing/clinical leadership and guidance to ensure health services are delivered as per approved plans, policies, guidelines and competently perform within the scope of practice.
4. Provide clinical medical services within the health center and for outreach as required.
5. Communication and relationship management by developing and maintaining professional relationship with colleagues within and outside of the organization which enhance mutual understanding and respect.
6. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the community, service progress against targets and staff development.
7. Continuously develop professionally by attending and facilitating programs and seminars.

Key Performance Indicators

1. Ensure to work effectively within the scope of practice in providing primary health care/services to the community including development and review of Individual Work Plans, Annual Performance Assessment, and provide evidence of annual re license and attend monthly meetings. Ensures to come to work on time during the rostered shift and sign in the attendance register.
2. Prompt reporting of any drug stock out and damaged equipment to the medical officer in charge for action and assist in monthly updating of stock take and ordering of consumables.
3. Provide assistance for regular supervision, mentoring and training sessions/case review at least monthly with colleagues/staff to ensure that policies, procedures and guidelines are followed to meet approved standards and also inform other staff of training opportunities and continuous professional development requirements.
4. Provide report of daily outpatient services and attendance including referrals for specialized care (Eye, Dental etc.) number of special outpatient seen and emergency referrals.

5. Demonstrate positive communication in all interactions with staff, clients and stake holders on a daily basis.
6. Ensure health program data is collected at time of service (accurately) and is reported monthly to inform on population and community health; using any reports to monitor community health and episodes or trends in disease (particularly against communicable/ reportable diseases; awareness raising and response to natural disasters, health promotion programs, screening, morbidity and mortality rates)

The Person

In addition to an Advanced Diploma in Nursing Practice or Post Grad Diploma in Nursing Practice, registered and hold a valid License to practice with the Fiji Nursing Council, the following knowledge, experience, skills and abilities are required for the successful performance of the role

Knowledge and Experience

1. At least 3-5 years' experience relevant to the position and scope of roles and responsibilities
2. Demonstrated ability working in a similar area knowledge of advanced primary health care services.
3. Understanding of the applicable legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire)

Skills and Abilities

1. Demonstrated ability to effectively work within a team.
2. Must possess sound analytical and problem solving skills in resource constrained environment.
3. Good communication and leadership skills
4. Ability to empower and coach team members
5. Demonstrate the ability to instruct, direct, motivate and evaluate performance.

6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 233/2018 SENIOR PHARMACIST LABASA HOSPITAL
MOHMS 234/2018 SENIOR PHARMACIST LAUTOKA HOSPITAL
MOHMS 235/2018 SENIOR PHARMACIST CWM HOSPITAL

Position	Senior Pharmacist
Band/Salary Range:	Band H Salary range: \$34,760.31 - \$44,564.50
Location:	Labasa, Lautoka, CWM
Unit/Division	Labasa, Lautoka, CWMH
Reports to:	Principal Pharmacist-
Subordinates:	Supervising Pharmacist, Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

POSITION PURPOSE

The Senior Pharmacist assists the Principal Pharmacist in the management, operation and delivery of quality pharmacy service ensuring quality use of medicines and provision of medicine advice to produce optimum health outcomes.

KEY RESPONSIBILITIES

1. Allocate duties and supervise the operations of the Outpatients and Inpatients pharmacy services
2. Coordinate hospital specialized services such as Clinical Pharmacy & Oncology, and the dispensing of special category medicines such as anti-retroviral, restricted antibiotics, anti-TB and other restricted medicines
3. Promote rational use of medicine through continuous pharmacy education and awareness to the pharmacy staff and other health care providers
4. Manage the Medicines Information Unit in the hospital including publication and dissemination of medicine information bulletin and patient information leaflets.

5. Coordinate, monitor and assess in-house training of intern pharmacists and pharmacy students
6. Provide secretariat support to the Divisional Medicines & Therapeutics Committee
7. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

Key Performance Indicators

1. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. Medicine information is provided, readily available, and accessible by members of medical staff and the general public
3. Activities of the Divisional Medicines Therapeutics Committee are implemented within the agreed timeframes
4. Assessments for the Internship Program are completed within the agreed timeframes.

PERSON SPECIFICATION

In addition to a Bachelor of Pharmacy, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 236/2018 SUPERVISING PHARMACIST LABASA HOSPITAL (2 POST)

MOHMS 237/2018 SUPERVISING PHARMACIST CWM HOSPITAL (2 POST)**MOHMS 238/2018 SUPERVISING PHARMACIST LAUTOKA HOSPITAL(2POST)**

Position	Supervising Pharmacist
Band/Salary Range:	Band G Salary range: \$28,605.45 - \$38,140.60
Location:	CWMH/Lautoka/Labasa
Unit/Division	Central/ East/Western/Northern
Reports to:	Senior Pharmacist
Subordinates:	Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

POSITION PURPOSE

The Supervising Pharmacist is responsible for the management & operation of different units within the pharmacy department and ensures the effective and efficient delivery of high quality & progressive pharmacy service and medicine advice to produce optimum patient outcomes.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Manage and supervise the processes of Inpatient Dispensing, Outpatient Dispensing, Extemporaneous Manufacturing and Clinical Pharmacy ensuring adherence to Good Pharmacy Practice Guidelines
2. Oversee and be responsible for the management of medicine stock including stock take, ordering, stock rotation, stock replenishment and distribution
3. Monitor unit personnel performance and ensuring staff are performing and achieve agreed outcomes
4. Prepare and submit unit reports
5. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

KEY PERFORMANCE INDICATORS

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.

PERSON SPECIFICATION

In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 4 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of basic inventory management

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 239/2018 SUPERVISING PHARMACIST SAVUSAVU HOSPITAL

Position	Supervising Pharmacist
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Band/Salary Range:	Band G Salary range: \$28,605.45 - \$38,140.60
Location:	Sub divisional hospitals
Unit/Division	Centeast/Western/Northern
Reports to:	Sub-Divisional Medical Officer
Subordinates:	Senior Pharmacy Technician, Pharmacy Assistant, Pharmacy Attendant

POSITION PURPOSE

The position is accountable for the delivery of high quality, progressive pharmacy services at the sub-divisional hospital, ensuring safe & quality use of medicines and the provision of medicine advice to produce optimum patient outcomes

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Responsible for the efficient planning, preparation and implementation of the pharmacy department action plan
2. Responsible for ensuring the efficient and effective delivery of pharmacy service within the subdivisional hospital with adherence to Good Pharmacy Practice guidelines
3. Assist health centres and nursing stations within the subdivision in the provision of urgent medicine supplies, when required
4. Manage inventory, including stock take, ordering, stock rotation within the subdivision, and stock replenishment and distribution to all units of the pharmacy and wards
5. Ensure that staff are performing and all delegated activities and work plan outcomes are met
6. Prepare and submit reports

8. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

KEY PERFORMANCE INDICATORS

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.

PERSON SPECIFICATION

In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 4 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of basic inventory management

Skills and Abilities

5. Demonstrated ability to effectively manage and lead a team
6. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
7. Capacity to use computers to support the daily operations
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 240/2018 SUPERVISING PHARMACIST VALELEVU HEALTH CENTRE**MOHMS 241/2018 SUPERVISING PHARMACIST NAUSORI HEALTH CENTRE**

Position	Supervising Pharmacist
Band/Salary Range:	Band G Salary range: \$28,605.45 - \$38,140.60
Location:	Valelevu Health Centre and Nausori Health Centre
Unit/Division	Central Division
Reports to:	Medical Officer Incharge and SDMO Rewa
Subordinates:	Senior Pharmacy Technician, Pharmacy Assistant, Pharmacy Attendant

POSITION PURPOSE

The position is accountable for the delivery of high quality, progressive pharmacy services at the health facility, ensuring safe & quality use of medicines and the provision of medicine advice to produce optimum patient outcomes

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Responsible for the efficient planning, preparation and implementation of the pharmacy department action plan
2. Responsible for ensuring the efficient and effective delivery of pharmacy service with adherence to Good Pharmacy Practice guidelines
3. Manage inventory, including stock take, ordering, stock rotation, stock replenishment and distribution
4. Ensure that staff are performing and all delegated activities and work plan outcomes are met
5. Prepare and submit reports

6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

KEY PERFORMANCE INDICATORS

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.

PERSON SPECIFICATION

In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of basic inventory management

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 242/2018 SUPERVISING PHARMACIST ST GILES HOSPITAL

Position	Supervising Pharmacist
Band/Salary Range:	Band G Salary range: \$28,605.45 - \$38,140.60
Location:	St Giles Hospital
Unit/Division	Central
Reports to:	Medical Superintendent
Subordinates:	Nil

POSITION PURPOSE

The position is accountable for the delivery of high quality, progressive pharmacy services at the St Giles Hospital, ensuring safe & quality use of medicines and the provision of medicine advice to produce optimum patient outcomes

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Responsible for the efficient planning, preparation and implementation of the pharmacy department action plan
2. Responsible for ensuring the efficient and effective delivery of pharmacy service and medicine advice with adherence to Good Pharmacy Practice Guidelines
3. Manage inventory, including stock take, ordering, stock rotation, replenishment and distribution
4. Prepare and submit reports
5. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

KEY PERFORMANCE INDICATORS

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.

PERSON SPECIFICATION

In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 4 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of basic inventory management

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 243/2018 NATIONAL COORDINATOR RADIOLOGY

Role:	National Coordinator Radiology Services
Level:	Band K
Salary range:	\$59,945.18 – \$97,603.06
Location:	CWM Hospital
Unit/Division:	Radiology Department/Central Division
Reports to:	Directly to Consultant Radiologist CWMH, Medical Superintendent CWMH Indirectly to Deputy Secretary Hospital Services Liaises with National Advisors, FRHB, FPBS, FSMIT, DMO's, SDMO's, External stakeholders
Subordinates:	Band J – Superintendent MITS

The Position

Plans and coordinates the management of the national Radiology services
Responsible for the supervision, control and general management of all operations of the Radiology services and ensures that high standard of service is provided in the most efficient and economical way.

Ensures that Radiology Equipment and Consumables are available and operational at all times and encourage rational use of resources to provide the most effective and efficient service .

Support continuous Professional Development through organizing relevant training and CPD activities.

Ensures that Radiology Quality audit issues are resolved in a timely manner.

Responsible for any radiology services issues or complains that may need clarifications by higher authorities.

Collaborates with the FRHB and FSMITC for compliancy matters related to Acts 40 and 41 of 2009 and ensures that Radiology services maintain radiation safety facilities and practices at all times.

Key Responsibilities

1. Acts in accordance with the corporate policies, delegated authority and instructions of the Permanent Secretary of Health and Deputy Secretary of Hospital Services.
2. Administer Radiology services in close accordance with the Director FBPS to ensure consumables, equipment and spare parts are readily

available at all times and raises indents for procurement of goods that are required for the service.

3. Member of relevant boards and committees and deliberating ways to ensure that safe and quality radiology services are provided at all times.
4. Responsible for the formulation and review of all Radiology Operations Policies and Guidelines and ensures that all the technical aspect of Radiology is provided in an efficient manner.
5. Ensures the proper recruitment of Medical Imaging Technologists in coordination with the recruitment unit.
6. Propose annual budget for national Radiology service and ensures the rational approach into the proper use of Radiology equipment, consumables, and information and archiving systems.
7. Promote a quality customer service approach and monitor and resolve complaints against the services or its staff where possible to the satisfaction of the Ministry of Health, its patients / customers and the community.

Key Performance Indicators

1. Timely submission of radiology business plans, relevant reports and updates.
2. Radiology Management meetings are held and minutes are submitted in due time.
3. Timely submission of Radiology annual budget requests and consumable, equipment and information systems updates.
4. Human Resource updates and requests are submitted for timely recruitment.

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science or equivalent.
Postgraduate qualification in management or similar will be an advantage
Registration and licencing with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this position:

Knowledge and Experience

- 1** 10 years or more working knowledge and experience of Radiology services operations and information systems and how these services contribute to the achievement of the organizations goals.
- 2** Sound knowledge of recruitment policies and experience in human resource management
- 3** Sound knowledge of Procurement principles and experience in procurement of Radiology equipment and consumables.
- 4** Sound knowledge of Radiation Health Act and Medical Imaging Technologist Act 2009

Skills and Abilities

- 1** Strategic thinking and analytical skills
- 2** Excellent written and oral communication skills
- 3** Decision-making and problem solving skills
- 4** Strong People and financial management skills
- 5** Strong experience in strategy, program formulation and implementation
- 6** Ability to supervise administration, finance and human resource functions
- 7** Ability to manage and motivate staff at different levels, background and experience
- 8** Ability to analyse and solve complex problems in a resource constrained environment
- 9** Good IT and Microsoft Office skills and ability to compile and analyse reports and monitor the use of PACS and RIS.

MOHMS 244/2018 SUPERINTENDENT MIT CWM HOSPITAL

Role:	Superintendent Medical Imaging Technologist
Level:	Band J
Salary range:	\$\$51,132.98 - \$83,254.98
Location:	CWM Hospital
Unit/Division:	Radiology Department/Central Division
Reports to:	Directly to Consultant Radiologist CWMH, Medical Superintendent CWMH, Indirectly to National Coordinator Radiology, DMO Central and DMO Eastern. Liaises with CWMH HOD's, FPBS, FNU, PPU(HQ), FSMIT
Subordinates:	MIT's Band F,H & I, X-Ray Attendants, Radiology Nurse, Radiology Records clerk

The Position

The position is responsible for the overall department operational planning and management for efficient and effective imaging services through proper Human Resource management, Supply Chain management and Monitoring and Evaluation of its activities.

The Central and Eastern Subdivisional Radiology Units and are also monitored and supervised by this position.

This position works closely with the Consultant Radiologist, National Coordinator, Radiology Services, Radiology CSN, the Central and Eastern DMO's and FPBS and facilitates collaboration between all stakeholders for the provision of quality radiology services in the Central and Eastern Division.

Key Duties

15. Ensure that proper human resource are available at all times and adhering to HR guidelines and MIT's are compliant with the Radiation Decree and Medical Imaging Technologist Decree of 2009 and are registered and licensed with relevant board.
16. Ensure that proper machines and equipment are purchased, installed and functioning at all times through proper quality assurance audits.
17. Ensure proper and correct reporting systems are in place and that proper reports are submitted in a timely manner and consumables are available at all times through proper monitoring.
18. Complies with and ensures that proper department operational guidelines in all sections are in place to maintain overall patient and staff safety at all times.
19. Member of relevant committees attends meetings and workshop relevant to job role and position and also ensures that departmental meetings are held to communicate and collaborate on important operational issues.
20. Ensure that the department infrastructure and facilities are properly maintained to ensure the department is 5S & OHS compliance.
21. Initiate self-development and actively participate in CPD activities and also ensures that all staff are regularly trained and participate in CPD activities for up skilling.
22. Ensure that ALL facilities with radiation sources are properly shielded without any radiation leakage which is harmful to everyone.

Performance Indicators

1. Department Monthly and quarterly and annual business reports are submitted to CWMH management in a timely manner.
2. Conduct radiation leakage test and submit appropriate reports.
3. All MIT's are registered and licenced.
4. Department facility, equipment and processes audits are done as planned.
5. CPD activities attended and points gained for renewal of annual licence.

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science or equivalent. Postgraduate qualification in management or similar will be an advantage. Registration and licencing with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this position:

Knowledge and Experience

- 1 More than 10 years of working experience and knowledge of Radiology services to be able to take up administrative activities of the position.
- 2 Understanding and experience in Human Resource management.
- 3 Knowledge and Understanding of the Fiji Radiation Health Decree 41 and Medical Imaging Technologist Decree 40, 2009.
- 4 Knowledge of Radiology consumable and equipment and experience on procurement processes and quality audit practices.
- 5 Have good knowledge of Radiology Protocols and Guidelines and monitoring and evaluation of practices.
- 6 Good knowledge and experience in Occupational Health and Safety and Radiation safety testing

Skills and Abilities

- 1 Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment
- 2 Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- 3 Demonstrated audits skills and ability to compile reports.
- 4 Demonstrated ability to carry out good
- 5 Demonstrated ability in supporting the operational / corporate environment of the organisation.

MOHMS 245/2018 SUPERINTENDENT MIT – LAUTOKA HOSPITAL

Role:	Superintendent Medical Imaging Technologist
Level:	Band J

Salary range:	\$51,132.98 - \$83,254.98
Location:	Lautoka Hospital
Unit/Division:	Radiology Department/Western Division
Reports to:	Directly to Consultant Radiologist Lautoka, Medical Superintendent Lautoka, Indirectly to National Coordinator Radiology, DMO Western. Liaises with Lautoka Hospital HOD's, FPBS, FNU, FSMIT
Subordinates:	MIT's Band F,H,I, X-Ray Attendants, Radiology Nurse, Typist, Recorder

The Position

The position is responsible for the overall department operational planning and management for efficient and effective imaging services through proper Human Resource management, Supply Chain management and Monitoring and Evaluation of its activities.

This position works closely with the Consultant Radiologist, National Coordinator, Radiology Services, Radiology CSN, the Western DMO's and FPBS and facilitates collaboration between all stakeholders for the provision of quality radiology services in the Western Division.

Key Duties

- 1 Ensure that proper human resource are available at all times and adhering to HR guidelines and MIT's are compliant with the Radiation Decree and Medical Imaging Technologist Decree of 2009 and are registered and licensed with relevant boards.
- 2 Ensure that proper machines and equipment are purchased, installed and functioning at all times through proper quality assurance audits.
- 3 Ensure proper and correct reporting systems are in place and that proper reports are submitted in a timely manner and consumables are available at all times through proper monitoring.
- 4 Complies with and ensures that proper department operational guidelines in all sections are in place to maintain overall patient and staff safety at all times.

- 5 Member of committees, attends meetings and workshop relevant to job role and position and also ensures that departmental meetings are held to communicate and collaborate on important operational issues.
- 6 Ensure that the department infrastructure and facilities are properly maintained to ensure the department is OHS compliance.
- 7 Initiate self-development and actively participate in CPD activities and also ensures that all staff are regularly trained and participate in CPD activities for up skilling.

Key Performance Indicators

- 1 Department Monthly and quarterly and annual business reports are submitted to CWMH management in a timely manner.
- 2 All MIT's are registered and licenced.
- 3 Department facility, equipment and processes audits are done as planned.
- 4 CPD activities attended and points gained for renewal of annual licence.

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science or equivalent. Postgraduate qualification in management or similar will be an advantage. Registration and licencing with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this position:

Knowledge and Experience

- 1 More than 10 years of working experience and knowledge of Radiology services to be able to take up administrative activities of the position.
- 2 Understanding and experience in Human Resource management.
- 3 Knowledge and Understanding of the Fiji Radiation Health Decree 41 and Medical Imaging Technologist Decree 40, 2009.
- 4 Knowledge of Radiology consumable and equipment and experience on procurement processes and quality audit practices.

- 5 Have good knowledge of Radiology Protocols and Guidelines and monitoring and evaluation of practices.
- 6 Good knowledge and experience in Occupational Health and Safety.

Skills and Abilities

- 1 Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment
- 2 Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- 3 Demonstrated audits skills and ability to compile reports.
- 4 Demonstrated ability in supporting the operational / corporate environment of the organisation.

MOHMS 246/2018 SUPERVISOR GENERAL/ULTRASOUND/SPECIAL - CWM HOSPITAL

Role:	Supervisor Medical Imaging Technologist - General/Ultrasound/Specials
Level:	Band I
Salary range:	\$43,296 - \$70, 495.80
Location:	CWMH, Suva
Unit/Division:	Radiology /Central
Reports to:	Directly to Superintendent Radiographer Indirectly to Consultant Radiologist, Radiology Registrars Liaises with Clinicians, Nurses, Attendants, MIT Subordinates
Subordinates:	MIT Band H and F

The Position

The position supports and assists the Superintendent Medical Imaging Technologists to facilitate the implementation of departments activities by monitoring and supervising the effectiveness and efficiency of staff in their

role for the smooth flow of work processes in each speciality areas i.e. in General, Ultrasound and Specials.

The position is also rostered for standby to assist in and resolve work and department issues that may arise after hours.

Key Duties

1. Prepares duty rosters and ensures that staffs are available in each station for daily shift work and on call duties and overtime claims are submitted in a timely manner.
2. Assists and guides subordinates to ensure that safety practices are carried out in line with standard protocols and guidelines and also
3. Ensures that the work areas are safe at all times and reports any structural issues for rectifications.
4. Ensures that consumables stocks are available and ordered in a timely manner and monitors its use to reduce wastage.
5. Assists the Superintendent MIT in peer reviews and evaluate unit activities through unit reports and that corrective measures are taken for efficient and effective services.
6. Monitors and ensures that quality audits are carried out in a timely manner and equipment is functioning at all times.
7. Monitors and actively participates in continuation professional development activities.
8. Attends meetings, workshops relevant to job role and position and stands in the absence of the Superintendent MIT.

Key Performance Indicators

1. Each unit monthly reports are collected and submitted to Superintendent MIT.
2. Department and unit audits are done as scheduled and issues are resolved in a timely manner.
3. Consumables physical stock count is done and updates provided weekly.
4. Number Continuous Professional Development activities carried out and attended and points gained for renewal of practicing licence

SELECTION CRITERIA

The Person

In addition to a Bachelor in Medical Imaging Science or equivalent, Registered and Licenced with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist, the following knowledge, experience, skills and abilities are required for the successful performance of the role.

Knowledge and Experience

1. Working experience as a Medical Imaging Technologist for 10years or more in Radiology Services to be able to carry out organizational activities required of this position.
2. Good knowledge and experience in Medical Imaging practices, protocols and quality assurance audits.
3. Good experience in supervision and monitoring and evaluating activities with good knowledge of Microsoft office to be able to compile and analyse reports.
4. Good Knowledge of OHS , Radiation Health Decree and the Fiji Society of Medical Imaging Technologist's Decree

Skills and Abilities

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
2. Demonstrated ability to analyse and resolve complex problems
3. Demonstrated supervisory and training skills to be able to effectively train subordinates.
4. Demonstrated ability to promote best use of resources and time to achieve work outcomes and support the organization strategies.

MOHMS 247/2018 SUPERVISOR MIT – LAUTOKA HOSPITAL

Role:	Supervisor Medical Imaging Technologist
Level:	Band I
Salary range:	\$43,296.63 - \$70,495.80
Location:	Lautoka Hospital
Unit/Division:	Radiology/Western
Reports to:	Directly to Senior MIT Lautoka Hospital

	Indirectly to – Superintendent MIT, Consultant Radiologist, Radiology Registrars Liaises with – Clinicians, Nurses, Attendants
Subordinates:	MIT's Band F & H

The Position

The position supports and assists Senior Medical Imaging Technologists to facilitate the implementation of departments activities by monitoring and supervising the effectiveness and efficiency of staff in their role for the smooth flow of work processes in each speciality areas i.e. in General, Ultrasound , Specials and CT Scans

The position is also rostered for standby to assist in and resolve work and department issues that may arise after hours.

Key Responsibilities

1. Performs examinations in General Radiography, Fluoroscopy, Ultrasound, CT scan and ensures that practices are line with department protocols and guideline.
2. Prepares duty rosters and ensures that staffs are available in each station for daily shift work and on call duties and overtime claims are submitted in a timely manner.
3. Assists and guides subordinates to ensure that safety practices are carried out in line with standard protocols and guidelines.
4. Ensures that the work areas are safe at all times and reports any structural issues for rectifications.
5. Ensures that consumables stocks are available in a timely manner and monitors its use to reduce wastage.
6. Assists the Superintendent and Senior MIT in staff performance assessments and evaluate unit activities through unit reports and that corrective measures are taken for efficient and effective services.
7. Monitors and ensures that quality inspections are carried out in a timely manner and equipment is functioning at all times.
8. Monitors and actively participates in continuation professional development activities, attends meetings, workshops relevant to job role and position and stands in the absence of the Senior MIT.

Key Performance Indicators

1. Number of successful examinations are performed, recorded, proper images are produced in line with department protocols and timely collection and submission of the unit's reports and statistics
2. Quality inspections are carried out, recorded and reported in a timely manner.
3. Radiology consumables are available at all times and Radiology inventory and equipment status updates are provided in a timely manner.
4. Number of CPD activities attended and points gained for renewal of practicing licence

SELECTION CRITERIA

The Person

In addition to a Diploma or Bachelor in Medical Imaging Science or equivalent, Registered and licence with the Fiji radiation health Board and Fiji Society of Medical Imaging Technologist, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience

- 1 Working experience as a Medical Imaging Technologist for 10years or more in Radiology Services to be able to carry out organizational activities required of this position.
- 2 Excellent knowledge and experience of Radiology imaging equipment and patient information systems.
- 3 Good experience in supervision and training.
- 4 Knowledge and experience of radiology quality management systems and control.

Skills and Abilities

- 1 Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
- 2 Appropriate numeracy and analytical skills suitable for the role and level to be able to collect, compile and analyse necessary reports.
- 3 Demonstrated ability to analyse and solve complex problems.

- 4 Demonstrated supervisory and training abilities to effectively monitor and train subordinates.
- 5 Demonstrated abilities to carry out quality control and quality assurance activities.
- 6 Demonstrated ability to promote best use of resources and time to achieve work outcomes.

MOHMS 248/2018 SUPERVISOR CT/ANGIO/MRI - CWM HOSPITAL

Role:	Supervisor Medical Imaging Technologist – CT scan, Angiography & MRI
Level:	Band I
Salary range:	\$43,296.63 - \$70,495.80
Location:	CWMH, Suva
Unit/Division:	Radiology /Central
Reports to:	Directly to Superintendent Radiographer Indirectly to Consultant Radiologist, Radiology Registrars Liaises with Clinicians, Nurses, Attendants, MIT Subordinates
Subordinates:	MIT's Band F&H

The Position

The position supports and assists the Superintendent Medical Imaging Technologists to facilitate the implementation of department's activities by monitoring and supervising the effectiveness and efficiency of staff in their role for the smooth flow of work processes in each speciality areas i.e. in CT scan, Angiography and MRI.

The position is also rostered for standby to assist in and resolve work and department issues that may arise after hours.

Key Responsibilities

- 1 Prepares duty rosters and ensures that staffs are available in each station for daily shift work and on call duties and overtime claims are submitted in a timely manner.

- 2 Assists and guides subordinates to ensure that safety practices are carried out in line with standard protocols and guidelines and also
- 3 Ensures that the work areas are safe at all times and reports any structural issues for rectifications.
- 4 Ensures that consumables stocks are available and ordered in a timely manner and monitors its use to reduce wastage.
- 5 Assists the Superintendent MIT in performance reviews and evaluate unit activities through unit reports and that corrective measures are taken for efficient and effective services.
- 6 Monitors and ensures that quality audits are carried out in a timely manner and equipment is functioning at all times.
- 7 Monitors and actively participates in continuation professional development activities.
- 8 Attends meetings, workshops relevant to job role and position and stands in the absence of the Superintendent MIT.

Key Performance Indicators

- 1 Each unit monthly reports are collected and submitted to Superintendent MIT.
- 2 Department audits are done as scheduled and issues are resolved in a timely manner.
- 3 Consumables physical stock count is done and updates provided weekly.
- 4 Number Continuous Professional Development activities carried out and attended and points gained for renewal of practicing licence

SELECTION CRITERIA

The Person

In addition to a Bachelor in Medical Imaging Science or equivalent, registered and Licenced with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist, the following knowledge, experience, skills and abilities are necessary for the successful performance of the role.

Knowledge and Experience

- 1 Working experience as a Medical Imaging Technologist for 10years or more in Radiology Services to be able to carry out organizational activities required of this position.
- 2 Good knowledge and experience in Medical Imaging practices, protocols and quality assurance audits.
- 3 Good experience in supervision and monitoring and evaluating activities with good knowledge of Microsoft office to be able to compile and analyse reports.
- 4 Good Knowledge of OHS , Radiation Health Decree and the Fiji Society of Medical Imaging Technologist's Decree

Skills and Abilities

- 1 Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
- 2 Demonstrated ability to analyse and resolve complex problems
- 3 Demonstrated supervisory and training skills to be able to effectively train subordinates.
- 4 Demonstrated ability to promote best use of resources and time to achieve work outcomes and support the organization strategies.

MOHMS 249/2018 SENIOR MIT – LABASA HOSPITAL

Role:	Senior Medical Imaging Technologist
Level:	Band I
Salary range:	\$43, 296.63 - \$70,495.80
Location:	Labasa Hospital
Unit/Division:	Radiology Department/Northern Division
Reports to:	Directly to Consultant Radiologist Labasa, Medical Superintendent Labasa Hospital, Indirectly to National Coordinator Radiology, DMO Northern. Liaises with Labasa Hospital HOD's, FPBS, FNU, FSMIT
Subordinates:	MIT's Band F, H, X-Ray Attendants, Radiology Typist

The Position

The position is responsible for the overall department operational planning and management for efficient and effective imaging services through proper Human Resource management, Supply Chain management and Monitoring and Evaluation of its activities.

This position works closely with the Consultant Radiologist, National Coordinator, Radiology Services, Radiology CSN, the Northern DMO and FPBS and facilitates collaboration between all stakeholders for the provision of quality radiology services in the Northern Division.

Key Responsibilities

- 1 Ensure that proper human resource are available at all times and adhering to HR guidelines and MIT's are compliant with the Radiation Decree and Medical Imaging Technologist Decree of 2009 and are registered and licensed with relevant boards.
- 2 Ensure that proper machines and equipment are purchased, installed and functioning at all times through proper quality assurance audits.
- 3 Ensure proper and correct reporting systems are in place and that proper reports are submitted in a timely manner and consumables are available at all times through proper monitoring.
- 4 Complies with and ensures that proper department operational guidelines in all sections are in place to maintain overall patient and staff safety at all times.
- 5 Member of committees, attends meetings and workshop relevant to job role and position and also ensures that departmental meetings are held to communicate and collaborate on important operational issues.
- 6 Ensure that the department infrastructure and facilities are properly maintained to ensure the department is OHS compliance.
- 7 Initiate self-development and actively participate in CPD activities and also ensures that all staff are regularly trained and participate in CPD activities for up skilling.

Key Performance Indicators

- 1 Department Monthly and quarterly and annual business reports are submitted to Labasa Hospital management in a timely manner.
- 2 All MIT's are registered and licenced.
- 3 Department facility, equipment and processes audits are done as planned.
- 4 CPD activities attended and points gained for renewal of annual licence.

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science or equivalent.

Postgraduate qualification in management or similar will be an advantage, Registration and licencing with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this position:

Knowledge and Experience

- 1 More than 10 years of working experience and knowledge of Radiology services to be able to take up administrative activities of the position
- 2 Understanding and experience in Human Resource management.
- 3 Knowledge and Understanding of the Fiji Radiation Health Decree 41 and Medical Imaging Technologist Decree 40, 2009.
- 4 Knowledge of Radiology consumable and equipment and experience on procurement processes and quality audit practices.
- 5 Have good knowledge of Radiology Protocols and Guidelines and monitoring and evaluation of practices.
- 6 Good knowledge and experience in Occupational Health and Safety.

Skills and Abilities

- 1 Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment
- 2 Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- 3 Demonstrated audits skills and ability to compile reports.
- 4 Demonstrated ability in supporting the operational / corporate environment of the organisation.