

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 1/2018	Nurse Unit Manager –Makoi Maternity Unit	\$34,760.31 - \$44,564.50
MOHMS 2/2018	Midwives – Makoi Maternity Unit [27 Posts]	\$28,605.45 - \$38,140.60
MOHMS 3/2018	Senior Pharmacy Technician – Labasa Hospital	\$22,528.74 - \$28,883.00
MOHMS 4/2018	Supervising Pharmacy Technician – Labasa Hospital	\$28,605.45 - \$38,140.60
MOHMS 5/2018	Information Officer - NFNC	\$22,528.74 - \$28,883.00
MOHMS 6/2018	Research Officer - NFNC	\$22,528.74 - \$28,883.00
MOHMS 7/2018	Pharmacy Assistant – Rakiraki Hospital	\$19,041.75 - \$24,417.50

MOHMS 8/2018	Sub Divisional Health Inspector – Nadroga/Navosa	\$22,528.74 - \$28,883.00
MOHMS 9/2018	Senior Assistant Health Inspector	\$19,041.75 - \$24,412.50
MOHMS 10/2018	Lab Assistant – Nadi Hospital	\$14,428.13 - \$18,497.60
MOHMS 11/2018	Technical Officer II Radiology – Ba Health Centre	\$22,528.74 - \$28,883.00
MOHMS 12/2018	Senior Pharmacy Technician[3 post] Rakiraki , Nadi	\$22,528.74 - \$28,883.00
MOHMS 13/2018	Executive Officer Lautoka /Yasawa	\$19,041.75 - \$24,412.50
MOHMS 14/2018	Re-advertised Senior Pharmacy Officer (CWM Hospital)	\$34,760.31 - \$44,564.50
MOHMS 15/2018	Re-advertised National Coordinator Anti-Microbial Resistance	\$34,760.31 - \$44,564.50
MOHMS 16/2018	Re-advertised Manager - Essential Medicines Program	\$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 26 January 2018** and addressed to:

- Applications by post:**
 Permanent Secretary for Health & Medical Services
 PO Box 2223, Government Buildings
 Suva, Fiji
- 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.

WITHDRAWAL OF VACANCIES

Vac No.	Post	Reason for withdrawal
269/2017	Senior Pharmacy Officer (CWM Hospital)	Incorrect Salary Band in earlier advertisement
347/2017	National Coordinator Anti-Microbial Resistance	JD has been revised
349/2017	Manager Essential Medicines Authority	JD has been revised

JOB DESCRIPTION

MOHMS 1/2018 NURSE UNIT MANAGER –MAKOI MATERNITY UNIT

Role:	Nurse Unit Manager
Band:	H
Salary	\$34,760.31- \$44,564.50
Location:	Makoi Birthing Unit.
Unit/Division:	CWMH/Central
Report To:	DDON O&G CWMH
Subordinates:	Team Leaders, Midwives, Ward Assistants, Cleaner Servants, Recorders.

The Purpose of the Position

The purpose of the position of Nurse Unit Manager, Makoi Birthing Unit is to oversee the HR management of the Midwifery workforce and their practice, that all applicable policies, clinical practice guidelines and standards are met, and to ensure the procurement and supply of necessary resources (equipment, drugs and other consumables) for the Makoi Birthing Unit to provide a Safe and Quality Midwifery service to expected Standards. [Midwifery led care model]

Key Responsibilities/Duties

1. Manage and supervise staff of the Makoi Birthing Unit to provide Midwifery care to pregnant and laboring women and immediate neonatal care to their new born babies.
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide Midwifery care effectively.
3. Provide Midwifery/clinical leadership and guidance to ensure midwifery care are delivered as per protocols, policies, guidelines, and that staff work within their scope of practice and meeting midwifery standards/competencies.
4. Provide positive and open communication with all clients/families and members of the communities that are seen in Makoi Birthing Unit as well with other Ministry and external stakeholders.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the services progress against targets, and staff professional development.

Key Performance Indicators

1. Ensure that all staff are working effectively within Scope of Practice to provide Midwifery care to all women attending ANC and Birthing services in Makoi Birthing Unit (including: develop and review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure staff provide evidence of annual re-license, mentor and support staff with regular ward meetings).
2. Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
3. Provide regular supervision, mentoring and assist in ward training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates. Including of providing daily feedback at the CWMH O&G unit morning handover session as per

Midwifery morning rounds. (Ensure timely response is provided and referral with evacuation of cases done appropriately.)

5. Ensure that daily ward activity data is collected (accurately) entered in the PATIS(Patient and Information System) and a monthly report to inform on ward activities submitted to the unit DDON to assist in meeting the targets of unit Business Plan in line of the CWMH Business Plan targets.

The Person

In addition to;

- 1- post graduate qualification in Midwifery,
- 2- registered with the Fiji Nursing Council as Midwife and **hold a valid license to practice.**
- 3- At least 10 years of Midwifery experience and currently works in a maternity unit.
- 4- Qualified Emergency Obstetric and Neo natal Care (EmoNC) Facilitator,

the following Knowledge, Experience, Skills and Abilities are required to successful carry out the role of the position.

Knowledge and Experience (Essential)

1. To have sound knowledge of Midwifery Scope of Practice outlined under the Nursing Decree-2011, OHS policies, CWMH Nursing policies, guidelines and regulations that govern the Nurses’ practice and code of ethics.
2. Understand the HIV Decree, Child Welfare Decree, Sexual Offence Unit (SOU) and Mental Health Decree.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Demonstrated ability to effectively work within a team
- Must possess sound analytical and problem solving skills in resource-constrained and at time remote environment.
- Demonstrate the ability to instruct, direct, motivate and evaluate staff.

- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
- Has sound computer literate program in compiling and generating reports, correspondence, updating records and PATIS (Patient’s Information System)
- Service oriented approach with a commitment to implement the Mission and Vision of the organization in the operations and the delivery of an efficient health care system.
- Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives.

MOHMS 2/2018 MIDWIVES – MAKOI MATERNITY UNIT [27 POSTS]

Role:	Midwives
Band:	G
Salary	\$28,605.45 - \$38,140.60
Location:	Makoi Birthing Unit.
Unit/Division:	CWMH/Central
Report To:	NUM /SDHS
Subordinates:	Registered Nurses, Enrolled Nurses, O&G Interns, Student nurses and Ward Assistants

POSITION PURPOSE

The registered Midwife is recognised as a responsible and accountable professional who works in partnership with women and families to give the necessary supportive care and advice during pregnancy, labour, birth puerperium period and their newborn.

KEY DUTIES

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

1. Provides proper assessment of clients in conformity to the Midwifery Scope of Practice, Nursing standards and clinical practice guidelines.

2. Provide quality interpretation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
3. Execute nursing care plans and specialist team orders ensuring that it conforms to national nursing policies, facilities internal protocols and infection control guidelines.
4. Making sound clinical nursing decisions in the provision of client care. Advocate for patients to specialist teams and families.
5. Nurse and monitor high risk and critical patients ; ensure timely escalation to experts regarding any clinical issues beyond their competency
6. Mentoring Registered Nurses, Medical Interns, junior staff during the provision of care to client needing Intensive Nursing care.
7. Maintain accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Adherence to legal and professional midwifery best practice and other relevant policies, practice guidelines and protocols.
2. Ensures proper and consistent delivery of safe, quality midwifery services and practices
3. Confidently provides effective clinical management of women and newborn
4. Ensures efficient and appropriate responses to obstetric emergencies and timely referrals wherever warranted
5. Meeting Individual goals as stipulated in Individual work plans.
6. Provides mentorship and support to junior team members and new staff

PERSON SPECIFICATION

In addition to an undergraduate in nursing qualification, a Certificate in Midwifery with 10years of practice OR a postgraduate midwifery qualification with 3-5years of practice. A Certificate in EmNOC is essential. A valid Midwifery License is mandatory for this position, the following Knowledge, Experience, Skills and abilities are required to successfully carry out the duties of the position.

Knowledge and Experience

1. At least 3 to 5 years experience in an area that practices midwifery daily
2. Scientific knowledge of obstetrics and neonatal care
3. Practical knowledge and experience of Infection Control, Prevention and Risk management
4. Experienced in dealing with obstetric and neonatal emergencies.
5. Excellent knowledge of operational plans and goals of midwifery services

Skills and Abilities

1. Demonstrates ability to effectively work in a team and shows good leadership skills
2. Demonstrates good/sound clinical judgement and decision-making
3. Ability to work under minimum supervision. An assertive self-starter
4. Excellent communication skills (verbal & written)
5. Ability to practice ethically within the framework of the Midwifery Scope of Practice
6. Demonstrates commitment and accountability in the execution of delegated responsibilities

MOHMS 3/2018 MIDWIVES – SENIOR PHARMACY TECHNICIAN LABASA HOSPITAL

Role:	Senior Pharmacy Technician
Salary Band/Range	Band F
Salary Range	\$22,528.74 -\$28,883.00
Location:	Labasa Hospital
Unit/Division:	Northern Division
Reports to:	Principal Pharmacy Officer
Subordinates:	Pharmacy Assistants x 2

The Position

The position is responsible for the daily operations in the delivery of dispensary services in the Outpatient and Inpatient dispensaries under the supervision of a registered pharmacist. The position may also be required to work in Medicine storage and Distribution.

Key Duties

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

- Dispensary service, providing medicines and counselling to inpatients, outpatients and external clinics
- Promote the rational use of medicines in the hospital and the community
- Providing accurate, timely and informative pharmacy services to clients and other health professionals through dispensing and advice provision, on the use of prescription and non-prescription medicines
- Inventory/medicine storage and distribution

KEY PERFORMANCE INDICATORS

- Quality and timely delivery of pharmacy services
- Percentage of prescribed items actually dispensed

The Person

In addition to Bachelor of Pharmacy (or equivalent), the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

- 1-2 years year experience in pharmacy practice including internship.
- Good understanding of good practices of efficient management of dispensing
- Have an understanding and use of rational use of medicines tools
- Experience in, and understanding of all aspects of pharmacy practice such as dispensing, extemporaneous manufacturing, drug storage & distribution.
- Contributed to developing, monitoring and evaluating pharmacy activities.

Skills and Abilities

- Demonstrated ability to effectively work within a team environment
- Must possess sound analytical and problem solving skills in resource-constrained environment.

- Capacity to utilize computer programs to support the daily operations
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 4/2018 – SUPERVISING PHARMACY TECHNICIAN LABASA HOSPITAL

Role:	Supervising Pharmacy Technician
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38, 140.60
Location:	Labasa Hospital
Unit/Division:	Northern Division
Reports to:	Principal Pharmacy Officer
Subordinates:	Senior Pharmacy Technicians x 3

POSITION PURPOSE

The position is responsible for ensuring the effective & efficient supervision of the delivery of Outpatient, Inpatient & Ward Pharmacy services by managing teams and providing guidance and support to subordinates. The position is also responsible for ensuring the availability and accessibility of safe, effective and quality medicines at the Labasa Hospital as well as to external clinics when necessary.

KEY DUTIES

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

1. Manage and supervise efficient dispensing services in the hospitals.
2. Promote the effective use of rational use of medicines standards
3. Manage the allocation of resources, manpower and staff development
4. Coordinate the effective and efficient distribution of medicines in the hospital
5. Ensure the timely compilation and analysis of reports and their submission

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- Number of trainings conducted
- Percentage of prescribed items actually dispensed

PERSON SPECIFICATION

In addition to Bachelor of Pharmacy, Registered as a pharmacist by the Fiji Pharmacy Profession Board and holds a valid Practicing Licence, the following Knowledge, Experience, Skills and Abilities are required to successfully carry out the duties of the position.

Knowledge and Experience

- At least 2-3 years of experience in management or supervisory role as a pharmacist in all areas of pharmacy practice including Medicine Storage & Distribution.
- Good understanding and implementation of the objectives of the Medicinal Products Act 2011, Pharmacy Profession Act 2011, and the National Medicinal Products Policy 2013.
- Sound knowledge of public sector policies, regulations and guidelines
- Contributed to developing, monitoring and evaluating pharmacy activities.

Skills and Abilities

- Highly developed organizational skills and the ability to communicate with people at different levels
- Demonstrated ability to work as part of a team, to instruct, direct & motivate people to achieve a common goal
- Capacity to utilize computer programs to support the daily operations
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 5/2018 – INFORMATION OFFICER - NFNC

Role:	Information and Communications Officer
Level:	F
Salary range:	\$22,528.74 - \$28,883.00
Location:	Lot 1 Clarke Street, Denison Road, Suva
Unit/Division:	National Food and Nutrition Centre
Reports to:	Manager through Senior Nutritionist
Liaises with	Internal Stakeholders – other Technical and Admin staff External Stakeholders - Fiji TV, MoH, Ministry of Information (ITC), other ministries/depts, printing companies, mass media outlets
Subordinates:	Library Assistant

The Purpose of this Position

To compile, edit or facilitate the dissemination of specific nutrition and health information through liaising with the Manager NFNC, Technical Officers and consultants to create awareness of nutritional related issues to government ministries and departments, non-governmental organisations, the mass media and interested individuals. Arrangements need to be made for hard copies of nutrition information materials to be printed, housed, and disseminated.

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. To compile the NFNC quarterly publication, the Fiji Food and Nutrition Newsletter. A photo bank must be maintained of NFNC official functions, activities, food and garden related subjects.
2. Manage the NFNC website.

3. Edit all other publications produced by the NFNC (including annual reports, project reports etc.). Work with graphic artist for design and layout. Maintain distribution lists for dissemination of all NFNC publications.
4. Maintain information bank (Nutrition Information Kit) of nutrition-related articles for publication in the local papers or for radio programmes (and arrange for translation into the vernacular where needed).
5. Put out press releases to the media whenever necessary and organize press coverage of all important NFNC functions.
6. Ensure that public exhibits or displays are organised by the Nutritionist Information and Communication when needed.
7. Work with other Technical Staff to assess the design, messages, and usefulness/effectiveness of printed materials/resources that have been produced by the Centre, and modify them if necessary. This includes development of new ones. Implement communication strategies within the framework of NFNC's overall annual plan in consultation with Technical Staff.

Key Performance Indicators

1. Produce four quarterly newsletters per year.
2. Maintain NFNC website – no of newsletters, publications and IECs uploaded per quarter.
3. No. of materials being edited per quarter.
4. No. of updates made to Nutrition Information Kit per quarter.
5. No. of materials (reports, guidelines, Food and Nutrition Policy, FPANs and IECs) disseminated per month, and ascertain balance of materials.
6. No. of materials printed or reprinted per quarter.

The Person

In addition to a bachelor degree in Journalism/Media/Information Studies or Degree in Nutrition, the following Knowledge, experience, skills and abilities are required to successfully perform the duty of the post.

Knowledge and Experience (essential)

1. At least 5 years relevant work experience.

2. Basic Knowledge of Microsoft Programs, skills including website and social media maintenance and trouble-shooting are an advantage.
3. Have knowledge on National Dietetics and Nutrition Strategic Plan and other nutrition related policies and guidelines.
4. Maintain privacy and confidentiality of all NFNC-related matters.

Skills and Abilities

1. Ability to converse fluent vernacular language is an advantage
Demonstrated ability to effectively work within a team and to a high professional standard reflecting the MOHMS values.
2. Demonstrated ability to communicate respectfully, effectively and positively with all colleagues.
3. Ability to deal with unplanned activities and produce deliverables.
4. Editing Skills
5. Ability to supervise a small Library set-up.

MOHMS 6/2018 – RESEARCH OFFICER - NFNC

Role:	Research Officer
Level:	F
Salary range:	\$22,528.74 - \$28,883.00
Location:	Lot 1 Clarke Street, Denison Road, Suva
Unit/Division:	National Food and Nutrition Centre
Reports to:	Manager NFNC through Senior Nutritionist
Liases with	External – Fiji Bureau of Statistics; Information Units at WHO, UNICEF, FAO, SPC, USP and FNU; relevant government ministries. Internal – Technical Staff, Senior and Divisional Dietitians, Research Officer MoHMS, Health and Information Unit

The Purpose of this Position

The primary role of the Research Officer is to conduct nutrition surveillance and evaluation through the periodic National Nutrition Survey, and assists with monitoring and assessment of food and nutrition situation in Fiji. It develops appropriate databases for nutrition information and datasets.

The Research Officer also assists the divisions to analyze routinely collected data by the Divisional and Subdivisional Dietitians through their quarterly returns, and liaises with external partners to analyze and produce the annual Food Balance Sheets.

The Research Officer prepares and submits monthly and quarterly reports on research programs and activities of the NFNC.

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. Monitor the food situation in Fiji through periodic and surveillance and evaluation.
2. Develop the annual Food Balance Sheets detailing the availability of food per person per day.
3. Assess the food and nutrition situation in Fiji through planning and implementation of population surveys, data analysis and report writing.
4. Maintain and update all secondary food and nutrition information through regular data collection.
5. Collate and analyze data from the divisions and submit technical reports to assist with informed decision-making in the divisions.
6. Present findings of researches and field surveys planned and conducted with internal and external partners and agencies.
7. Prepare project proposals for planned populations surveys (National Nutrition Survey) and consult with relevant partners and agencies.

8. Work with other Technical Staff to monitor the progress of the programs within the Fiji Plan of Action for Nutrition (FPAN); and assist with the overall achievement of the NFNCs annual business plan.

Key Performance Indicators

1. Periodic surveillance and evaluation reports are developed, presented and disseminated.
2. Production and dissemination of annual Food Balance Sheets to relevant partners and agencies.
3. Nutrition assessment and survey reports are developed and presented to relevant stakeholders.
4. Timely collection and collation of data for decision-making in the NFNC and the MoHMS.
5. Technical reports are developed and made available for the divisions for nutrition intervention programs.
6. Presentation of findings of researches and field surveys planned and conducted with internal and external partners and agencies
7. National Nutrition Surveys coordinated, and timely presentation and submission of the NNS Report.
8. Progress updates available for nutrition research programs.

The Person

In addition to a Bachelor in Statistics and Population Demography with a background in Nutrition or Food Science or Food Technology, the following knowledge, Experience, skills and abilities are required to successfully perform the duties of the post.

Knowledge and Experience

1. Knowledge, of computer research programs, softwares and databases.
2. Extensive experience in nutritional research
3. High standard of written English is essential.
4. Comprehend the linkages between NFNC mandate, the existing Food and Nutrition Policy, the Fiji Plan of Action for Nutrition and day to day work.
5. Maintain privacy and confidentiality of all NFNC-related matters.

Skills and Abilities

1. Demonstrated capacity in collation and analysis of data.
2. Demonstrated ability to effectively work within a team and to a high professional standard reflecting the MOHMS values.
3. Demonstrated ability to communicate respectfully, effectively and positively with all colleagues.
4. Ability to deal with unplanned activities and produce deliverables.

MOHMS 7/2018 – PHARMACY ASSISTANT RAKIRAKI HOSPITAL

Role:	Pharmacy Assistant
Salary Band:	Band E
Salary range:	\$19,041.75 - \$24,412.50
Location:	Rakiraki Hospital
Unit/Division:	Pharmacy/ Western Health Services
Reports to:	SDMO Rakiraki/ Principal Pharmacy Officer- Lautoka hospital
Subordinates:	Nil

The Position

The position is responsible for the management & the delivery of the Pharmacy service at the health facility under the direct supervision of the Medical Officer in-charge.

Key Duties

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

1. Manage the pharmacy in terms of the dispensary service and Inventory Management
2. Medicine ordering from the FPBS, medicine storage and distribution to patients and to internal clinics.
3. Dispensary service with strict adherence to the laws & regulations, guidelines and policies
4. Practice pharmacy in a professional manner & promote the rational and optimal use of medicines
5. Preparation of the dispensary, replenishment of stock, pre-packaging of medicines, and preparation of pharmaceutical products

6. Collection and analysis of data to provide information for Reporting

KEY PERFORMANCE INDICATORS

- Quality and timely delivery of Pharmaceutical Services
- Medicine stock availability

SELECTION CRITERIA

The Person

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 relevant experience); the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

- Proven experience in serving customers in the front line services to the public
- Experience in a pharmacy set-up may be an added advantage.
- Have some knowledge or understanding of basic inventory management
- Have a good understanding of the basic sciences of the human body

Skills and Abilities

- Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
- Capacity to utilise computer programs to support the operations of a complex organisation
- Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
- Have the ability to use advance mathematical calculation
- Demonstrated ability to effectively work within a team environment

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

MOHMS 8/2018 – SUB-DIVISIONAL HEALTH INSPECTOR – NADROGA/NAVOSA

Role:	Sub-divisional Health Inspector – Nadroga/Navosa
Level:	Band F
Salary range:	\$22,528 - \$28,883.00
Location:	Sigatoka Rural Health Office
Unit/Division:	Environmental Health/ Western Health Office
Reports to:	SDMO Nadroga/Navosa, Divisional Health Inspector Western
Subordinates:	Senior Assistant Health Inspectors -8

The Position

The Sub-Divisional Health Inspector administers the provisions of the primary and aligned legislation and subsidiary legislation that SAHI in Fiji are required to implement for the promotion of sustainable development that is ecofriendly, which in return should provide a safe and healthy environment that is conducive to healthy living.

The Sub-Divisional Health Inspector will provide an effective Environmental Health services by promoting and maintaining a high standard of health and wellbeing within the local authority as per the 9 KRA and will contribute to the achievement of the overall goals and objectives of the MOH as contained in the 5D BP, Divisional BP, ACP and the NSP.

Key Duties

1. Managing Environmental Health Programme by supervision of the 9 KRA and promote a high standard of health and well-being within the Sub-Division
2. Effectively manage the enforcement of the stator obligations of the Local Authority pursuant to the aligned and subsidiary legislation

3. Required to continue to participate in improving the organization to ensure quality customer service and to continue to improve the quality of service and contain costs
4. Actively contribute to achieve the goals and objectives of the Ministry, Central of Health and Quarantine Health
5. Undertake all required activities to ensure all staff and resources are managed and supported and developed to enable them to carry out responsibilities
6. Assist with the development and implementation of environmental health policies and procedures.
7. Proactively provide information and assistance to operators of registered premises and Community with guidance and advice in managing their obligations under the various Acts.
8. Provide advice, assistance and referral where necessary to the community and Local Authority on public health issues as required by Law.
9. Undertake other duties which are within the management, interpersonal and technical skills level of the position and which may be legally directed or delegated to be performed relative to public health services.
10. Work in collaboration with other health professionals including GO and NGO in a multidisciplinary team focusing on integrated approach to resolve public health issues and concerns in vulnerable communities.

The Person

In addition to a University qualification relevant to Environmental Health and to be a Member of Fiji Institute of Environmental Health with a valid Practicing Licence as an Allied Health Practitioner, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Understanding of legislative/policy approaches and responsibilities designed to protect the environment and public health
- Strong understanding in the enforcement process and litigation procedures.
- Knowledge of Fijis Green Growth Frame
- Knowledge of WHO SDGs and Healthy Island settings to enhance community health.
- Knowledge of WASH (Water, Sanitation and Hygiene) implementation in the communities.
- Experience in working with multiple partners in a constructive way that is beneficial to all parties.
- Knowledge and understanding of community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
- Experience in post disaster/disease outbreak response coordination.
- Knowledge and Understanding of Monitoring and Evaluation.

Skills and Abilities

- Ability to give technical advice to clients or communities on environmental health issues.
- Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner
- Strong and effective communication (Written, Verbal) skills
- Good organizational skills and demonstrates commitment.
- Ability to work long hours, cope with pressure and setbacks.

MOHMS 8/2018 – SENIOR ASSISTANT HEALTH INSPECTOR - SIGATOKA HEALTH OFFICE [4 POSTS]

Role:	Senior Assistant Health Inspector
Level:	Band E
Salary range:	\$19,041.75 - \$24,412.50
Location:	Sigatoka Health Office [4]
Unit/Division:	Environmental Health/ Western Health Office
Reports to:	Sub divisional Health Inspector
Subordinates:	-

The Position

The position provides an effective Environmental Health services by promoting and maintaining a high standard of health and wellbeing within the local authority as per the 9 KRA. Effectively enforce all statutory obligations of Rural Local Authority pursuant to the Public Health Act 111, Quarantine Act 112, Food Safety Act 2003, Town Planning Act 139, Subdivision of Land Act 140, Environmental Management Act and any other relevant legislation. It contributes to the achievement of the overall goals and objectives of the MOH as contained in the SD BP, Divisional BP, ACP and the NSP.

Key Duties

The roles of the Senior Assistant Health Inspector is:

1. Responsible to the Sub Divisional Health Inspector for the planning, implementing, delivery and control of environmental health services in the Sub Division
2. The senior assistant Health Inspector will be responsible for the implementation of the 9 KRA of the environmental Health program including Environmental Health Planning, Health Promotion and sanitation, Vector control and disease surveillance, Food and water quality control, Port Quarantine, Licensing, Legal proceedings,
3. Assist with the development and implementation of environmental health policies and procedures.

4. Required to continue to participate in improving the organization to ensure quality customer service and to continue to improve the quality of service and contain costs
5. Proactively provide information and assistance to operators of registered premises and community with guidance and advice in managing their obligations under the various Acts.
6. Provide advice, assistance and referral where necessary to the community and Local Authority on public health issues as required by Law.
7. Undertake other duties which are within the management, interpersonal and technical skills level of the position and which may be legally directed or delegated to be performed relative to public health services.
8. Carry out routine house to House inspections within the community to remedy occurrence of any public Health nuisance.
9. Prepare report to supervisors and maintain records of inspections.
10. Prepare IWP and implement in the communities in conjunction with other public Health programs.
11. Work in collaboration with other health professionals including GO and NGO in a multidisciplinary team focusing on integrated approach to resolve public health issues and concerns.
12. Perform mandatory work under the following legislations.
 - a. Public Health Act, Cap 111
 - b. Food Safety Act 2003
 - c. Food Safety Regulation 2009
 - d. Quarantine Act, Cap 116
 - e. Town Planning Act, Cap 139
 - f. Town Planning General Provisions
 - g. Sub-Division of Land Act, Cap 125
 - h. Burial & Cremation Act, Cap 117
 - i. Tobacco Control Decree 2010
 - j. Tobacco Control regulation 2012
 - k. Litter Decree 2009

SELECTION CRITERIA

The Person

In addition to qualification prescribed under the Allied Health Practitioners Decree 2011, and Member of Fiji Institute of Environmental Health, and a valid Practicing Licence as an Allied Health Practitioner; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

- At least 1 years' experience as a Senior Assistant Health Inspector would be desirable. Serving officers must have at least 3 years' experience as Senior Assistant Health Inspector (HW06) with High APA ratings.
- Understanding of various legislations/policy approaches and responsibilities designed to protect the environment and public health
- Understanding the basic sequence in inspection, Food and water sampling, larval surveys, enforcement and litigation procedures.
- Knowledge on Development control especially building plans and construction is relevant.
- Knowledge of WASH (Water, Sanitation and Hygiene) implementation in the communities.
- Experience in working with multiple partners in a constructive way that is beneficial to all parties.
- Experience in and understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
- Experience in post disaster response coordination.

Skills and Abilities

- Skills to carry out disease outbreak and response.
- Skills to investigation cases and instigate prosecution.
- Skills to write project proposals, prepare reports and sound communication
- Ability to give advice to clients or communities on environmental health issues.

- Ability to apply skills in addressing environmental Health issues with clients/communities.
- Ability to analyse situations and initiating actions.
- Ability to work as a team, demonstrates commitment and work long hours,
- Ability to cope with pressure and setbacks.
- Ability to adapt changes within the organisation effectively.

MOHMS 10/2018 – LABORATORY ASSISTANT – NADI HOSPITAL

Role:	Assistant Laboratory Technician
Level:	Band D
Salary range:	\$14,428.13 - \$18,897.60
Location:	Nadi Subdivisional Hospital [1]
Unit/Division:	Pathology Laboratory
Reports to:	SDMO Nadi, Quality Manager West, Laboratory Superintendent (Lautoka Hospital)
Subordinates:	-

The Position

The position ensures specimen registration, clinical investigation and organisation of workflow and resource management to contribute to delivery of accurate, reliable results within an appropriate turnaround time.

Key Duties

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 and disinfected daily, specimen handling is as per SOP with compliance and active contribution to LQMS.
3. Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned duties.

4. Contribute to training, supervision and assessment of new recruits and students.
5. Ensure accurate, reliable and timely laboratory investigations reports.

The Person

In addition to University qualification (s) in Medical Laboratory Technology, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

- Minimum requirement is a Certificate in Medical Laboratory Technology from a recognised institution.
- Must be able to identify resources required to be able to perform assigned duties with due economy.
- Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
- Understand and be receptive to applicable laws of Fiji.

Skills and Abilities

- Demonstrated ability to effectively work and communicate within a team under challenging conditions and make independent decisions and recommendations for laboratory service continuity.
- 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.
- Flexibility to be able to work odd shifts; beyond normal hours (including on-call duties) and perform relieving duties at other stations when required.

MOHMS 11/2018 – TECHNICAL OFFICER [RADIOLOGY] BA HEALTH CENTRE

Role:	Technical Officer [Radiology]
Level:	Band F
Salary range:	\$22,528 - \$28,883.00
Location:	Ba Health Centre
Unit/Division:	Radiology/ Western Health Services
Reports to:	SDMO Ba/ Medical Imaging Superintendent- Lautoka Hospital
Subordinates:	

The Position

This position works alone without supervision and is in charge of the Radiology unit, performs general radiography and ultrasound examinations on a daily basis and is also on call and standby after hours for emergency cases.

The position is responsible and accountable for the planning, organizing and monitoring of the efficiency of the service delivery of this section and interacts with other cadres in the hospital, subdivision and division as a whole for this purpose.

Key Duties

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

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, 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 subdivision outreach programmes.
8. Available for duties at Ba Mission or relieving duties in any other x-ray station within the Division.

The Person

In addition to Diploma or Bachelor in Medical Imaging (or equivalent), Registered and Licenced with the Fiji Radiation Health Board and the Fiji Society of Medical Imaging Technologist, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position:

Knowledge and Experience

- More than a year of technical working experience in this field to be able to work unsupervised during on call, shifts work and relieving duties in outer stations.
- Knowledge and experience of techniques, processes and protocols of general radiography, and other specialized units.
- Knowledge of radiation and occupational health and safety.
- Knowledge of maintenance of medical imaging equipment and quality control.
- Knowledge of the Fiji Radiation Health decree and Medical Imaging Technologist Decree, 2009.

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
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Demonstrated auditing skills and ability to compile reports.

- Demonstrated ability in supporting the operational / corporate environment of the organisation.

MOHMS 12/2018 – SENIOR PHARMACY TECHNICIAN – RAKIRAKI HOSPITAL

Role:	Senior Pharmacy Technician
Level:	Band F
Salary range:	\$22,528.74 -\$28,883.00
Location:	Rakiraki hospital [1]
Unit/Division	Pharmacy/ Western Health Services
Reports to:	SDMO/ Supervising Pharmacy Technician/ Principal Pharmacist- Lautoka hospital
Subordinates:	Pharmacy Assistants

The Position

The Senior Pharmacy Technician is responsible to the Sectional Supervisors for providing professional pharmacy practice in accordance with MOH policies and Pharmacy Decrees through:

- Dispensing of medicines to patients
- Provision of appropriate medicine information to patients and health care professionals
- Appropriate medical interventions
- Good stock practices and control
- Continued Professional Education
- Clinical Practice Improvement programs

Key Duties

1. Dispense medications by reviewing and interpreting physician's orders with accuracy and appropriateness as monitored by the supervisor.
2. Providing appropriate patient counseling; and medicine information to the medical and nursing staffs, other health care practitioners, and support staff.
3. Maintains confidentiality of patient and unit information.
4. Supervises the duties of the sub-ordinates.

5. Contribute to ensuring adherence of relevant SOPs and guidelines and compilation of statistics for reporting.
6. Participates in continuous professional development programs

The Person

In addition to Bachelor of Pharmacy (or equivalent – Diploma/Certificate), Completed the Internship Program, Registered Pharmacist will be preferable, the following knowledge, experience skills and abilities are required to perform the duties of the post

Knowledge and Experience

- Understanding and experience in all aspects of pharmacy practice.
- Knowledge of carrying out research or surveys in improving pharmacy practice.
- Understanding of the Medicinal Products Decree 2011, Pharmacy Profession Decree 2011 and National Medicinal Products Policy 2013.

Skills and Abilities

- Demonstrated ability to effectively work within a team
- Ability to undertake compounding, packaging and labelling of medicines
- Must possess sound analytical and problem solving skills
- Service oriented approach, with a commitment to supporting department business plan
- Capacity to utilise basic computer programs to support operations of the department/health facility

MOHMS 13/2018 – EXECUTIVE OFFICER LAUTOKA/YASAWA

Role:	Executive Officer
Level:	Band E
Salary range:	\$19,041.75 - \$24,412.50
Location:	Lautoka /Yasawa Subdivision
Unit/Division:	Corporate/ Western Health Services
Reports to:	Sub-divisional Medical Officer/ Administration Officer/ Administration Officer Senior
Subordinates:	Clerk, Labourers, Cleaner Servant

The Position

The position is responsible for the monitoring and the implementation of all financial and HR issues within the subdivision. Ensure that all stations have a timely supply of stores and are well equipped with all the tools needed for efficient and effective delivery of services to the community.

Key Duties

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

1. Overall Monitoring and assist in all Corporate Issues which includes Human Resources, Accounts and General Services of the Lautoka/ Yasawa subdivisions.
2. Monitoring and Updating of Personal Files
3. Ensure timely submission of Monthly Reports
4. Coordinate and ensure the availability of fuels, stores stationaries and rations are in stock at all times
5. Assist the Clerical Officer in issuing of LPO's upon SDMO's endorsement to local suppliers and follow up on invoices for payments
6. Assist in the Process of payments for bills and services provided in the subdivision
7. Ensure the Board of Survey is carried out within the subdivision is carried out once a year

8. Monitoring and Ensure the updating of all records/ registers/inventories and stores are well maintained in the subdivision
9. Supervise the preparation of Bank Lodgement process
10. Arrangements of patients on referrals to Lautoka Hospital
11. Daily monitoring and coordination of all official runs of the sub-divisions.

The Person

In addition to University qualifications relevant to Business Studies, Human Resource Management, Public Administration, Industrial and Employee Relations /or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Executive Officer:

Knowledge and Experience

- Understanding of General Orders, Financial Management Act, Finance Instructions, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.
- Understanding and experience in all aspects of ordering procuring and managing stock and inventory
- Experience on delegation of duties within the department
- Knowledge and Experience in Mentoring and Coaching staff

Skills and Abilities

- Demonstrated ability to be efficient in time management for meeting deadlines
- Service oriented approach, with a commitment to supporting department business plan
- Ability to have discretion in dealing with confidential information
- Capacity to utilize basic computer programs to support operations of the department/ health facility

- Effective written communication skills including the ability to prepare reports, proposals, policies and procedures
- Effective public relations and public speaking skills
- Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization with ability to handle workload
- Demonstrated ability in Team building, problem solving and work independently within the team

MOHMS 14/2017 SENIOR PHARMACY OFFICER - CWM HOSPITAL

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

The Position

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 service and 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 and timely delivery of pharmacy service
2. Accessible medicines information 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.

The Person

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 – 5 years of experience as a pharmacist
2. Registered as a pharmacist in Fiji by the Fiji Pharmacy Profession Board with a valid Practice Licence
3. Understanding and application of the Medicinal Products Act 2011, Pharmacy Profession Act 2011, and the National Medicinal Products Policy 2013.

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 15/2017 SENIOR PHARMACIST – QUALITY USE OF MEDICINES (QUM) & ANTIMICROBIAL RESISTANCE (AMR)

Position:	Senior Pharmacist – Quality use of Medicines (QUM) & Antimicrobial Resistance (AMR)
Band/Salary range:	H/\$34,760.31 - \$44,564.50
Location:	Fiji Pharmaceutical & Biomedical Services Centre
Unit/Division:	Essential Medicines Program (EMP)
Reports to:	Manager – Essential Medicines Program
Subordinates:	Nil

POSITION PURPOSE

The position is responsible for the implementation of activities and programmes which ensure Quality Use of Medicines and rational use of antimicrobials within the regulatory & policy framework of the Medicinal Products Act 2011 and National Medicinal Products Policy 2013.

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. Coordinate the implementation, monitoring and review of the National Antimicrobial Resistance Action Plan with the National Antimicrobial Resistance Committee (NARC)
2. Coordinate the activities of the Fiji National Medicines & Therapeutics Committee (NMTC) in its quest to ensure selection of quality medicines and the quality use of essential medicines in Fiji
3. Conduct training, awareness programs and Drug Utilisation Reviews to ensure quality medicine use
4. Assist the Manager Essential Medicines Program in the implementation of the EMP Action Plan
5. Assist in the formulation of procedures and guidelines to ensure service continuity
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

6. All activities in the EMP, NARC and NMTC action plans are implemented within the agreed time frames
7. Relevant guidelines are endorsed and up-to-date.
8. All restricted antimicrobials are used according to standard guidelines
9. Timely and effective management of the unit's personnel performance to enable business continuity, and delivery of services

THE PERSON

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

Knowledge and Experience

1. At least 4-5 years' experience as a pharmacist
2. Registered as a pharmacist in Fiji with a valid Practice Licence
3. Sound knowledge and application of public administration, pharmaceutical legislations and health system strengthening.
4. A sound understanding and conscientious application of the Quality Use of Medicines

Skills and Abilities

1. Demonstrated ability to effectively work within a team environment
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 16/2017 MANAGER- ESSENTIAL MEDICINES PROGRAM

Position:	Manager- Essential Medicines Program
Salary Band	Band I
Salary Range	\$43,296.63 - \$55,508.50
Location:	Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Pharmaceutical Services Division

Reports to:	Chief Pharmacist
Subordinates:	Senior Pharmacist - Quality Use of Medicines (QUM) & AntiMicrobial Resistance (AMR)

POSITION PURPOSE

The position is responsible for the management of the Essential Medicines Program, ensuring the quality, safe and effective use of medicinal products in compliance to regulatory & policy requirements of the Fiji Medicinal Products Act 2011 and the National Medicinal Products Policy 2013

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. Ensure implementation of activities and programs to promote Quality Use of Medicines and Rational use of antimicrobials
2. Design initiatives to improve practices in health services in relation to maintenance of essential medicines lists, adherence to standard treatment guidelines, clinical pharmacy work as well as stock control management.
3. Formulate guidelines and procedures to improve and ensure continuity of quality, safe and effective use of medicinal products
4. Oversee the secretariat support provided to the Fiji National Medicines and Therapeutics Committee and the National Antimicrobial Resistance Committee
5. Ensure capacity building of workforce in relation to the management of essential medicinal products
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All activities in the Essential Medicines Program and Committee action plans are implemented within the agreed time frames
2. All unit processes are systematic and efficiently managed
3. All medicinal products are used to standard guidelines
4. Timely and effective management of the unit's personnel performance to enable business continuity, and delivery of services

THE PERSON

In addition to 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 7-9 years' experience as a pharmacist
2. Registered as a pharmacist in Fiji by the Fiji Pharmacy Profession Board
3. Sound knowledge and application of the Medicinal Products Act 2011, Pharmacy Profession Act 2011, Illicit Drug Control Act 2004 and the National Medicinal Products Policy 2013.

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. Demonstrated ability to make sound decisions and provide regulatory advice to stakeholders
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.