

# JOB DESCRIPTIONS FOR RE-ADVERTISED POSITIONS, FIJI SUN, SATURDAY, 22 SEP 2018

## **MOHMSP 27/2018: PRINCIPAL PHARMACIST (PROJECT OFFICER)**

Position:	Manager - Free Medicines Program
Salary Band	Band I
Salary:	\$43,296.63 - \$55,508.50
<b>Duty Station:</b>	Fiji Pharmaceutical & Biomedical Services
Reports to:	Director – Fiji Pharmaceutical & Biomedical Services Centre
<b>Subordinates:</b>	Storeman, Drivers

#### POSITION PURPOSE

The position is responsible for the management and operations of the Free Medicines Program, a government initiative which ensures the availability and accessibility of quality, safe & effective essential medicines at all public and private pharmacies in Fiji.

#### **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 in the following areas:

- 1. Manage the processes of evaluation, selection, storage and distribution of all essential medicines under the Free Medicines Program
- 2. Provide advice and assistance to the Procurement unit on the procurement of medicines under the FMP
- 3. Formulate guidelines and procedures to improve processes within the Free Medicines Program
- 4. Allocate resources & design work schedules to ensure an effective and sustainable program
- 5. Maintain an accurate inventory system and analyse report for process improvement
- 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 medicines under the FMP are available and accessible at all times
- 2. All activities in the Free Medicines Program are implemented within the agreed time frames
- 3. All unit processes are systematic and efficiently managed, compliant with the policies, guidelines and procedures
- 4. Timely and effective management of the unit's personnel performance to enable business continuity, and delivery of services

#### PERSON SPECIFICATION

In addition to a Bachelor's degree in Pharmacy (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role;

- 1. At least 7 years of experience as a pharmacist
- 2. Current registration with the Fiji Pharmacy profession Board



- 3. Sound knowledge understanding and application of all relevant pharmaceutical laws
- 4. Knowledge of Good Inventory Management and Distribution system

#### Skills and Abilities

- 1. Demonstrated ability to effectively work within a team environment
- 2. Must possess sound analytical and problem solving skills in resource-constrained environment.
- 3. Demonstrate the ability to instruct, direct, motivate and evaluate employees.
- 4. Good computer skills
- 5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

## MOHMS 821/18 – DENTAL CHAIRSIDE ASSISTANT (2 POSITIONS)

Role:	Dental Assistant
<b>Position Level:</b>	Government Wage Earners
Salary Band:	Band B
Wage Rate:	\$5.37 - \$6.89/hr
<b>Duty Station:</b>	Lakeba Hospital (1), Lomaloma Hospital (1)
Reports to:	Dental Therapist, Dental Officer

## **Position Purpose**

The position is responsible for the preparing and assisting patients during dental check-ups, and perform general administrative duties of the unit.

#### **Key Responsibilities**

- 1. Assist with the registration of patients and preparation of patients in accordance with standard operating procedures. Chair side assisting to dentist/therapist in all dental procedures.
- 2. Assist dentist or dental therapist in dental procedures.
- 3. Assist with the conduct of oral health community education programs
- 4. Clean, prepare and sterilize instruments and disinfect equipment with the proper waste disposal using infection control protocols and guidelines.
- 5. Actively participate in the corporate activities of the Ministry

#### **Key Performance Indicators**

- 1. Timely registration of patients in accordance with standard registration standards.
- 2. Timely assistance provided to Dental Officer/Dental assistance in accordance with standards of oral health practice.
- 3. Oral health programs conducted and reports submitted within the agreed time line.r of oral health education provided.
- 4. Active participation in corporate activities of the Ministry as and when required.



## **Person Specification**

In addition to the successful completion of a secondary school level education, 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, materials to be used.
- 2. Knowledge of Infection Control and importance of maintaining cleanliness
- 3. Knowledge of Occupational Health & Safety

## **Skills and Abilities**

- 1. Good communication skills both written and verbal.
- 2. Ability to identify and refer any issues or risks to supervisor
- 3. Capable of working with minimum supervision.
- 4. Maintain privacy and confidentiality of all patient or staff information and data
- 5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

## MOHMS 822/18: DENTAL OFFICER (33 positions)

**Corporate Information** 

Dolor	Dontal Officer
Role:	Dental Officer
Salary Band	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
<b>Duty Station:</b>	Dental Officer - Tukavesi Health Centre
	Dental Officer – Ba Dental Clinic
	Dental Officer – Vunisea Hospital
	Dental Officer – Korovou Hospital
	Dental Officer – Labasa Hospital (4 Posts)
	Dental Officer – Lakeba Hospital
	Dental Officer – Lami Health Centre
	Dental Officer – Lautoka Hospital (5 Posts)
	Dental Officer – Makoi Health Centre
	Dental Officer – Nabouwalu Hospital
	Dental Officer – Nadi Hospital – 2 posts
	Dental Officer – Nausori Health Centre
	Dental Officer – Navua Hospital
	Dental Officer – Raiwaqa Health Centre
	Dental Officer – Rakiraki Hospital
	Dental Officer – Rotuma Hospital
	Dental Officer – Seaqaqa Health Centre
	Dental Officer – Sigatoka Hospital
	Dental Officer – Taveuni Hospital
	Dental Officer – Vunidawa Hospital
	Dental Officer - CWM Hospital (3 Post)



	Dental Officer- Levuka Hospital
Reports to:	Sub-divisional Medical Officer/Senir Dental Officer
Liaises with	Divisional Dental Officer, Unit Staff, hospital and relevant
	stakeholders
Subordinates:	Dental Therapist, Dental Hygienist

## **Position Purpose**

The position is responsible for the implementation and achievement of the Annual operational Oral Health Business Plan through effective leadership and management, ensuring efficient delivery of dental services as per the strategic direction of Ministry of Health and Medical Services.

## **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. Effectively manage the dental clinic and the dental health team, and ensure timely reporting.
- 2. Provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases to the Divisional Hospitals.
- 3. Plan, co-ordinate and implement outreach and integrated programs to kindergartens, schools, workplace and community in the catchment area as per health facility business plan.
- 4. Collate and analyse relevant data in order to prepare and submit clinical and other relevant reports on a monthly basis.
- 5. Actively participate in the corporate activities of the Ministry.

## **Key Performance Indicators**

- 1. Clinical targets are achieved as per Business Plan
- 2. Oral health/clinical dental records, programs and are provided in accordance with approved dental clinical practice and infection control procedures and guidelines
- 3. Oral health reports are provided within the agreed time line and is in accordance with reporting standards
- 4. Active participation in corporate activities of the Ministry as and when required.

## **Person Specification**

In addition to a Bachelor of Dental Surgery or equivalent, registered and with a valid Annual License to Practice, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of the post.

- 1. Demonstrated knowledge and experience in the practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontics, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
- 2. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.



3. Sound knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.

#### **Skills and Abilities**

- 1. Demonstrated the ability to effectively manage a dental clinic team.
- 2. Excellent report writing skills and the ability to communicate effectively.
- 3. Demonstrated ability to effectively work within a team and meet targets within agreed timelines.
- 4. Demonstrate ability to analyse and contribute solutions to complex problems, especially in a resource constrained environment.
- 5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

# MOHMS 823/18: DENTAL THERAPIST (51 positions)

### **Corporate Information**

Corporate Information	tion
Role:	Dental Therapist
Salary Band:	Band G
Salary:	\$28, 605.45 - \$38,140.60 per annum
<b>Duty Station</b>	Dental Therapist - Lautoka Hospital (3 Posts)
	Dental Therapist - Levuka
	Dental Therapist - Lomaloma
	Dental Therapist - Nausori
	Dental Therapist – Ba Dental Clinic (2 Posts)
	Dental Therapist – CWM Hospital (9 Posts)
	Dental Therapist – Keyasi Health Centre
	Dental Therapist – Keyasi Health Centre (Re advertised)
	Dental Therapist – Korovou Hospital
	Dental Therapist – Labasa Health Centre
	Dental Therapist – Lami Health Centre (2 Posts)
	Dental Therapist – Lautoka Health Centre (2 Posts)
	Dental Therapist – Makoi Health Centre 3 posts
	Dental Therapist – Nadi Hospital 4 posts
	Dental Therapist – Nausori Health Centre – 2 posts
	Dental Therapist – Raiwaqa Health Centre
	Dental Therapist – Rakiraki Hospital 2 posts
	Dental Therapist – Seaqaqa Health Centre
	Dental Therapist – Sigatoka Hospital (2 Post)
	Dental Therapist – Suva School 3 posts
	Dental Therapist – Taveuni Hospital
	Dental Therapist – Tavua Hospital
	Dental Therapist – Valelevu Health Centre
	Dental Therapist – Wainibokasi Hospital
	Dental Therapist – Wainikoro Health Centre



	Dental Therapist- Navua Hospital
	Dental Therapist Vunidawa Hospital
	Dental Therapist, Nadi Hospital
Reports to:	Instructor Dental Therapist
Liaises with	Oral Health Staff, hospital staff and relevant stakeholders
<b>Subordinates:</b>	Dental Hygienist

## **Position Purpose**

To provide Oral Health care services to patients in the clinic, special schools, and communities. The incumbent is expected to perform preventive, conservative and curative services as per dental therapist scope of practice.

# **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 clinical assessment, diagnosis and treatment to patients as per Clinical Practice and Infection Control Guidelines.
- 2. Assist with the preparation and delivery of comprehensive Oral Health Community Outreach programs
- 3. Participate in the monitoring and evaluation activities of all oral health programs implemented.
- 4. Maintain clinic and resources stores to agreed standards
- 5. Participate in collection of data and the writing of monthly reports.
- 6. Actively participate in the corporate activities of the Ministry

#### **Key Performance Indicators**

- 1. Clinical and Outreach Programs Targets are achieved as per the Unit Plan and in accordance with approved dental clinical practice and infection control procedures
- 2. Clinic and stores are maintained at the required standards with sufficient stores in place to ensure continuity of service.
- 3. Reports are submitted within the required time frame and is accordance with reporting standards.
- 4. Active participation in the corporate activities of the Ministry as and when required.

#### **Person Specification**

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

## **Knowledge and Experience**

4. Practical and working knowledge and experience of all aspects and functions of oral health procedures, protocols, service standards, clinical practice guidelines and regulations



- 5. Working knowledge of the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
- 6. Sound knowledge of Occupational Health & Safety Regulations including Infection Control Procedures.

#### **Skills and Abilities**

- 1. Demonstrated 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.
- 2. Ability to work effectively within a team and achieve agreed targets within the required timeline.
- 3. Good report writing skills with the ability to communicate effectively with people from diverse backgrounds
- 4. Customer focussed approach with commitment to supporting the operational goals of the organization.

## MOHMS 824/18 DIETICIAN (11 positions)

<b>Position Title</b>	Dietician
Salary Band:	E Band
Salary:	\$19,041.75 - \$24,412.50
<b>Duty Station:</b>	Dietician – Wellness Centre
	Dietician – CWM Hospital
	Dietician – Rakiraki (2 posts)
	Dietician – Rakiraki (2 posts)
	Dietician – Sigatoka 1
	Dietician - Ba Mission Hospital
	Dietician - Labasa Hospital
	Dietician - Sigatoka Hospital
	Dietician - Vunidawa Hospital
Reports to:	Supervising Dietician/Sub-divisional Medical Officer
	NT .
<b>Subordinates:</b>	None

## **Position Purpose**

The position supports and assists in the provision of quality Dietetics and Nutrition services.

#### **Key Responsibilities**

- 1. Conduct and provide Nutrition Assessment, counselling and therapy for patients with continuous monitoring and evaluation of care plans to improve their nutritional needs.
- 2. Coordinate and conduct population health nutrition programs, awareness, advocacy, screening and intervention in all settings to promote good health across life course.
- 3. Ensure compliance to all relevant policies, protocols and guidelines and promote quality Improvements in the practise
- 4. Proper documentation and submission of reports



- 5. Ensure continuous professional development and provide necessary nutrition training
- 6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

## **Key Performance Indicators**

- 1. Effective patient management, services and programs delivered in compliance with relevant procedures and guidelines
- 2. Ensure better management of resources with proper documentation
- 3. Timely submission of reports in accordance with reporting standards
- 4. Active participation in the corporate activities of the Ministry as and when required

## **Person Specifications**

In addition to Diploma in Dietetics & Nutrition or equivalent from a recognised University the following knowledge, experience, skills and abilities are required to successfully undertake this role

## **Knowledge and Experience**

- 1. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
- 2. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
- 3. Knowledge of government legislation, and food and safety standards, guidelines and policies...

### **Skills and Abilities**

- 1. Excellent communication skills with the ability to write reports accurately.
- 2. Good analytical skills with the ability to contribute solutions to dietary problems.
- 3. Excellent command of information technology software such as Microsoft applications
- 4. Customer focussed approach with commitment to supporting the operational goals of the organization

# MOHMS 825/2018 DIVISIONAL DENTAL OFFICER (2 positions)

Role:	Divisional Dental Officer
Salary Band:	Band K
Salary:	\$59,945.18 - \$76,852.80
<b>Duty Station:</b>	• Eastern (1)
	• Western (1)
Reports to:	Divisional Medical Officer
Liaises with	Oral Health Staff, Health Facility staff and relevant stakeholders.
<b>Subordinates:</b>	Senior Dental Officers/Dental Officers/Instructor Dental
	Therapist/Dental Therapist, Dental Hygienist.



# **Position Purpose**

To oversee the overall function of the Oral Health Unit and promote and implement the National Oral Health Policy through effective planning, coordination, delivery, and monitoring and evaluation of oral health services as per the strategic direction and plans of the Ministry of Health and Medical Services.

# **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 level leadership in the management and administration of Oral Health services and be responsible and accountable for planning, programming and overseeing the implementation and evaluation of oral health services and programs in the division.
- 2. Oversee and promote effective monitoring and evaluation systems, data collection and reporting of oral health programs to meet expected outcomes of Ministry of Health and Medical Services strategic, corporate and facility business plans.
- 3. Manage, support and promote the implementation of population-based and clinical oral health care programs across the Division as per National MOHMS policies and guidelines.
- 4. Assess and manage the performance of staff including the conduct of capacity building of the oral health service staff.
- 5. Strengthen effective integration of the various levels of oral health care with a focus on clearly defining the responsibilities and accountabilities of officers to ensure proper provision of oral health services to Divisional communities to meet expected plans and improved outcomes.
- 6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

#### **Key Performance Indicators**

- 1. Develop, implement, monitor and review the Divisional Oral Health Business Plan in accordance with the Corporate and Strategic Plans and budgets of the Ministry of Health and Medical Services.
- 2. Demonstrate accurate analysis of data and information from monthly and quarterly performance reports according to Business Plan and enact recommendation for the continuous improvement of service delivery to ensure targets are met (including number of population based programs implemented and number of clinical service targets achieved quarterly).
- 3. Complete quality assurance activities are accurately completed annually and within the agreed time lines.
- 4. Staff performance and development is conducted in accordance with the relevant policies and guidelines and reported in a timely manner
- 5. Active participation in the corporate activities of the Ministry as and when required

### **Person Specification**

In addition to a Bachelor in Dental Surgery, registered with the Fiji Medical and Dental Council and holds a valid Annual Practice License as a General Dentist, the following Knowledge, experience, skills and abilities is required to carry out the role of the post.



## **Knowledge and Experience**

- 1. 10 years of related work experience dentistry plus 3 years of experience in oral health management and administration at a senior level
- 2. Proven experience managing in large health organizational structures and processes related to clinical oral health services, public health, human resource, assets and financial management.
- 3. Practical and advanced working knowledge of all relevant legislations, policies and guidelines.

#### **Skills and Abilities**

- 1. Demonstrated ability in the use of approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
- 2. Demonstrated ability to effectively work within and manage a team.
- 3. Demonstrated ability to communicate effectively including excellent report writing skills with an attention for details.
- 4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
- 5. Demonstrated ability to manage, supervise, mentor, and train staff.
- 6. Customer focussed approach with commitment to supporting the operational goals of the organization

MOHMS 826/18: DIVISIONAL HEALTH INSPECTOR (3 positions)

Role:	Divisional Health Inspector
Salary Band:	Band J
Salary:	\$51,132.98 - \$65,555.10
<b>Duty Station:</b>	Central Health Services Office
	Northern Health Services Office
	Eastern Health Services Office
Reports to:	Divisional Medical Officer
<b>Subordinates:</b>	-

# **Position Purpose**

To provide strategic advice and oversees the implementation of environmental health services and programs.

#### **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. Manage and control environmental health services and programs, and identify areas of improvement for the respective programs
- 2. Prepare divisional environmental health services programs and monitor its implementation.
- 3. Prepare and submit reports to the Divisional Medical Officer within the agreed time lines.
- 4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities



## **Key Performance Indicators.**

- 1. All activities and targets in the divisional environmental health plan are implemented and achieved in a timely manner.
- 2. Ensure all legal obligations towards enforcement are carried out within the agreed timeline.
- 3. All reports are submitted within agreed timeframes, and meet the standard reporting requirements.
- 4. All public complaints and issues regarding environmental health are addressed within the ambit of the relevant legislations and regulations and in an agreed timeline.
- 5. Active participation in the corporate activities of the Ministry as and when required

# **Person Specification**

In addition to a Bachelor in Environmental Health or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role

# **Knowledge and Experience**

- 1. At least 10 years' experience at a supervisory level would with at least 5 years in area of environmental health or similar work environment
- 2. Working knowledge of all relevant Acts, legislation and regulations related to Environmental Health and Safety
- 3. An understanding of court proceedings and mediation.
- 4. Proven experience in dealing with emergencies and disasters such as disease outbreak, floods.

#### **Skills and Abilities**

- 1. Good analytical skills with an attention for details and to convert data into useful information.
- 2. Exceptional report writing skills with effective communication skills to negotiate
- 3. Ability to work with a team and achieve set targets
- 4. Ability to adapt and respond to changes within the organisation effectively.
- 5. Customer focussed approach with commitment to supporting the operational goals of the organization

#### MOHMS 827/18: INSTRUCTOR DENTAL THERAPIST (11 positions)

#### **Corporate Information**

<b>Position Title:</b>	Instructor Dental Therapist
Salary Band:	Band H
Salary range:	\$34,760.31 - \$44,564.50 per annum
<b>Duty Station</b>	Instructor Dental Therapist – Central Divisional Office
	Instructor Dental Therapist – Labasa Hospital
	Instructor Dental Therapist – Suva School Team
	Instructor Dental Therapist - Nausori Health Centre
	Instructor Dental Therapist – CWM Hospital (3 posts)
	Instructor Dental Therapist – Lautoka Hospital (3 Posts)



	Instructor Therapist – Lautoka Health Centre
Reports to:	Principal Dental Officer
Liaises with	Oral Health Staff, hospital staff and relevant stakeholders
<b>Subordinates:</b>	Dental Therapists, Dental Hygienists, Dental Attendants

## **Position Purpose**

The primary role of the incumbent is to facilitate the implementation of oral health programs as stated in the unit business plan and supervision of clinical staff) in the Department of Oral Health and to ensure that the department provides high quality patient care and contributes to the development of a high professional workforce in the department.

## **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 in the following areas:

- 1. Provide general supervision, and monitor performance of the Dental Therapists, and Hygienists.
- 2. Provide clinical assessment, diagnosis and treat patients including the identification and referral of oral pathology and complex surgical cases to the Dentist
- 3. Assist in oral health outreach services.
- 4. Compile, collate, analyse data and prepare unit reports
- 5. Ensure that the operatory instruments and equipment are maintained and serviced.
- 6. Actively participate in the corporate activities of the Ministry

## **Key Performance Indicators**

Performance will be measured through the following indicators:

- 1. Dental assessments, diagnostics and treatments are provided in accordance with approved dental clinical practice and infection control procedures and guidelines.
- 2. Oral health community programs are delivered as per Unit Plan, with outcomes and achievements reported in a timely manner
- 3. Audits and reports are done and compiled respectively within agreed timelines and in accordance with reporting requirements
- 4. Active participation in the corporate activities of the Ministry as and when required.

#### **Person Specification**

In addition to a Diploma in Dental Therapy or a Bachelor in Oral Health and be registered as a dental practitioner with a valid Annual Practice Licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

- 1. At least 8 years' experience as a Dental Therapist
- 2. Practical and working knowledge and experience of all aspects and functions of oral health procedures, protocols, service standards, clinical practice guidelines and regulations.
- 3. Understand and demonstrate good standard of practice and care to patients.
- 4. Working knowledge of Occupational Health & Safety regulations and relevant legislations



#### **Skills and Abilities**

- 1. Demonstrated clinical competency within the scope of practice of Dental Therapist.
- 2. Excellent report writing skills with effective communication skills
- 3. Demonstrated ability to work cooperatively within a team environment and achieve set targets:
- 4. Capacity to utilise computer programs to support the operations;
- 5. Customer focussed approach with commitment to supporting the operational goals of the organization

MOHMS 828/18 PHARMACY ASSISTANT

Role:	Pharmacy Assistant
Salary Band:	Band E
Salary:	\$19,041.75- \$24,412.50)
<b>Duty Station:</b>	CWM Hospital
Reports to:	Senior Pharmacy Technician
<b>Subordinates:</b>	Nil

#### POSITION PURPOSE

To assist the Senior Pharmacy Technician in the delivery of pharmacy service to Outpatients and Inpatients including medicine ordering, storage & distribution.

#### **KEY RESPONSIBILITIES**

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. Collection of data for workload analysis and submitting monthly reports
- 5. Assist in conducting stock take and raising of orders to the Fiji Pharmaceutical & Biomedical Services (FPBSC)
- 6. Actively contribute to all corporate requirements and activities of the ministry 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
- 3. Experience is packaging and labelling of goods and consumables in a systematic way.

#### **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 829/18: PHYSIOTHERAPIST (11 positions)

Role	Physiotherapist
Salary Band	Band G
Range:	\$28,605.45 - \$38,140.60
<b>Duty Station</b>	Physiotherapist – CWM Hospital (4 posts)
	Physiotherapist - Nadi Hospital (2 posts)
	Physiotherapist - Labasa Hospital
	Physiotherapist - Lautoka Hospital
	Physiotherapist - Rakiraki Hospital
	Physiotherapist - Sigatoka Hospital
	Physiotherapist - Tamavua Twomey
Reports to:	Senior Physiotherapist or Sub-divisional Medical Officer
Liaises with:	Ministry staffs, FNU CMNHS, Clients and their relatives, relevant
	NGO's
Subordinates	Junior Physiotherapist

#### **POSITION PURPOSE**

To ensure the effective management, and delivery of physiotherapy services and monitors physiotherapy services in the North. This position ensures effective contribution in the development and function of the Physiotherapy Department in Labasa Hospital and the Northern Division.



#### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the following:

- 1. Complete departmental management tasks within timeframe.
- 2. Provide safe physiotherapy services in accordance to standards of practice.
- 3. Compile relevant unit reports in accordance with reporting time lines.
- 4. Actively contribute to all corporate requirements and activities of the ministry when required

## **Key Performance Indicators**

- 1. Number of relevant reports submitted in accordance with reporting standards and within the agreed time lines,
- 2. Physiotherapy practices are conducted in accordance with relevant standards of practice and protocols and in a timely manner.
- 3. Collation and monitoring of appropriate data and submit reports within agreed time frames, to enable business continuity, and delivery of quality physiotherapy services.

## **Person Specification**

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

## **Knowledge and Experience**

- 1. At least 6 years or more of clinical experience
- 2. Good practical working knowledge of physiotherapy standards of practice and Unit projects.
- 3. Knowledge of basic supervisory & performance management
- 4. Good understanding of relevant legislations and policies with regards to physiotherapy services.

#### **Skills and Abilities**

- 1. Demonstrate ability to provide effectively and safely deliver physiotherapy services.
- 2. Effective communication skills with the ability to write informative reports to assist in decision making.
- 3. Proven ability to work in a team to achieve set targets.
- 4. Demonstrate ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
- 5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

#### **MOHMS 830/18: PRINCIPAL PHARMACIST**

Position:	Principal Pharmacist – Medicines Evaluation
Salary Band:	Band I
Salary:	\$43,296.63 - \$55,508.50
<b>Duty Station:</b>	Fiji Pharmaceutical & Biomedical Services, Suva
Reports to:	Manager - Medicines Regulatory Authority
Subordinates:	Nil



#### The Position

The position is responsible for ensuring that all medicinal products procured & distributed including the Fiji Pharmaceutical & Biomedical Services are evaluated and meet acceptable quality standards. The position also ensures compliance to regulatory requirements by pharmaceutical importers, distributors and retailers of medicines in 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. Technical assessment and evaluation of medicinal products & manufacturers based on recommended Quality Standards and Good Manufacturing Practice guidelines
- 2. Selection & evaluation of samples for laboratory testing and communicating reports for decision making
- 3. Conduct awareness and training to relevant stakeholders on legislative requirements and compliance
- 4. Provide operational regulatory advice and assistance on Border Control of medicinal products according to International Standards.
- 5. Ensure continuing surveillance of medicinal products safety through pharmacovigilance activities and submission of reports to relevant authorities
- 6. Provide secretariat support to the Fiji Medicinal Products Board
- 7. Actively contribute to all corporate requirements and activities of the Ministry when required.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

- 1. All medicinal products purchased, meet acceptable quality standards and are accessible to all
- 2. Timely and appropriate testing of at least 10 products annually to ensure compliance with the required standards
- 3. Timely submission of quality reports, detailing surveillance check outcomes and progress, and recommended Border Control advice on medicinal products
- 4. All activities of the Fiji Medicinal Products Board are implemented within the agreed timeframe
- 5. Actively contribute to all corporate requirements and activities of the ministry when required

#### The Person

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

- 1. At least 6 years' experience as a pharmacist with broad experience in all areas of pharmacy practice including the regulatory aspect or demonstrate the ability to quickly acquire the knowledge and skills on the job
- 2. Current registration with 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 work within a team and to meet competing deadlines
- 2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
- 3. Capacity to utilise computer programs to support the daily operations
- 4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

## **MOHMS 831/18: SENIOR PHARMACY TECHNICIAN (11 positions)**

Position	Senior Pharmacy Technician
Salary Band/Range	Band F
Salary:	\$22,528.74 - \$28,883.00
<b>Duty Station</b>	Senior Pharmacy Technician - Valelevu Health Centre
	Senior Pharmacy Technician – Rakiraki Hospital (4 posts)
	Senior Pharmacy Technician - Nadi Hospital (2 posts)
	Senior Pharmacy Technician – CWM Hospital
	Senior Pharmacy Technician – Tavua Hospital
	Senior Pharmacy Technician - Sigatoka Hospital (2 posts)
Reports to:	Senior Pharmacist
<b>Subordinates:</b>	Pharmacy Assistant

#### **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. Provide dispensary service, medicines and counselling to inpatients, outpatients and external clinics
- 2. Provide 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
- 3. Manage inventory/medicine storage and distribution
- 4. Provide reports unit reports on a timely basis
- 5. Actively contribute to all corporate requirements and activities of the Ministry 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 to enable the delivery of quality and timely outputs
- 5. Actively contribute to all corporate requirements and activities of the ministry when required

## **Person Specification**

In addition to Bachelor of Pharmacy or equivalent, the following knowledge, experience skills and abilities are required to perform the duties of the post

## **Knowledge and Experience**

- 1. 1-2 years year experience in pharmacy practice including internship.
- 2. Understanding of the relevant pharmaceutical laws and policies
- 3. Experience in, and understanding of all aspects of pharmacy practice such as dispensary work, manufacturing, drug storage & distribution.
- 4. Contributed to developing, monitoring and evaluating pharmacy activities.

#### **Skills and Abilities**

- 1. Demonstrated ability to effectively work within a team environment
- 2. Must possess sound analytical and problem solving skills in resource-constrained environment.
- 3. Good computer skills
- 4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

## MOHMS 832/18: SENIOR ASSISTANT HEALTH INSPECTOR (16 positions)

Role:	Senior Assistant Health Inspector	
Salary Band:	Band E	
Salary:	\$19, 041.75 - \$24,412.50	
<b>Duty Station:</b>	- Lautoka/ Yasawa Health Office [5 Posts]	
	- Nadi Airport (2 posts)	
	- Rakiraki (9 Post)	
Reports to:	Sub Divisional Health Inspector	
<b>Subordinates:</b>	None.	

## **Position Purpose:**

The position ensures that factors, circumstances, and conditions in the environment or surroundings that can exert an influence on people's health and well-being are assessed, corrected, controlled and prevented through the proper management of activities and resources.



# **Key Performance Indicators**

- 1. All planned trainings and awareness are coordinated and implemented within agreed timeframes.
- 2. All complains and non-compliance are actioned and reported in accordance with the requirements relevant legislations within agreed timeframes.
- 3. All surveillance and mandatory activities are conducted within agreed timeframes and are compliant with relevant processes, legislations and policies.
- 4. All essential documents and reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including any recommendations for improvement.
- 6. Actively contribute to all corporate requirements and activities of the ministry when required

## **Person Specification:**

In addition to a Bachelor in Environmental Health or equivalent, the following Knowledge, Experience, Skills and Abilities required to successfully the role

### **Knowledge and Experience**

- 1. Understanding of various legislative/policy approaches and responsibilities designed to protect the environment and public health
- 2. Understanding the basic sequence enforcement and litigation procedures.
- 3. Knowledge community based environmental health programs such as Water, Sanitation and Hygiene.
- 4. A working knowledge of project management and emergency/disaster management

### **Skills and Abilities**

- 1. Excellent investigative and project management skills.
- 2. Effective communication skills with the ability to analyse data and compile reports.
- 3. Ability to give technical advice to clients or communities on environmental health issues.
- 4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 833/18: SENIOR DENTAL OFFICER (13 positions)

Role:	Senior Dental Officer
Level:	Band I
Salary range:	\$43,296.63 - \$55,508.50
<b>Duty Station:</b>	Senior Dental Offer - Lautoka Hospital (2 posts)
	Senior Dental Officer - CWM Hospital (6 Posts)
	Senior Dental Officer - Savusavu Hospital
	Senior Dental Officer – Labasa Hospital
	Senior Dental Officer – Nadi Hospital
	Senior Dental Officer – Sigatoka Hospital
	Senior Dental Officer – Valelevu Health Centre
Reports to:	Principal Dental Officer/Subdivisional Medical Officer
Liaises with	Oral health and health facility staff, relevant stakeholders
<b>Subordinates:</b>	Dental Officer, Dental Therapist, Dental Hygienist



## **Position Purpose.**

To coordinate, deliver, monitor and evaluate all oral health services and activities in accordance in relevant oral health standards, regulations and policies in an efficient and effective manner.

## **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. Provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases.
- 2. Prepare, deliver and assess the effectiveness of community outreach programs according to agreed policy and plans.
- 3. Gather and document relevant data, and prepare and submit required reports within the agreed time lines.
- 4. Actively contribute to all corporate requirements and activities of the Ministry where required

## **Key Performance Indicators**

- 1. Oral health/clinical dental records, programs and activities are provided in accordance with approved dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
- 2. Clinical Targets are achieved as per Oral Health Business Plan and variations are captured and recorded.
- 3. Reports are submitted within the agreed time lines and in accordance with reporting standards.
- 4. Actively contribute to all corporate requirements and activities of the ministry when required

#### **Person Specification**

In addition to a Bachelor of Dental Surgery or equivalent, registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice as a General Dentist, the following knowledge, experience skills and abilities are required to perform the role of the post.

## **Knowledge and Experience**

- 1. At least 6 years' experience as a dental officer.
- 2. Demonstrated knowledge and practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontics, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
- 3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
- 4. Proven capacity and knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.

#### **Skills and Abilities**

1. Demonstrated ability in the use of approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.



- 2. Demonstrated ability to effectively work within and manage a team.
- 3. Demonstrated ability to communicate effectively including excellent report writing skills with an attention for details.
- 4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
- 5. Demonstrated ability to manage, supervise, mentor, and train staff.
- 6. Customer focussed approach with commitment to supporting the operational goals of the organization

# MOHMS 834/18: SENIOR DIETICIAN (3 positions)

Position Title	Senior Dietician
Salary Band	H Band
Salary:	\$34,760.31 - \$44,564.50
Duty Station:	<ul><li>Labasa Hospital</li><li>Northern Health Services Officer</li><li>CWM Hospital</li></ul>
Reports to:	Divisional Medical Officer/Medical Superintendent
Subordinates:	Dietician/Supervising Dieitician

# **Position Purpose**

To manage and ensure the delivery of quality nutrition and dietetic services within the health facility.

# **Key Responsibilities/duties**

- 1. Provide administrative, management and leadership role in the delivery of quality dietetics and nutrition service
- 2. Provide technical support and identifying changing needs and opportunities to improve nutrition services according to approved clinical practice guideline standards and protocols.
- 3. Provide training coaching, mentoring and continuous professional development to staff, and other health professionals
- 4. Ensure compliance to all relevant policies, protocols and guidelines and promote quality Improvements
- 5. Monitor and evaluate all nutrition programs and projects
- 6. Collaborate and communicate effectively with internal and external stakeholder and submission of reports
- 7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

## **Kev Performance Indicators**

- 1. Effective and efficient nutrition services delivered at divisional hospitals, within available resources
- 2. Timely management and regular monitoring and evaluation of clinical care practise in line with guidelines and protocols

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- 3. On-going professional development and capacity building in the unit
- 4. Timely submission and dissemination of reports
- 5. Actively contribute to all corporate requirements and activities of the ministry when required

## **Person Specifications**

In addition to Bachelors in Dietetics & Nutrition or equivalent from a recognised University the following knowledge, experience, skills and abilities are required to successfully undertake this role

## Knowledge and Experience

- 1. At least 6 years related work experience in a supervisory role.
- Requisite clinical knowledge on procedures, guidelines, policies and protocols and high level of competence in the delivery of dietetic and nutrition intervention and evidence based practise
- 3. Broad knowledge and understanding of national plans and policies and their linkages towards achieving national outcomes in Clinical Dietetics and Nutrition

#### **Skills and Abilities**

- 1. Demonstrated requisite clinical knowledge and high level of competence in the delivery of dietetic intervention and evidence based practise
- 2. Demonstrated ability to lead out and bring projects / initiatives to completion
- 3. Demonstrate flexibility and the ability to work effectively within changing healthcare environment
- 4. Demonstrate the ability to effectively evaluate information and make appropriate decision
- 5. Strong Organisational & Administrative Skills with ability to manage and work in a resource constrained environment.
- 6. Customer focussed approach with commitment to supporting the operational goals of the organization

## **MOHMS 835/18: SENIOR MEDICAL IMAGING TECHNOLOGIST**

Role:	Senior Medical Imaging Technologist
Level:	Band I
Salary range:	\$43, 296.63 - \$55,508.50
<b>Duty Station:</b>	Labasa Hospital
Reports to:	<b>Directly</b> to Consultant Radiologist Labasa, Medical Superintendent
	Labasa Hospital,
	Indirectly to National Coordinator Radiology, DMO Northern.
	Liaises with Labasa Hospital HOD's, FPBS, FNU, FSMIT
<b>Subordinates:</b>	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 medical imaging services through proper human resource management, records and inventory management, and monitoring and evaluation of its activities.

## **Key Responsibilities**

- 1 Ensure that proper human resource are available at all times and in compliance with the Decree and Medical Imaging Technologist Decree of 2009
- 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 Ensure that the department infrastructure and facilities are properly maintained to ensure the department is OHS compliance.
- Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

## **Key Performance Indicators**

- 1 All medical imaging activities are conducted in accordance with standard procedures and within the agreed timeframes.
- 2 Department Monthly and quarterly and annual business reports are submitted in a timely manner.
- 3 Department facility, equipment and processes audits are done as planned.
- 4 Actively contribute to all corporate requirements and activities of the ministry when required

#### **Person Specification**

In addition to a Bachelor in Medical Imaging Science or equivalent, 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:

- 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 836/18 – STOREMAN (2 positions)

Role:	Storeman
Salary Band:	Band C
Salary range:	\$12,081.69 - \$15,489.35
<b>Duty Station:</b>	- Fiji Pharmaceutical & Biomedical Services, Warehouse
	- Labasa Hospital
Reports to:	Administrative Officer

#### 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

## **Person Specification**

In addition to academic qualifications relevant in Management or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role

- 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.

## MOHMS 837/18 - STORES OFFICER- FPBS [5 Positions]

Position	Stores officer I Procurement	
Salary Band	Band E	
Salary:	\$19,041.75 - \$24,412.50	
<b>Duty Station:</b>	Fiji Pharmaceutical & Biomedical Services Centre, Suva	
Reports to:	Principal Supplies Officer	
<b>Subordinates:</b>	Storeman and Packers	

#### The Position

The position is responsible for the purchase of pharmaceutical and clinical products for all programs at the FPBS, ensuring that all products are purchased from authorized providers, compliant with requirements, and processed to meet program requirements.

#### **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. Identify and plan purchasing need for pharmaceutical and clinical products in consultation with the FPBS Logistic Management Unit.
- 2. Raising of Indents & Local Purchase Orders (LPOs) and working with suppliers regarding order enquiries.
- 3. Monitor, update and communicate with program managers on estimated time of arrival of pharmaceutical & clinical products.
- 4. Ongoing liaison with Fiji Procurement Office on arrival and consignments.
- 5. Assist the Tender team with Tender activities.
- 6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

### **Key Performance Indicators**

- 1. All purchasing needs are identified, and the Purchasing plan is implemented within the agreed timeframes, compliant to specifications, processes, legislations and policies.
- 2. All indents & LPOs are processed with appropriate suppliers within the timeframe to ensure timely delivery of products to FPBS programs.
- 3. All consignments are cleared on time and goods are dispatched to FPBS within agreed timeframes, including timely advice to all program managers on delivery times of goods.



4. Accurate and timely reports are submitted, including outcomes and action items.

## The Person

In addition to a Diploma in Accounting/Economics/Finance /Management/Business or equivalent; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

### **Knowledge and Experience**

- 1. At least three (3) years' experience in a procurement setting conducting mass purchasing
- 2. Sound knowledge and understanding of procurement processes and supply chain management
- 3. Knowledge and understanding of the relevant procurement laws

#### **Skills and Abilities**

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

# MOHMS 838/18 – SUB-DIVISIONAL HEALTH INSPECTOR (3 positions)

Role:	Sub-divisional Health Inspector
Salary Band:	Band F
Salary range:	\$22,528 - \$28,883.00
<b>Duty Station:</b>	- Sigatoka Health Office
	- Nadi Rural Health Office
	- Ba Health Office
Unit/Division:	Environmental Health/ Western Health Office
Reports to:	Subdivisional Medical Officer
<b>Subordinates:</b>	Senior Assistant Health Inspectors

#### **Position Purpose**

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

## **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. Manage and control environmental health services and programs, and identify areas of improvement for the respective programs



- 2. Implement and monitor environmental health services programs and monitor its implementation.
- 3. Prepare and submit reports to the within the agreed time lines.
- 4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

## **Key Performance Indicators.**

- 1. All activities and targets in the divisional environmental health plan are implemented and achieved in a timely manner.
- 2. Ensure all legal obligations towards enforcement are carried out within the agreed timeline.
- 3. All reports are submitted within agreed timeframes, and meet the standard reporting requirements.
- 4. All public complaints and issues regarding environmental health are addressed within the ambit of the relevant legislations and regulations and in an agreed timeline.
- 5. Active participation in the corporate activities of the Ministry as and when required

### **Person Specification**

In addition to a Bachelor in Environmental Health or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role

## **Knowledge and Experience**

- 1. At least 5 years' experience in the area of environmental health or similar work environment
- 2. Working knowledge of all relevant Acts, legislation and regulations related to Environmental Health and Safety
- 3. An understanding of court proceedings and mediation.
- 4. Proven experience in dealing with emergencies and disasters such as disease outbreak, floods.

## **Skills and Abilities**

- 1. Good analytical skills with an attention for details and to convert data into useful information.
- 2. Exceptional report writing skills with effective communication skills to negotiate
- 3. Ability to work with a team and achieve set targets
- 4. Ability to adapt and respond to changes within the organisation effectively.
- 5. Customer focussed approach with commitment to supporting the operational goals of the organization

# MOHMS 839/18 SUPERINTENDENT MEDICAL IMAGING TECHNOLOGISTS (2 Positions)

Role:	Superintendent Medical Imaging Technologist
Salary Band:	Band J
Salary:	\$\$51,132.98 - \$83,254.98
<b>Duty Station:</b>	CWM Hospital, Lautoka Hospital
Reports to:	Consultant Radiologist, Medical Superintendent



<b>Subordinates:</b>	Medical Imaging Technologists, 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..

## **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 board.
- 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 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.
- 6. Ensure that the department infrastructure and facilities are properly maintained to ensure the department is 5S & OHS compliance.
- 7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

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#### **Performance Indicators**

- 1. Department Monthly and quarterly and annual business reports are submitted in a timely manner.
- 2. Conduct radiation leakage test and submit appropriate reports.
- 3. Department facility, equipment and processes audits are done as planned.
- 4. Active participation in the corporate activities of the Ministry as and when required

#### **Person Specification**

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

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#### **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 840/18: SUPERVISING DIETICIAN (26 positions)

Role:	Supervisor Dietician
Salary Band:	Band F
Salary:	\$22,528.74 - \$36,103.75
<b>Duty Station:</b>	
Reports to:	Subdivisional Medical Officer,
Subordinates	Dieticians

#### **Position Purpose**

The purpose of this position is to supervise dieticians and ensure the implementation of the Dietetics and Nutrition unit plan.

#### **Key Responsibilities**

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

- 1. Supervise and assist Dieticians and kitchen staff in the implementation of the Plan and other nutrition intervention projects/programs funded by external donors.
- 2. Management of ration budget allocation, equipment and human resource at subdivisional levels
- 3. Provide technical assistance and capacity building for health staff and government wage earners
- 4. Timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Subdivisional Medical Officer and Senior Dietician.
- 5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities



## **Key Performance Indicators**

- 1. Ensure supervision are provided to all staff at all levels of care and and services in accordance with agreed time lines.
- 2. Provision of technical assistance and capacity building for staff
- 3. Ensure timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Subdivisional Medical Officer and Senior Dietician.
- 4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

## **Person Specification**

In addition to Bachelor of Dietetics & Nutrition or similar, the following knowledge, experience, skills and abilities are required to successfully undertake this role

## **Knowledge and Experience**

- 1. At least 6 years of work experience in a similar or related filed.
- 2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
- 3. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
- 4. Knowledge of government legislation, Nutrition and Health policies , procedures and guidelines.

### **Skills and Abilities**

- 1. Excellent verbal and Written Communications Skills
- 2. Ability to analyse and contribute solutions to complex problems, in a resource constrained environment.
- 3. Training and supervisory skill
- 4. Computer Literate with at Microsoft Word, Outlook and PowerPoint.
- 5. Demonstrated ability in supporting the operational / corporate environment of the organisation

# MOHMS 841/18: SUPERVISING PHARMACY TECHNICIAN (9 positions)

Position	Supervising Pharmacy Technician
Salary band	Band G
Salary:	\$28,605.45 - \$38,140.60
Duty Station:	Labasa Hospital – (3 posts)
	CWM Hospital (2 Posts)
	Lautoka Hospital (2 Posts)
	Savusavu Hospital
	Valelevu Health Centre
Reports to:	Senior Pharmacy Technician, Sub-divisional Medical Officer



## **POSITION PURPOSE**

The position is accountable for the delivery of high quality, progressive pharmacy services, 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.
- 5. Actively contribute to Ministry requirements, including planning, budgeting and corporate 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 842/18: SUPERVISOR CT/ANGIO/MRI

Role:	Supervisor Medical Imaging Technologist – CT scan,
	Angiography & MRI
Salary Band:	Band I
Salary range:	\$43,296.63 - \$55,508.50
<b>Duty Station</b>	CWMH, Suva
<b>Unit/Division:</b>	Radiology /Central
Reports to:	Directly to Superintendent Radiographer
	Indirectly to Consultant Radiologist, Radiology Registrars
	Liaises with Clinicians, Nurses, Attendants, MIT
	Subordinates
<b>Subordinates:</b>	Medical Imaging Technologists

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

## **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
- 5 Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

## **Person Specification**

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**

- 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 843/18: SUPERVISOR GENERAL/ULTRASOUND/SPECIAL

Role:	Supervisor Medical Imaging Technologist -	
	General/Ultrasound/Specials	
Salary Band:	Band I	
Salary:	\$43,296.63 - \$55,508.50	
<b>Duty Station</b>	CWMH, Suva	
<b>Unit/Division:</b>	Radiology /Central	
Reports to:	Directly to Superintendent Radiographer	
	Indirectly to Consultant Radiologist, Radiology Registrars	
	Liaises with Clinicians, Nurses, Attendants, MIT Subordinates	
<b>Subordinates:</b>	Medical Imaging Technologits	

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

### **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
- 5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

### **Person Specification**

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.

- 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 844/18: SUPERVISOR MEDICAL IMAGING TECHNOLOGIST

Role:	Supervisor Medical Imaging Technologist
Salary Band:	Band I
Salary:	\$43,296.63 - \$55,508.50
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. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required

## **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
- 5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

### **Person Specification**

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**

- 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



# JOB DESCRIPTIONS FOR NEWLY ADVERTISED POSITIONS, FIJI SUN, SATURDAY, 22 SEP 2018

## **MOHMS 845/18: SENIOR POLICY OFFICER**

**Corporate Information** 

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Role:	Senior Policy Officer
Salary Band:	G
Salary per annum:	\$28,605.45 - \$38,140.60
<b>Duty Station:</b>	HQ, Suva
Unit/Division:	Planning and Policy Development Division
Reports to:	Director Planning and Policy Division
Subordinates:	1Administrative Officer, 1 Clerical Officer

## **Position Purpose**

The position is responsible for supporting evidence based policy development in the Ministry including the provision of technical support, development, coordination and monitoring & evaluation of health policies and related plans. The post holder also conducts policy analysis and research and supports advocacy and awareness on policy development in the Ministry. The position is also responsible for assisting in setting strategic policy direction on key issues affecting the Ministry.

#### **Key Responsibilities**

The position advocates for and assists in policy development in the Ministry through the following;

- 1. Facilitate the review and development of evidence based policies and related plans across the health system
- 2. Conduct adequate research and analysis for policy development and relevant planning
- 3. Facilitate technical working groups meetings for policy development
- 4. Assist in the formulation and review of Program level Strategic Action Plans.
- 5. Ensure policy implementation plans are developed and aligned to Health Systems building blocks
- 6. Support policy advocacy and awareness on policy development in MoHMS

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. All policy development and review activities within the operational plans completed and delivered as planned;



- 2. All policies developed in accordance with guidelines and have an implementation component which is aligned to the Health systems building blocks;
- 3. Timely support for policy analysis and research are provided as per PPDD Business Plan.
- 4. Timely consolidation of policy implementation updates for inclusion in the MoHMS annual report including programme reviews and trend analysis

### **Person Specification**

In addition to relevant academic qualifications in public health, public policy, economics or related field from a recognised institution, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Policy Officer:

## **Knowledge and Experience**

- In-depth understanding of the policy development process and planning frameworks
- Understanding of the government machinery, policies and regulations applicable to the health sector
- Experience in research and policy development including multi-sector engagement
- Understanding of the Fijian Constitution 2013 and applicable laws of Fiji

#### **Skills and Abilities**

- Excellent research and analysis skills with some understanding of health related data
- Excellent presentation, and writing skills including the ability to write policies, policy briefs and related documents
- Excellent interpersonal and communication skills with the ability to support the setting up and functioning of technical working groups
- Ability to think creatively and assist in working out innovative policy options
- Ability to provide sound policy advice and provide capacity building on planning and policy development
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

# **MOHMS 846/18: SENIOR PLANNING OFFICER**

## **Corporate Information**

Role:	Senior Planning Officer – Strategy and Service Planning
Band:	G
Salary per annum:	\$28,605.45 - \$38,140.60
Location:	HQ, Suva
Unit/Division:	Planning and Policy Development Division (PPDD)
Reports to:	Director Planning and Policy Development Division
<b>Subordinates:</b>	Administrative Officer, 1 Clerical Officer



## **Position Purpose**

The position is responsible to assist with evidence based planning across the health system which involves coordinating the development of the Annual Operational Plan and further assisting in the development of the Business Plans. The post holder is to assist in the coordination and preparation of the 5 year Health Strategic Plan, Health Services Plans and assist in compiling the Annual Report for Ministry of Health and Medical Services.

## **Key Responsibilities**

- 1. Coordinate the formulation of the Ministries Annual Operational Plan, Business Plans and its review.
- 2. Assist in the formulation/review of the Ministries 5 year Health Strategic Plan
- 3. Facilitate the review and development of evidence based health services plans
- 4. Support the operationalization and implementation of Ministry's Health Strategic Plan
- 5. Assist and coordinate the development of Health Services Plans for the Divisions
- 6. Provide quality/constructive and timely advice on health related planning, strategies and activities to the Senior Management

## **Key Performance Indicators**

Performance will be measured through the following indicators:

- 1. All Annual Operational Plan and Business Plans preparatory activities and its review are completed and delivered as planned;
- 2. Timely support for health planning and monitoring & evaluation of business plan activities are provided as per PPDD Business Plan.
- 3. Timely support for the compilation of the health service plans provided as per work plan
- 4. Ensure that NSP indicators are reviewed annually and aligned to respective plans
- 5. Timely consolidation of departmental/ Program level annual reports for inclusion in the MoHMS annual report as per Annual Report publication timelines

## **Person Specification**

In addition to relevant academic qualifications in Economics or related field, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Planning Officer:

- In- depth understanding of strategic and service planning needs in the health sector
- Working knowledge of planning and monitoring & evaluation frameworks
- Experience in analysing data and preparing progress reports



Experience in the compilation of Annual Reports

## **Skills and Abilities**

- Strong commitment and work attitude with approach to deliver key performance outcomes on time
- Capacity to organise and manage projects
- Highly developed research and report writing skills including an understanding of health related data
- Well-developed organizational and time management skills, with the ability to work well under pressure, and set priorities to meet critical deadlines.
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

THE END