**Corporate Information**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Chief Nursing and Midwife Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band L</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$67,830.20 - $86,961.80</td>
</tr>
<tr>
<td>Location:</td>
<td>Head Office</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Permanent Secretary for Health &amp; Medical Services</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>5</td>
</tr>
</tbody>
</table>

**The Position**

The position is responsible to the Permanent Secretary for Health and Medical Services for nursing strategic directions, the provision of operational service management mechanisms, development of nursing policies, development of nursing service delivery plans, continuous professional development and supervision, budgetary preparation and review and the overall monitoring and evaluation of the delivery of quality nursing care & services that is aimed to meet the strategic goals and corporate plans of the Ministry of Health and Medical Services.

**Key Responsibilities**

1. Provide strategic leadership & direction, delegation and supervision to the nursing leadership team and all relevant nursing institutions of the Ministry of Health & Medical Services.
2. Advise and maintain regular reporting communications directly to the Permanent Secretary on all issues relating to the effective delivery of nursing services to meet agreed nursing standards within the MOHMS.
3. Develop and manage overall nursing workforce developments that is aligned with international standards of nursing ratios to ensure competent workforce and respond to population health needs.
4. Plans, monitors and co-ordinates the preparation of the nursing budget to maintain delivery of nursing services and achievement of mandatory professional development.
5. Facilitate the review and update of nursing policies; Code of Conduct/Ethics for Nurses in Fiji, Scopes of practice, Nursing Competencies and Standards of practice in MOHMS and the Fiji Nursing Council.
6. Provide leadership and promote and maintain effective relationships between the nursing body and other health professionals and with Divisional/Sub-divisional Heads to achieve health planned outcomes.
7. Maintain and promote relationships and communication with external partners and organisations (particularly WHO, regional and international donors, regional governments, NGOs, educational institutions) to improve nursing services and especially with the Registration authorities of United Kingdom, New Zealand and Australia.
Key Performance Indicators
1. All nursing strategic and business objectives are aligned with the Ministry of Health & Medical Services Strategic Plan is developed, approved and achieved within its endorsed timelines
2. Timely and effective development of relevant national nursing policies, standards and practice guidelines and its compliance is ensured.
3. Timely and effective management and overall monitoring and evaluation of nursing services in conformity with Nursing legislation and other relevant legislations/policies that enables continuity of quality nursing services and the meeting the operational goals of the Ministry of Health & Medical Services.
4. Effective and timely assessment and review of the overall nursing workforce to meet population health needs and health service needs,

Selection Criteria
The Person
In addition to being registered and/or eligible for registration in Fiji with a valid practicing license, the position holder must have a bachelor degree in Nursing with post graduate Masters Qualification in nursing and or midwifery or other Masters relevant to health from a recognized university, additionally the following Knowledge, Experience, Skills and Abilities are required for the position.

Knowledge and Experience
1. Must have 10 years post registration experience in nursing management, governance strategic planning and resource management.
2. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
3. Demonstrated understanding and ability to work successfully in a cross cultural setting
4. Proven understanding on policy development, and a systematic approach to administration and good knowledge of regulatory processes.
5. A good understanding of the range of nursing standards, professional guideline/policies necessary for the provision of quality patient care and health service in Fiji is desirable.
6. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Decree and Nurses Code of Conduct.

Skills and Abilities
1. Proven substantial senior management experience and ability to effectively manage a large health workforce to a professional standard reflecting the MOHMS values.
2. Demonstrate ability to translate organisational strategic plan to operational plans and be able to direct, supervise, monitor its implementation process required for the continuous development of the national nursing service.
3. Demonstrated excellent advocacy and negotiation skills to promote organisational objectives in order to achieve effective health services.
4. Demonstrated commitment to maintain professional development to reflect contemporary nursing practice and policy.
5. Strong communication skills, [written and verbal] and a proven capacity to drive change and persuade others on constructive course of actions.

Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Director of Nursing Central</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band K</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$59,945.18 - $76,852.80</td>
</tr>
<tr>
<td>Location:</td>
<td>Central Divisional Office, Tamavua Suva</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 Years</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Divisional Medical Officer, Central</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Subdivisional Nurse Unit Managers (NUM) (hospitals and Public Health), Divisional Clinical Nurse Educator (CNE), Nurse Practitioners, nurses and Community Health Workers</td>
</tr>
</tbody>
</table>

The Position

To provide leadership and strategic directions to the Nursing Officers who deliver a wide range of community health and clinical nursing services. This position also works to ensure that these services meet agreed nursing competency standards and are delivered according to approved MOHM policies, protocols and 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. Leads the process to develop, support, implement and evaluate the central divisions nursing business plan, to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of the division and the Ministry of Health.

2. Develops, maintains and implements nursing policies and guidelines that conforms to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.

3. Monitor and evaluate the overall performance of the community health nursing services including the Community Health program within the Division.

4. Monitor the nursing workforce through supervisory visits to meet professional expectations of performance including overseeing all aspects of the disciplinary process and performance management of NUMs to ensure delivery of quality nursing services/outcomes.

5. Ensures effective records management including the Public Health Information System (PHIS) and Patient Information System (PATIS) are updated as per guideline/policy.


7. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.
Key Performance Indicators
1. Central division Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with public health and hospital focussed policies and guidelines to meet agreed Ministry standards to enable delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Selection Criteria
The Person
In addition to being registered nurse with the Fiji Nursing Council and a license to practice. The position holder must have a Bachelor of Nursing with post graduate qualifications in Public Health or Midwifery and management. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)
1. At least 5 years’ experience in managing a medium size workforce relevant to the position and scope of roles and responsibilities in diverse and cross cultural settings.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Act and Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Previous experience in strategic planning and leadership particularly in resource constrained environments.
5. Demonstrated knowledge and experience in responding effectively to natural disasters and public health disease outbreaks and in collaboration with the divisional teams.

Skills and Abilities
1. Demonstrated ability to effectively lead teams to achieve planned outcomes and implement change.
2. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all teams.
3. Ability to respond and promote new approved methods and principles and be willing to incorporate them into existing nursing practices.
4. Demonstrated ability to report and utilise health information /evidence-based data, and analyse and draft solutions to complex problems to provide quality health care.

Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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# Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Divisional Dental Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band K</td>
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<tr>
<td>Salary range:</td>
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<td>Duration:</td>
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<tr>
<td>Unit/Division:</td>
<td>Oral Health/ Eastern Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>National Advisor Oral Health/ Divisional Medical Officer</td>
</tr>
</tbody>
</table>

**Liaises with**

**INTERNAL:** Divisional Medical Officer, Divisional Health Sister, Divisional Health Inspector, Divisional Dietician, Divisional Information Officer, Divisional NCD Officer, Accounts Officer, Human Resource Officer, Senior Administration Officer.

**EXTERNAL:** Stakeholders, NGOs, Government Ministries, SDMOs, Divisional Medical Officer, Divisional Heads, College of Medicine Nursing and Health Science/FNU, Commissioners.

**Subordinates:** Senior Dental Officers/Dental Officers/Instructor Dental Therapist/Dental Therapist, Dental Hygienist.

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## The Position

The position oversees the overall function of the Oral Health Unit and to promote, 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/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 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. Promote effective procurement and supply chain for oral health services to the division (consult with relevant stakeholders and the oral health team to: establish resource requirements (equipment and instrument, drugs, regular maintenance, assess consumables use) to ensure quality service delivery to the division.
5. Conduct capacity building of the oral health service and promote continuous professional development, annual re-license, performance appraisal, and mentoring to Fiji Dental Council
standards, ensuring safety and professionalism in practice across all members of the oral health (with approved oral health protocols, Infection control, OHS, and clinical practice guidelines).

6. 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.

**Key Performance Indicators**

1. Develop (annual), 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 (including the number of clinic audits conducted for equipment, instrument and inventory management; staff performance, patient satisfaction surveys/complaints; staff training, clinical practice guidelines followed).

4. Demonstrate activities to improve and maintain professional performance of oral health staff to meet expected practice standards, professionalism and Ministry of Health and Medical Services Values (including the number of staff attending relevant training, ensure all staff receive opportunities to attend CPD opportunities, supervision/mentoring activities conducted; performance appraisals completed; contribute to Master In-service training planning for Divisional oral health service).

5. Demonstrate effective networking to promote oral health services and prevention education (including number of integrated outreach activities conducted within the MOHMS, with private partnership, faith-based organisation, donors, and other government ministries recorded quarterly).

**Selection Criteria**

**The Person**

In addition to a Bachelor in Dental Surgery and Post Graduate Diploma in Oral Health Public Health, the officer must be 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. 15 years of related work experience as a Dental Officer plus 5 years of experience in oral health management and administration at senior level within or external to MOHMS

2. Proved 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 knowledge and experience in all aspects and functions of oral health service policy, procedures, protocols, service standards, SOP’s, Clinical Practice Guidelines [CPGs] and regulations. [Including the laws and legislations required to practice dentistry in Fiji].

**Skills and Abilities**

1. Demonstrate and promote leadership and accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.

2. Demonstrate ability to effectively work within and manage a team and to a high professional standard reflecting the MOHMS values.

3. Demonstrate high level ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.

5. Demonstrate ability to manage, supervise, mentor, and train all Oral Health staff and other members of the Oral Health team in the Division / subdivision facilities.

6. Demonstrate ability to analyse and draft solutions to complex problems, especially in a resource constrained environment.

7. Manage and review data and monitoring and evaluation processes/system to ensure accuracy, and draft comprehensive and analytical professional level reports related to the oral health service in the Divisions.

**Personal Character & Eligibility:**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Deputy Director of Nursing (DDON) West Wing</th>
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<tbody>
<tr>
<td>Level</td>
<td>Band I</td>
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<tr>
<td>Salary</td>
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<tr>
<td>Location</td>
<td>Colonial War Memorial Hospital (CWMH), Suva- West Wing</td>
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<tr>
<td>Unit/Division</td>
<td>Nursing, CWMH</td>
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<tr>
<td>Duration</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports to</td>
<td>Director of Nursing- CWMH</td>
</tr>
<tr>
<td>Liaises with</td>
<td>DDON Maternity, DDON Paediatric, DDON East Wing, Clinical Nurse Educator</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Nurse Unit Managers / Team Leaders /Registered Nurses/Ward Assistants</td>
</tr>
</tbody>
</table>

The Position
The position oversees the Human Resource management of the Nursing workforce and their practice in the West wing, that all applicable policies, clinical practice guidelines and standards are met.

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

1. Provide leadership, management and supervision of the West Wing Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Ensure efficient and effective management of the nursing workforce of West Wing are performing, and that all delegated activities are met.
4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of Wing reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Provide timely and expert advice on all west wing nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicator

1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services.
3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.
4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Selection Criteria
The Person
In addition to being registered nurse with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with post graduate certificate in management or other post graduate studies relevant to nursing. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:
1. Has strong nursing experience relevant to the position and scope of roles and worked as a Nurse Unit Manager in acute care settings, in any of the 3 divisional hospitals for at least 5 years.
2. Has practical working knowledge on the PSC Code of Conduct and the applicable legislation or policies/procedures with regards to the Nursing Decree (2011), HIV Decree, Child Welfare Decree and Mental Health Decree.
3. Understanding of teams and how to work within a high performing team

Skills and Abilities:
1. Proven management experience and ability to effectively manage a medium size workforce to a professional standard reflecting the MOHMS values.
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational / corporate environment and values of the MOHMS.
4. Capacity to utilise computer programs to support the operations of the organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
6. Demonstrated ability to maintain confidentiality;

Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Nurse Clinical</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
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<tr>
<td>Salary Range:</td>
<td>$34,760.31 - $44,564.50</td>
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<tr>
<td>Location:</td>
<td>Tamavua Twomey Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Medical Superintendent Tamavua Twomey Hospital/Chief Nurse Midwifery Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leaders, Enrolled Nurse Aid, Nurses, Medical Orderlies and student nurses</td>
</tr>
<tr>
<td>Duration:</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Position

The purpose of this position is to work in collaboration with the Medical Superintendent of Tamavua Twomey Hospital to provide overall operational leadership and clinical direction in accordance with the hospital business plan and the regulatory requirements of the Ministry of Health and Medical Services.

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. The Senior Nurse Clinical provides strategic direction to the three specialized units of nursing and allied health team made up of orderlies by working with the Team Leaders to ensure cost effective and efficient patient care delivery in partnership with the optimum delivery of human, financial and material resource management by developing, supporting the implementation and evaluating the nursing business plan ensuring it meets the expected targets and outcomes guided by the mission and vision of the Tamavua Twomey Hospital and the Ministry of Health and Medical Services.

2. Develop, maintain and implement nursing policies and guidelines that conform to current patient safety standards for all the three units of Tamavua Twomey Hospital while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.

3. Maintain a professional development portfolio with a commitment to ongoing learning and development through implementing, monitoring and reviewing the Tamavua Twomey Hospital nursing training plan, contributes to the national Master In-Service Training Plan, and ensuring compliance with the Fiji Nursing Council legislation for mandatory continuing professional development and the annual re-licensing of nursing officers.

4. Ensure the nursing workforce at Tamavua Twomey Hospital is on par with professional expectations of performance including overseeing all aspect of disciplinary process, take an active role in the management of OHS, Risk Management and Quality initiatives to ensure a safe work environment, injury prevention and the achievement of accreditation, if any.

5. Oversee efficient staffing levels to deliver nursing services required to meet patient demand and expected standards by preparing and reviewing the nursing services component in the overall hospital budget development including the submission for nursing overtime.

6. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.
Key Performance Indicators
Performance will be measured through the following indicators:
1. Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with nurse focussed policies and guidelines to meet agreed Ministry and international standards to enable patient safety and delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Selection Criteria
The Person
In addition to a Diploma in Nursing with a valid registration and practicing license with the Fiji Nursing Council., the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. At least 5 years’ experience in managing nurse workforce with diverse and cross cultural settings or similar.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Decree and Nurses Code of Conduct.
3. Proven experience in strategic planning and leadership particularly in resource constrained environments.
4. Demonstrated experience working effectively to oversee successful inputs and placements with external stakeholders and international visiting medical teams and volunteers.
5. Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.
6. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities
1. Demonstrated ability to think creatively and innovatively to achieve outcomes and timelines.
2. Capacity to utilise computer programs to support the operations of the organisation.
3. Demonstrated ability to work cooperatively in a team environment
4. Good prioritizing skills with utilization of resources; including human resources, inventory management, financial and technology abilities.
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Dental Therapist</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<td>Salary range:</td>
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<td>Location:</td>
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<td>Unit/Division:</td>
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<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Reports to:</td>
<td>Dental Officer, Principal Medical Officer</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Dental Officer, Dental Officer - Intern, Dental Hygienists, Supervising Dental Technician, other stakeholders</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Dental Hygienist (clinical), cleaner.</td>
</tr>
</tbody>
</table>

The Position

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

Key Responsibilities

The position will achieve its purpose through the following responsibilities:
1. To provide clinical dental assessment, diagnosis and provide treatments to patients needing preventive, conservative and curative care and may refer oral pathology and complex surgical cases to the Oral Surgery Department as per clinical practice and infection control guidelines;
2. Work as an effective and professional member of the oral health team.
3. Prepare and deliver Oral Health Promotion Community outreach programs in special institutions, schools and the general community.
4. Participate in monitoring and evaluation activities of all oral health programs implemented.
5. Participate in collection and reporting of Monthly data reports.

Key Performance Indicators

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

Selection Criteria

The Person
In addition to a Diploma of Dental Therapy or Bachelor in Oral Health, registered with the Fiji Dental Council and holds a valid Annual License, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**Knowledge and Experience**
1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Practitioner.
2. A minimum qualification of Certificate/ Diploma of Dental Therapy (essential), or Bachelor in Oral Health or equivalent from a recognised Institution (becoming industry standard).
3. Post graduate qualification in relevant field such as public health (desirable)
4. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
5. Familiar with relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
6. Maintain privacy and confidentiality of all patient or staff information and data.
7. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.

**Skills and Abilities**
1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental therapy services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental therapists and effective capacity to carry out oral health promotion activities and programs.
3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.
4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
5. Ability to identify and refer any Risk Management Issues;
6. Customer focussed approach with commitment to supporting the operational goals of the organization.

**Personal Character & Eligibility:**
Applications for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Administrative Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$22,528.74 - $28,883</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Duration</td>
<td>4 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Administration</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Hospital Administrator</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>4</td>
</tr>
</tbody>
</table>

The Position

The position reports to the Medical Superintendent through the Hospital Administrator for the provision of administrative support and human resources functions.

Key Responsibilities Area (KRA)

1. Admin/HR – Assist the HA in the planning and development of the Division’s HR budget proposal to ensure that it has the appropriate staff establishment to achieve the organisation’s objectives and also to ensure that effectiveness of services is maintained. Responsible for the all matters pertaining HR in the facility. Oversee Registry responsibilities. Ensure all transfers and postings are processed and HQ notified. Monitor terms and condition of service. provide professional administrative support over a range of functions, including preparing correspondence and reports and undertaking financial and records management functions, as directed

2. IRD – Facilitate satisfactory standards of conduct and performance, to encourage improvements where appropriate and to ensure that cases of alleged misconduct, unacceptable performance or other acts or omissions considered by the government to warrant consideration of disciplinary action are dealt with consistently and fairly within reasonable timeframe. OHS registration, compliance and training.

3. Training – Coordinate trainings, workshops and study leave through the Training Committee.

4. AMU – Ensure board of survey is conducted annually. Supervisor of transport for the hospital, including ambulance services.

5. Post Processing – Coordinate and responsible for post processing of GWE vacancies to HQ. Ensure all appointments (new contract, renewal of contract, acting appointment etc) are processed in a timely manner.

6. Housekeeping – weekly hospital rounds inspection; ensure cleaning, mortuary and security services are provided without disruptions;

7. Timely submission of reports

Key Performance Indicators
1. Provide policy advice and support services on human resources, finance, asset management & administrative functions to all staff in compliance with relevant legislations, policies and guidelines in a timely manner.
2. Timely submission of reports
3. Actively manage, monitor, assess and report on subordinate staff performance to enable business continuity, and the delivery of quality services, functions, and outcomes.
4. Actively contribute to the Ministry’s corporate requirements

Selection Criteria
The Person
In addition to a tertiary qualification relevant to Human Resource Management, and equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience
1. Considerable working experience in human resources management and managing staff
2. Understanding of employee relations legislation, and ability to offer counselling and advice to staff on such matters.
3. Experience working within a customer service delivery environment
4. Understanding of human resources management
5. Experience in the use of computers, office equipment and the Microsoft Office suite of software.
6. Understanding of the relevant legislations governing terms and conditions of employment, Occupational Health & Safety, industrial relations

Skills and Abilities
1. Demonstrated ability to work independently, and in a team environment,
2. Proven ability to effectively supervise assigned staff, including allocating and monitoring work, and providing guidance, training and support in administrative processes and systems.
3. Proven ability to provide professional administrative support over a range of functions, including preparing correspondence and reports and undertaking financial and records management functions.
4. Possess excellent interpersonal and communications skills and a very good time management skills
5. Capacity to utilize computer programs to support human resources operations
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Clerical Officer – Ledgers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$12,081.69 - $15,489.35</td>
</tr>
<tr>
<td>Location:</td>
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</tr>
<tr>
<td>Duration</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Administration</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Administrative Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The position is responsible for the timely processing of LPO and Ledger update for Labasa Hospital as delegated by the Assistant Accounts Officer.

Key Responsibilities

1. Ensure that all Purchase Order Requests are in line with the requirements before processing of Local Purchase Order with the accounting system in a timely manner.
2. Maintain and prepare reports on monthly unpaid Local Purchase Order Returns all Purchase Order created every financial year.
3. Advise vendors should they need information about their Purchase Orders [PO] or payment updates
4. Maintain commitment ledger and despatched books for all purchase orders issued
5. Reduce complaints to the minimum and provide optimum service to all customers in accordance with standing rules and regulations

Key Performance Indicators

1. All Financial Resource functions & advice in relations to Purchase Orders are delivered within agreed timeframes.
2. Reports are submitted within agreed timeframes on standard format.
3. All data received/sent to be maintained and stored on daily basis in the appropriate system and folders.
4. Participate in all Ministry and/or Hospital corporate activities in a timely manner.

Selection Criteria

The Person

In addition to Form 7 pass education qualifications (or equivalent); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

1. At least some experience in a similar field
2. Have an understanding and knowledge of relevant Procurement and Finance regulations & policies
3. Knowledge and experience in computerized accounting system
4. Proven experience in the use of Microsoft applications such as MS Word, and MS Excel
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**
1. Good report writing skills with the ability to communicate effectively
2. Good analytical skills with an attention for detail and accuracy of data and information
3. Demonstrated ability to work within a team and ensure that targets are met within the agreed timelines
4. Ability to maintain confidentiality of information
5. Service oriented approach when dealing with situations and capable of participating in corporate activities of an organisation

**Personal Character & Eligibility:**
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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Corporate Information

<table>
<thead>
<tr>
<th>Position</th>
<th>Clerical Officer – Establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary range</td>
<td>$12,081.69 - $15,489.35</td>
</tr>
<tr>
<td>Location</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Duration</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Administration</td>
</tr>
<tr>
<td>Reports to</td>
<td>Administrative Officer</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position reports to the Medical Superintendent through the Hospital Administrator and the Manager Hospital Administration for the provision of administrative support and human resources functions.

Key Responsibilities
1. Responsible for all Human Resource functions and advice for Established staff, including doctors in accordance to relevant guidelines and procedures and within agreed timeframes.
2. Prepare and submit HR reports within agreed timeframes
3. Ensure proper Records management in accordance to relevant guidelines and procedures.
4. Actively contribute to the Ministry and/or Cooperate requirements.

Key Performance Indictor
1. All Human Resource functions & advice for Established Staff (including Doctors) are delivered within agreed timeframes.
2. HR reports are submitted within agreed timeframes on standard format.
3. All data received/sent to be maintained and stored on daily basis in the appropriate system and folders.
4. Participate in all Ministry and/or Hospital corporate activities in a timely manner.

Selection Criteria
The Person
In addition to Form 7 pass education qualifications (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience
1. At least some experience in a similar field
2. Have an understanding and knowledge of HR policies
3. Proven experience in the use of Microsoft applications such as MS Word, and MS Excel
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
Skills and Abilities

1. Good report writing skills with the ability to communicate effectively
2. Good analytical skills with an attention for detail and accuracy of data and information
3. Demonstrated ability to work within a team and ensure that targets are met within the agreed timelines
4. Ability to maintain confidentiality of information
5. Service oriented approach when dealing with situations and capable of participating in corporate activities of an organisation

Personal Character & Eligibility:

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Dental Hygienist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>E</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$18,277-$22,322</td>
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<tr>
<td>Location:</td>
<td>Several</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Several</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Instructor Dental Therapist, Senior Dental Officer Clinical</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Dental Therapist, Dental Officer, Senior Dental Officer; MCH/ANC nurses</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Receptionist, ward assistant, cleaner</td>
</tr>
</tbody>
</table>

The Position

The position is accountable for the delivery of high quality care to prevent oral diseases through non-surgical treatment of periodontal disease, and with oral health education to promote healthy oral behaviour. In addition, the Dental Hygienist assist in the daily running of the clinic in managing, replenishing, controlling the usage of consumables, and facilitates maintenance and hygiene of the dental clinic, all instruments and equipment, and ensures that the environment adheres to OHS and infection control protocols at any settings encountered.

Key Responsibilities

Their Key Duties are:

1. To provide quality preventive oral health procedures e.g. Atraumatic treatment (ART) and non-surgical periodontal procedures such as oral prophylaxis and scaling, and other prescribed dental care as directed as well as provide education to patients on self-care.
2. Deliver Oral health promotion in Maternity and Child Health Care Clinics (MCH), Ante Natal Care Clinic (ANC,) and Special Outpatient Clinics, schools and community outreaches.
3. Provide clinical Chair side assistance to dentist/therapist in all dental procedures including mounting of x rays; to prepare patients and ensure a safe and efficient environment for patients receiving dental care.
4. Work as an effective and professional member of the oral health team.
5. Assist in administrative responsibilities for documentation of all records, and collection of revenue.
6. Execute approved Infection Control protocols and guidelines by maintaining clean working environment, and the preparation and sterilization of instruments and equipment, and safe disposal of waste.
7. Participate in collection and reporting of Monthly data reports.

Key Performance Indicators

1. Maintain patient data, information, history and all dental procedures performed is collected and stored using approved MOHMS methods.
2. Ensure that all Dental Hygiene activities (examinations, observations and treatments) are provided within the approved scope of practice and experience level of the hygienist and as prescribed by the dental officer or dental therapist (including arrangements for antibiotic cover as required).

3. Provide appropriate oral health information, motivation and patient education in line with recommendations or prescription of the dental officer or dental therapist, and dental hygiene guidelines of MOHMS, suited to individual patient requirements (knowledge, awareness and interest are assessed).

4. Ensure clinic is prepared for every session prior to each and every dental appointment (including for prosthetics and surgery); sterilised and correct instruments set up, patients records, required materials and supplies arranged; post appointment all instruments gathered, accounted, cleaned and sterilised; waste disposed appropriately. Clinic left in readiness for following day.

5. Provide chair side assistance to the dentist and support patient throughout all procedures.

6. Gather and record data as relevant to the dental clinic (number of programs conducted per month; total patients assisted per hygienist; number of patient records documented; revenue - fees collected, receipted and recorded as per the Hospital Dispensary Act; percentage of unplanned return visits and post-operative infections recorded and reported against Oral Health Business Plan targets).

7. Ensure infection Prevention and control MOHMS approved protocols and guidelines are implemented, documented and reported at least monthly to promote patient safety and reduce cause or transmission of infection during or post procedure (includes hand washing technique promoted and monitored, instruments and equipment are cleaned, sterilised and set up; waste disposed appropriately and safely; primary and secondary working zones are cleaned and disinfected between each patient all following approved MOHMS procedures).

Selection Criteria

The Person

In addition to a Certificate in Dental Hygiene from a recognized tertiary institution with a valid Annual Practising License with the Fiji Dental council, the following Knowledge, Experience, Skills and Abilities are required to perform the role of the post.

Knowledge and Experience

1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Hygienist.
2. A minimum qualification of Certificate in Dental Hygiene (essential).
3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Familiar with relevant dental hygiene Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
5. Demonstrate ability and experience to work independently and accept responsibility to set priorities for dental surgery assistant tasks.
6. Maintain privacy and confidentiality of all patient or staff information and data.
7. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.

Skills and Abilities

1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental hygiene services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental hygienist and effective capacity to carry out oral health promotion and education activities with clients.
3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.

4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.

5. Ability to identify and refer any Risk Management Issues; and to work with minimal supervision.

**Personal Character & Eligibility:**

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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>PATISPlus Developers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50</td>
</tr>
<tr>
<td>Location:</td>
<td>Headquarters</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Digital Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Systems Analyst</td>
</tr>
</tbody>
</table>

The Position
The incumbent will be responsible for ensuring smooth deployment of PATISPlus and its interfacing applications in terms of proper training delivery and availability.

Key Duties
1. Conducting, administering and reporting of PATISPlus Trainings at various health facilities, monitor the usage, data entry and competency.
2. Conduct audits for PATISPlus usage, develop and compile audit reports for analysis.
3. Procure and manage inventory for PATISPlus; consumables including printers, laminating machines and other equipment’s.
4. Uploading Data into PATISPlus upon requests from various users and verifying backups for PATISPlus database.
5. Provide PATISPlus user and system support while ensuring Free Medicine and ICT availability.
6. Assist in data cleaning and other tasks as assigned by supervisors
7. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Planning of PATISPlus activities including trainings, ward audits, software and hardware availability in health facilities.
2. Ensure smooth deployment of PATISPlus in all health facilities on Govnet.
3. Ensure efficient training is delivered to all health employees required to work with PATISPlus and relevant interfacing applications.
4. Quality report and services are provided as and when needed while outcomes are actioned in a timely and effective manner.

Selection Criteria
The Person
In addition to Diploma or equivalent in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. At least 3 years’ experience in Information/Applications systems.
2. Experience in delivering information systems administration and training.
3. Experience in MS Office.
4. Familiar with dash-boarding tools such as SSRS, QlikSense, PowerBI.
5. Experience in writing scripts, in-depth knowledge of SDLC, Data mitigation, migration & extraction.
6. Experience in working in an Enterprise Infrastructure Environment which comprises of Client, Server, Database and Applications.
7. Experience in writing proposals, reports, documentation and project updates.
8. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
9. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

**Skills and Abilities**
1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Demonstrated ability to Innovate and attention to detail.
4. Communicate clearly and concisely, both orally and in writing.

**Personal Character & Eligibility:**
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Technical Support Officer (TSO) – Government Schemes -3 Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50</td>
</tr>
<tr>
<td>Duration</td>
<td>3 years</td>
</tr>
<tr>
<td>Location:</td>
<td>Headquarters</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Digital Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Systems Analyst</td>
</tr>
</tbody>
</table>

The Position

The incumbent will be responsible for providing support, registration and reporting of all Government Schemes such as Free Medicine Program, Kidney Dialysis Subsidy Program and General Practitioner (GP) Scheme under Ministry of Health and Medical Services.

Key Responsibilities

1. Receiving forms and processing National Health eligibility Cards for the Government Schemes
2. Receiving and making calls for all Government schemes – attending all queries
3. Dispatching of cards to respective health centres
4. Preparing documents related to dispatching of cards
5. Helping out in other tasks assigned by Supervisors
6. Prepare reports
7. Data Entry
8. Dispense Free Medicines issued by Pharmacies (Central Division)
9. Create Digitized forms
10. Manage and design eSurvey on Qualtrics
11. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth registration of all Government schemes - Free Medicine Program, Kidney Dialysis and GP etc.
2. Ensure maximum verification for all applications with proper customer service practise.
3. Take project lead role for eHealth Applications.

Selection Criteria

The Person
In addition to Diploma or equivalent in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**Knowledge and Experience**
2. Experience in Customer Services.
3. Experience in applying research methodologies for innovative applications.
4. Experience in writing proposals, reports, documentation and project updates.
5. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

**Skills and Abilities**
1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Ensure confidentiality of information.
4. Demonstrated ability to Innovate and attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

**Personal Character & Eligibility:**
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Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Information Technology Support Officer (ITO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Location:</td>
<td>Health Headquarters, Labasa Hospital, Northern Health Services &amp; Western Health Services</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Digital Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Systems Analyst</td>
</tr>
</tbody>
</table>

The Position
The incumbent will be responsible for management of ICT Support for the assigned Health Facilities in Ministry of Health and Medical Services.

Key Duties
1. Manage assigned work activities, priorities, escalation, incident management, knowledge base and project activities.
2. Gather software and hardware requirements and proceed with procurements as and when required.
3. Conduct Hardware/Software Retentions and provide technical report.
4. Ensure that the Inventory and ICT Registers are up-to-date at all times.
5. Assist in the ICT Audit for other facilities while ensuring maximum compliance for the assigned facility.
6. Support for all Applications in Ministry of Health & Medical Services (PATISPlus, CMRIS, Laboratory Information Management System, Human Resource Information System (HRIS), Intranet, etc).
7. Ensure maximum uptime of ICT Systems and Services in the assigned facility.
8. Work closely with Customers in Ministry of Health & Medical Services (MOHMS) and other teams to ensure assigned activities is executed on time.
9. Take Lead roles in times of need or on assigned projects.
10. Provides technical training, guidance, and resource support for end users.
11. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure smooth management of hardware, software, network and other Support Services in the assigned facility.
2. Ensure maximum (at least 80%) compliance for all ICT Systems and Services.
3. Take project lead and report to various stakeholders.

Selection Criteria

The Person
In addition to Diploma or equivalent in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
2. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
4. Experience in writing proposals, reports, documentation and project updates.
5. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities
1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Demonstrated ability to Innovate and attention to detail.
4. Communicate clearly and concisely, both orally and in writing.

Personal Character & Eligibility:
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Corporate Information

| Role:       | Supervising Laboratory Technician |
| Level:      | Band H                             |
| Salary range: | $34,760.31 - $44,564.50            |
| Duration   | 3 years                           |
| Location:  | CWM Hospital                      |
| Unit/Division: | Pathology Department             |
| Reports to: | Laboratory Superintendent         |
| Subordinates: | Technical Officer High Grade, Technical Officer, Laboratory Assistant, Phlebotomist and Fiji Pharmaceutical Biomedical Services (FPBS) Laboratory Logistical Officer |

The Position
Supervise the clinical and administrative Laboratory Services for quality service delivery that is aligned to the Fiji Health System and Ministry of Health & Medical Services objectives.

Key Responsibilities
The position will achieve its purpose through the following:
1. Actively manage, monitor and assess staff performance to enable laboratory service continuity and delivery of quality services.
2. Actively monitor for adequate reagent and consumable stock for use in the laboratory, operational equipment’s and work amenities on daily basis.
3. Provide reports and statistics to Laboratory Superintendent according to the schedule and recommend changes when needed.
4. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator
Performance will be measured through the following indicators:
1. Effective and timely management, and regular monitoring of staff performance and attendance to enable continuity of services.
2. All reports are submitted within the agreed timeframes and schedule, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
4. All Human Resource management are conducted in compliance with the policy and procedures manual, service standards and applicable legislation.

**Selection Criteria**

**The Person**

In addition to a Bachelor in Medical Laboratory Science (or equivalent) with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. At least 10 years’ work experience in a Clinical Laboratory.
2. Working knowledge of the laboratory supervisor’s function, and how these functions contribute to the achievements of organisations goals.
3. Sound knowledge of personnel filing system, information management, procurement and supply management.
4. Practical, working knowledge and experience in human resource management.
5. Sound knowledge or understanding of the different modalities of technical protocols and best practice principles.

**Skills and Abilities**

1. Demonstrated ability to communicate effectively with staff of diverse background in order to achieve daily goals and objectives of the laboratory.
2. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture.
3. Demonstrated organizational skills to assist laboratory Superintendent and Consultant Pathologist in organizing the laboratory process changes when needed.
4. Demonstrated ability to analyse, prioritize and solve complex work problems with available resources.
5. Good computer skills and the capacity to utilize computer programs to support the operations of the laboratory.
6. Service oriented approach with a commitment to supporting the operational goals and values of the organisation.

**Personal Character & Eligibility:**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Laboratory Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$19,041.75 - $24,412.50</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital, Lautoka Hospital &amp; Rakiraki Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Technical Officer High Grade</td>
</tr>
</tbody>
</table>

The Position

The purpose of this position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure timely, accurate and reliable laboratory results while maintaining client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and Laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator Performance

1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPS, and within agreed timeframes.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation, to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

Selection Criteria

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:
Knowledge and Experience
1. Sound understanding of clinical laboratory practices, processes and procedures
2. Knowledge in the general safety within the clinical laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and Standard Operating Procedures
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work.

Skills and Abilities
1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrated ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
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Corporate Information

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Laboratory Assistant</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band D</td>
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<tr>
<td>Salary Range:</td>
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<td>Duration</td>
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<tr>
<td>Location:</td>
<td>Navua Hospital &amp; CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Technical Officer High Grade</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Phlebotomist</td>
</tr>
</tbody>
</table>

The Position

The purpose of this position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry of Health & Medical Services objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure timely, accurate and reliable laboratory results while maintain client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPs and within agreed time frames.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

Selection Criteria

The Person

In addition to a Certificate in Medical Laboratory Technology (or equivalent) with the following knowledge, experience, skills and abilities are required to successfully undertake this role.
Knowledge and Experience
1. Sound understanding of clinical laboratory practices, processes and procedures
2. Knowledge of the general safety within the laboratory, effective personal protective equipment use complies to and advocates laboratory polices and Standard Operating Procedures [SOPs];
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory.

Skills and Abilities
1. Demonstrated ability to work and contribute within a high performing team environment
2. Good communication, interpersonal and representational skills
3. Demonstrate ability to manage work priorities to meet scheduled timeframes
4. Capacity to utilise computer programs to support the operations of complex organisation
5. Service oriented approach, with commitment to supporting the operational corporate environment of the organisation

Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Phlebotomist</th>
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<td>Salary Band:</td>
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<tr>
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<td>Duration:</td>
<td>3 Years</td>
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<tr>
<td>Location:</td>
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</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Technical Officer High Grade</td>
</tr>
</tbody>
</table>

The Position

The purpose of this position is to provide support for blood collection, handling, distribution of laboratory samples and registration of samples in the Laboratory Information System (LIS) that contributes to delivery of accurate, reliable results within a short turnaround time. This position is also required to accompany Blood Donor Services for mobile and home to home blood drives.

Key Responsibilities

1. Ensure patient/blood donor comfort and confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health & Medical Services (MOHMS).
2. Ensure work area is clean at all times and disinfected daily, specimen handling is as per SOP and registration into Laboratory Information System (LIS), liaise with relevant Laboratory sections and disseminate updated information to patients/customers.
3. Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned specific duties in other sections is achieved.
4. Contribute to training, supervision and assessment of new recruits and students
5. Ensure proper handling of samples and registration of sample and test requests into the LIS within the expected turnaround time.

Key Performance Indicators

1. Demonstrate positive communication in all interactions with staff and patients and provide daily Customer Service questionnaire to clients to assess the services provided.
2. Daily cleaning of work areas and filling of the cleaning work sheets.
3. Ensure updated stocktake and ordering of consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
4. Fortnightly attendance or presentation in the Laboratory Scientific Session; assisting in monthly assessment of students or new recruits
5. Daily usage of Sample Acceptance Criteria and registration of samples in the LIS. Ensuring samples are delivered to various Sections of the laboratory every 20 minutes.

Selection Criteria

The Person
In addition to University qualifications (or equivalent) relevant to Phlebotomy, the applicant should demonstrate the capacity to learn and adapt to successfully perform duties of a Phlebotomist.

Knowledge and Experience
1. Identify and manage resources assigned to a Phlebotomist in a proper manner
2. Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
3. Understand and be receptive to applicable laws of Fiji.

Skills and Abilities
1. Demonstrated ability to effectively work within a team;
2. Good communication skills both written & verbal
3. Ability to work with minimum supervision

Personal Character & Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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