Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Deputy Director of Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band I</td>
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<tr>
<td>Salary Range:</td>
<td>$43,296.53 - $55,508.50</td>
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<tr>
<td>Location:</td>
<td>West Wing &amp; Maternity Unit</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Director of Nursing</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nurse Unit Managers/Team Leaders/Registered Midwives &amp; Nurse/Ward Assistants</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Position

The position oversees the Human Resource management of the Midwifery & Nursing workforce and their practice in the Maternity Unit, 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 Maternity Midwifery and Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Midwifery and 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 Midwifery Scope of Practice for Midwives and Nursing 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 Midwifery and Nursing workforce of Maternity Unit 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 Maternity Unit Midwifery and 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 Midwifery and nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of midwifery and nursing staff performance and attendance to enable the delivery of quality midwifery and 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 as midwife with the Fiji Nursing Council and possessing a Bachelor of Nursing with post graduate certificate/diploma in Midwifery, management or other post graduate studies relevant to nursing, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position:

Knowledge and Experience:
1. Has strong midwifery experience relevant to the position and scope of roles and worked as a Nurse Unit Manager in a maternity unit, 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.
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.
MOHMS 235/2019

Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
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<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Nurse Manager Hospitals</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses</td>
</tr>
<tr>
<td>Duration:</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Position
The purpose of the team leader position is to provide clinical leadership to registered nurses and ensure that delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities
1. Provide clinical leadership to nurses and act as a resource to advise, educate and support nurses to provide high quality surgical nursing care to all patients as per business plan, policies, and nursing standard guidelines within the nursing scope of practice.
2. Assist the Sub-Divisional Nurse Manager (SDNM) to ensure timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
3. Collaborate with the SD NM to ensure efficient and effective management of the nursing workforce coverage to ensure that all allocated activities are achieved, and staff annual performance assessments are carried out.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Assist SDHN M in preparing quality reports and maintain timeliness reporting of CMRIS and Nursing hospital reports.
7. Actively supports the SDNM to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.
Key Performance Indicators
Performance will be measured through the following indicators:
1. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Supports the Sub Divisional Hospital Nurse Manager to deliver effective and timely reporting of monthly CMRIS and Nurses monthly, quarterly and Annual Report: are provided and outcomes are action in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines including Infection prevention and control procedures are maintained.

Selection Criteria

The Person
In addition to being a registered nurse with the Fiji Nursing Council with a valid licence and possessing a Diploma of Nursing with at least 5 years of hospital nursing experience, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position:

Knowledge and Experience
1. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.
2. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
3. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities
1. Must have good communication skills and possess a good command of spoken and written English.
2. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills.
3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. Ability to work with minimum supervision and with efficient time management skills.
5. Demonstrate ability to handle emergency situations in an effective and professional manner.

Personal Character & Eligibility:
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medical certificate and police clearance prior to take up of duty.

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<tr>
<th>Role:</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60</td>
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<tr>
<td>Location:</td>
<td>Several</td>
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<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
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<tr>
<td>Reports to:</td>
<td>Sub Divisional Nursing manager Public Health</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Position
The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health Medical Services.

Key Responsibilities
1. Work with the Sub Divisional Nursing Manager in developing and implementation of the unit business plan.
2. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.
3. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, management of team members performances.
4. Organize staff development and deployment.
5. Maintain proper recording and reporting system.
6. Promote and maintain an effective and efficient management of drugs, Vaccine, equipment and stores.
7. Collaborate with community stakeholders and facilitate Outreach programs and support the implementation of health promotion Activities.

Key Performance Indicators
1. Ensure reports are submitted with agreed times frames and meet the standard reporting requirements including analysis of data and any recommendations for improvement
2. Effective and timely management and regular monitoring of team members’ performances and attendance to enable business continuity and delivery of quality service.
3. Maintain effective and efficient management of equipment, drugs, vaccines,
stores and infrastructure.
4. Ensure 95% coverage of Immunization through effective and efficient EPI program (Expanded Immunization Program with regards to availability and accessibility of safe and potent vaccines).

Selection Criteria

The Person
In addition to a Diploma in Nursing and Post Graduate Certificate in Public Health Nursing or equivalent, registered with a valid annual practicing License with the Fiji Nursing Council, the following knowledge, Experience, skills and abilities are required for the successful performance of the role of the position:

Knowledge and Experience
1. Five (5) years of Public health nursing experiences with advanced nursing assessment skills with the following list of training: IMCI/ Foot Assessment/ PLS/Blue Book/ NCD Toolkit Trained / inventory Management Trained/ Pap smear / MH Gap/ TB Trained/ Family Health Trained/ EPI
2. Knowledge of primary health care and health promotion concepts
3. Experience in nursing core competencies in the clinic and Community Health related activities
4. Understanding of need for staff development via training and approaches to effective staff management
5. Experience in supervisory role in a nursing environment or similar
6. Understanding the Nursing Decree 2011 in conjunction with the Fijian constitution 2013.

Skills and Abilities
1. Effective nursing development core competencies skills, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team.
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Supervisory, Counselling and coaching skills
5. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the MOH &MS organisation.
6. Demonstrated ability to maintain confidentiality within and outside the organization.
7. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.

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

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<th>Role:</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
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<td>Location:</td>
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<td>Unit/Division:</td>
<td>Nursing</td>
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<td>Reports to:</td>
<td>Nurse Unit Manager</td>
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<tr>
<td>Subordinates:</td>
<td>Registered Nurse</td>
</tr>
<tr>
<td>Duration:</td>
<td>Five Years</td>
</tr>
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</table>

The Purpose of this Position

The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in place.

Key Responsibilities/duties

1. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the maternity and gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.
2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.
3. Effectively ensures documentation and records management including the updating of the Patient
4. Information System (PATIS) and nursing care plans as per guideline/policy.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.
6. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
7. Provide positive communication in all interactions with staff, mothers, partners and
support person and stakeholders.
8. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

**Key Performance Indicators**

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist NUM on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

**Person Specification**

In addition to being registered nurse with the Fiji Nursing Council with a valid Midwifery licence. The position holder must have a Diploma of Nursing with at least 2 years of Midwifery experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Demonstrated ability to work in a similar area with knowledge of mother craft, management and how these functions are achieved through the nursing activities.
2. Understands and has sound knowledge of Midwifery and Nurses scope of practice outlined under the Nursing Decree, nursing policies, HIV Decree, Child Welfare Decree and Mental Health Decree guidelines and procedures that govern the Nurses’ practice and code of ethics.
3. Has sound knowledge and competence on the following:
4. Well-developed interpersonal and communication skills and the ability to work as part of a small team.

**Skills and Abilities**

1. Demonstrate quality communication skills on addressing clinical issues, and motivating staff at different levels for different background and experience.
2. Capacity to utilize computer programs in generating reports, correspondence, updating records.
3. Service oriented approach with a commitment to implement the Business plan of the organization in the operations and the delivery of an efficient health care system.
4. Has the ability to teach, coach, mentor the subordinates on any new policies,
guidelines and support the continuous professional development of midwives and nurses.

5. Demonstrate the ability to maintain confidentiality.

**Personal Character & Eligibility**

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Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Team Leader Critical Care Unit - Burns (1)</th>
</tr>
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<tbody>
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<tr>
<td>Salary Range:</td>
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<td>Location:</td>
<td>CWM Hospital (1)</td>
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<tr>
<td>Unit/Division:</td>
<td>EAST WING, BURNS UNIT</td>
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<tr>
<td>Reports To:</td>
<td>Deputy Director of Nursing East wing</td>
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<tr>
<td>Subordinates:</td>
<td>Nurses, Enrolled Nurses, Student Nurses, Allied Staff</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Purpose of this Position

The purpose of the position is to serve the clinical function of the unit and to assist the Nurse Unit Managers in ensuring that all nursing activities and clinical practices of nursing staff are competently performed, thus reflects the mission, vision of the Ministry of Health and Medical Services hence compliance to the National Nursing Standard and effectively deliver quality patient care within the Scope of Nursing Practice by the Fiji Nursing Council.

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 are:

1. Supervise and demonstrate safe clinical practice to nursing staff and interns and student nurses to ensure provision of safe clinical practices under the Ministry of Health guidelines, policies and protocols.
2. Ensure self-continuing professional development through facilitating training for nursing staffs.
3. Ensure the compliance of organizational policies. Example: Infection Control Guideline, Patient belonging policy, etc.
4. Responsible to the Deputy Director of Nursing, East Wing (DDON) in the accountability of the ward management.
5. Ensure that the staffs provide the range of planned burn care in the unit daily including admissions, transfers and discharges (advice patients on home care).
6. Ensure that all nursing staffs in the unit is upgraded with nursing skills and knowledge of burn care such as:
   - [ ] Hydrotherapy
   - [ ] First aid
   - [ ] aseptic dressing techniques
   - [ ] fluid resuscitation in burns (Parklands Formula)
immediate treatment
☐ pre and post-op care
☐ skin grafting
☐ care of flaps
☐ discharge plan
☐ care of the ventilated burn patient
☐ Emergency management of severe Burns
☐ Burn Depth and its characteristics
☐ Infection control in burns
7. Check and ensure that resources required (equipment’s, drugs and consumables) are met to provide burn wound management more efficiently and effectively.
8. Ensure burn care is delivered as per approved plans, protocols, policies, guidelines, and that staff works within their scope of practice in meeting nursing standards.
9. Supervise and assist new nurses, nursing interns and student nurses in the delivery of burn care daily.
10. Ensure to maintain a good relationship amongst the nursing staffs, patients, family members in terms of wound management at home, dying patients etc.
11. Ensure that all nursing duties are carried out according to Doctors orders.
12. Advise relatives prior to discharge on home management.
13. Ensure proper documentation and nursing care plan are accurately done on a daily basis.
14. Ensure that all nursing staffs have the ability to handle emergency situations in an effective manner.
15. Ensure a safe working environment, to be OHS compliance.
16. Ensure the privacy and confidentiality of patients is maintained for all patients.

Key Performance Indicators
Performance will be measured through the following indicators which are extensions of the above Key responsibilities and identify HOW the post will deliver on those. They should be Specific, Measurable, Attainable, Relevant, and Time bound;

1. Ensure the implementation of quality nursing care while managing burns patients, in compliance with the nursing Scope of practice.
2. To ensure skill mix, amongst nursing staff through the allocation of duties on a daily basis.
3. To evaluate and complete the Annual Performance Assessment (APA) for the nurses through the nurse’s clinical competencies.
4. Updating daily entries of nursing activities and compiling monthly, quarterly and annual reports.
5. Complete Annual audits in compliance with the policy and nursing standards.
6. Ensure that equipment’s are in operational mode daily and filing reports, requisition vouchers, maintenance and new issues.
7. Ensure that there is stock control in the ward, stock of Inventory, Ordering of Stores
(Domestic Stores – checked fortnightly, request is done monthly, Linen Stock-checked daily, and Inventory Count-done annually, Surgical stores – ordered weekly, and are checked daily.

8. Supervise and demonstrate clinical practices to Intern nurses and student nurses.

The Person
In addition to a Diploma in Nursing, being registered and holds a valid practicing license with the Fijian Nursing Council, the following Knowledge, Experience, Skills and abilities is required for the role.

Knowledge and Experience (essential)
1. At least 5 years’ experience working in any acute care settings.
3. Possess a good command of English both written and verbal.

Skills and Abilities
1. Strong clinical leadership skills,
2. Good managerial and analytical clinical skills.
3. A caring and sympathetic manner.
4. Ability to efficiently handle emergencies and remain calm in stressful situations.
5. Demonstrate excellent communication skills
6. Ability to work cooperatively amongst team members in the working environment.
7. Demonstrated ability to maintain confidentiality at ward level in their various working areas.
8. Ability to effectively handle ward emergencies.
9. Ability to instruct, direct, motivate and evaluate staff.

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>Team Leader – Critical care Unit - ICU</th>
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<tbody>
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<tr>
<td>Salary Range:</td>
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<td>Location:</td>
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<td>Unit/Division</td>
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<td>Reports To:</td>
<td>NUM ICU</td>
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<tr>
<td>Subordinates</td>
<td>Enrolled Nurse Aid, Nurse</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
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</tbody>
</table>

Position Purpose
The purpose of this position is to support the NUM in providing daily clinical leadership in the ICU and ensuring the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities/duties
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 clinical leadership to nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the NUM in the operational management of the ICU including regular monitoring of staff to support quality nursing care, a competent workforce and a satisfying work environment for staff.
3. Oversee and monitor high risk and critical patients; ensure timely escalation to experts regarding any clinical issues beyond their competency.
4. Ensures quality interpretation and documentation on assessment findings using the acquired knowledge and skills to oversee and plan nursing care for ICU patients and support immediate families.
5. Effectively implements nursing care plans ensuring that it conforms to National nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
7. Actively contributes to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators
Performance will be measured through the following indicators:
1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist NUM on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent nursing practice guidelines, policies, procedures and evidence based practice are adhered.

**Person Specification**

In addition to a Diploma in Nursing, being a registered nurse with the Fiji Nursing Council with a valid licence, and A certificate in the basic ICU course which is essential, the following Knowledge, Experience, Skills and abilities are required to successfully undertake this role:

**Knowledge and Experience (essential)**

1. 5 years of experience in any Intensive Care Unit
2. Has sound knowledge and competence on the following:
   a. Extensive hemodialysis and Intensive care skills and knowledge on how to set and operate a respiratory ventilator and haemodialysis machine.
   b. Cardiac arrhythmias, Mega Code or advanced life support, and Infection Prevention and Control.
3. Understanding of the applicable legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire).

**Skills and Abilities**

1. Ability to work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to handle emergency situations in an effective and professional manner.
3. Demonstrated advanced clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
4. Demonstrated well developed written and verbal communication, coordination and organisational skills.
5. Well-developed interpersonal skills with the ability to work as part of a small team.
6. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development.
7. Demonstrate the ability to instruct, developing and implementing effective nursing care plans
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.

**Personal Character & Eligibility**

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<tr>
<th>Role:</th>
<th>Team Leader Critical care Unit PARU (1)</th>
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<td>Salary Range:</td>
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<tr>
<td>Location:</td>
<td>Colonial War Memorial Hospital (CWMH) (1)</td>
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<td>Unit/Division:</td>
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<tr>
<td>Reports To:</td>
<td>Nurse Unit Manager Operating Theatre</td>
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<tr>
<td>Subordinates:</td>
<td>Registered Nurses (NU06), Ward Assistants, Orderlies, cleaners</td>
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<tr>
<td>Duration:</td>
<td>Five Years</td>
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</table>

The Purpose of this Position
This position reports to NUM Operating Theatre purposely to serve the clinical function of maintaining the standard of immediate post-operative care and management of patients who are physiologically unstable. PARU nurses in the delivery of quality care and intervening to critical situation.

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. Responsible for directing, organizing, mentoring and supervising PARU nursing staff needs, mentoring trainee nurses whilst on clinical practice
2. Responsible for the safe keeping of dangerous drug in accordance to dangerous drug policy
3. Ensuring the delivery of high quality post-operative nursing care and an excellent service delivery
4. Effective and efficient management of human resources
5. Promoting a safe work environment in compliance to Infection Control Policy, Occupational Health
6. Commitment to ongoing education and development of PARU nurses

Key Performance Indicators
Performance will be measured through the following indicators which are extensions of the above Key responsibilities and identify HOW the post will deliver on those. They should be Specific, Measurable, Attainable, Relevant, Time bound; For Example:
1. Accountable for the management and coordination of nursing officers in adhering to clinical guidelines/standard operating procedures
2. Aside from managerial responsibilities, perform administrative duties including work schedules for nurses, maintaining adequate supplies and informing staff of new policies/protocol and any
changes. Additional responsibilities will include departmental meeting and ongoing communication with ward nurses/sisters’, anaesthetists, surgeons and other health care personnel
3. Provide leadership to nursing staff and support and direct professional development of all nursing staff
4. Monitoring the nurses clinical practice ensuring appropriate patient allocation and shift allocation to provide the highest standard in compliance with nursing standard/clinical guidelines to evaluate nurses’ performance annually
5. Promoting a work environment in ensuring the patient flow in PARU is timely and appropriate through accessible safe equipment and adequate supplies in PARU.
6. Ensuring that all nursing staff hold a current annual practicing certificate and facilitate staff unit discussions about the expected behaviours and standards of practice
7. Develop leadership skills in staff to effectively manage the unit/junior staff after hours
8. Communicate to a wide range of people using reports and meetings through clear and formal/informal communications at all levels using oral and written communication

The Person
In addition to a Diploma in Nursing, registered and holds a valid practicing license, the following knowledge, experience, skills and abilities is required for the role.

Knowledge and Experience (essential)
1. At least 5 years’ experience in any acute care settings.
2. Airway management, Basic Care Life Support Certification, Advanced Care Life Support Certification, Paediatric Care Life Support

Skills and Abilities
1. Strong clinical leadership skills.
2. Good managerial and analytical clinical skills.
3. A caring and sympathetic manner.
4. Ability to efficiently handle emergencies and remain calm in stressful situations.
5. Demonstrate excellent communication skills
6. Ability to work cooperatively amongst team members in the working environment.
7. Demonstrated ability to maintain confidentiality at ward level in their various working areas.
8. Ability to effectively handle ward emergencies.
9. Ability to instruct, direct, motivates and evaluates staff.

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>Team Leader Critical care Unit [CCU] 1 Post</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Salary range: $28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>Coronary Care Unit</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Nurse Unit Manager, Coronary Care Unit, Lautoka Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Medical Officers, Consultants, NUM’s, Team Leaders</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Purpose of this Position
The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition, this role will oversee clinical governance and educational support of the nursing team.

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

Working with relevant staff and service providers;
1. Supervise and monitor nursing clinical performance for Coronary Care Unit nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
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 agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.
The Person
In addition to a Diploma in nursing, registered and holds a valid practicing license with the Fiji Nursing Council, the following knowledge, skills and abilities are required to successfully undertake this role:

Knowledge and Experience (Essential)
1. 5 years of work experience in any Coronary Care Unit.
2. Practical knowledge of Coronary Care Nursing.
3. Sound and effective clinical governance knowledge.
4. Clear understanding of the Fiji Nursing Scope of Practice
5. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities
1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

Personal Character & Eligibility
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<table>
<thead>
<tr>
<th>Role:</th>
<th>Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45-$38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital &amp; Lautoka</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Labour Ward – CWM (2), Ltk Hosp (1)</td>
</tr>
<tr>
<td></td>
<td>ANC CWM (1), Ltk Hosp (1), PNW CWM (1), Ltk Hosp (1), Gynae Clinic CWM (1), MICU CWM (1), Makoi (1)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager, Deputy Director Nursing Maternity Unit</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Position
The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in placed.

Key Responsibilities/duties
1. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the maternity and gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.
2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee,
3. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.
5. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
6. Provide positive communication in all interactions with staff, mothers, partners and support person and stakeholders and provide regular updates all the time with regular updates to the Sister in Charge.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.
**Key Performance Indicators**

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist NUM on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

**Selection Criteria**

**The Person**

In addition to being registered nurse with the Fiji Nursing Council with a valid Midwifery licence. The post holder must have a Diploma of Nursing with at least 2 years Midwifery experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Demonstrated ability to work in a similar area with knowledge of mother craft, management and how these functions are achieved through the nursing activities.
2. Understands and has sound knowledge of Midwifery and Nurses scope of practice outlined under the Nursing Decree, CWMH nursing policies, HIV Decree, Child Welfare Decree and Mental Health Decree guidelines and procedures that govern the Nurses’ practice and code of ethics.
3. Sound and effective clinical governance knowledge.
4. Has sound knowledge and competence on the following:

**Skills and Abilities**

1. Demonstrate quality communication skills on addressing clinical issues, and motivating staff at different levels for different background and experience.
2. Capacity to utilize computer programs in generating reports, correspondence, updating records and PATIS.
3. Well-developed interpersonal skills and the ability to work as part of a small team
4. Service oriented approach with a commitment to implement the Business plan of the organization in the operations and the delivery of an efficient health care system.
5. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses.
6. Demonstrate the ability to maintain confidentiality.
**Personal Character & Eligibility**
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Team leader general nursing (6 Posts)</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45-$38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>Colonial War Memorial Hospital (CWMH), Lautoka Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Paying Ward CWM (1)</td>
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<tr>
<td></td>
<td>New Surgical Ward CWM (1)</td>
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<tr>
<td></td>
<td>Men’s Medical Ward CWM (1)</td>
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<tr>
<td></td>
<td>Ltk Hosp (1)</td>
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<tr>
<td></td>
<td>Women’s Surgical/Female Ward Ltk Hosp (1)</td>
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<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager (NUM)</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses, Ward Assistant, Student Nurses</td>
</tr>
<tr>
<td>Duration:</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

Position Purposes
The position serves clinical functions of the Unit to assist the Nursing Unit Manager in ensuring that all nursing activities and clinical practice required of nursing staff are competently performed and that nurses actively deliver safe quality patient care within the scope of nursing practice by the Fiji Nursing Council.

Key Responsibilities
The position will achieve its purpose through the following:
1. Provide clinical leadership to nurses and ensure nursing care is provided in accordance with legislation, professional standards and clinical practice guidelines to support quality nursing care, a competent workforce and a satisfying work environment for staff.
2. Effectively implements nursing care plans ensuring that it confirms to National nursing policies,
3. facilities internal protocols and infection prevention and control guidelines.
4. Effectively ensures documentation and records management including updating of the Patient
5. Information System (PATIS) as per guidelines/policy.
6. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity to ensure excellent customer care is provided.
7. Work with the NUM to coordinate team activities and support nursing workforce supervision and coverage to ensure that all allocated activities are achieved and annual performance assessments are carried out.
8. Actively contributes to the Ministry and corporate requirements, including planning, budgeting and recruitment and selection activities.
Key Performance Indicators
1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained;

The Person specification
In addition to a Diploma in Nursing, being a registered nurse and holds a valid practising license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience (essential)
1. 5 years of Medical or Surgical nursing experience
2. Has sound knowledge and competence on the following:
   a. Extensive medical and surgical nursing care skills including knowledge on pre and post-operative surgical care.
3. Understanding of the applicable legislation or policies/procedures (or experience which demonstrates the ability to rapidly acquire).

Skills and Abilities
1. Demonstrated advance clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
2. Demonstrated well developed written and verbal communication, coordination and organisational skills.
3. Well-developed interpersonal skills and the ability to work as part of a small team.
4. Ability to work with minimum supervision and with efficient time management skills.
5. Demonstrate ability to handle emergency situations in an effective and professional manner.
6. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of the nurses.
7. Assist the NUM in the operational management of the ward including regular monitoring of staff.
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.

Personal Character & Eligibility
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<table>
<thead>
<tr>
<th>Role:</th>
<th>Team Leader Peiatrics</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45-$38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital and Lautoka Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Children’s Ward (Peds)</td>
</tr>
<tr>
<td></td>
<td>CHOP (Peds)</td>
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<tr>
<td></td>
<td>NICU (Peds)</td>
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<td>CHWD (Peds)</td>
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<tr>
<td></td>
<td>PICU (Peds)</td>
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<td>CWM Hosp (2), Ltk Hosp (1)</td>
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<td>CWM Hosp (1)</td>
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<td>CWM Hosp (1)</td>
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<tr>
<td></td>
<td>CWM Hosp (1), Ltk Hosp (1)</td>
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<tr>
<td>Reports to:</td>
<td>NUM, DDON</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses, Ward Assistance,</td>
</tr>
<tr>
<td></td>
<td>Trainees, Orderlies, Maids,</td>
</tr>
<tr>
<td></td>
<td>Relatives, Visitors</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

PURPOSE OF THIS POSITION
The purpose of this position is to monitor and supervise the clinical function of the unit in assisting the Senior Sister by ensuring that all nursing duties/responsibilities are carried out accordingly.

KEY RESPONSIBILITIES
The position will achieve its purpose through the following:
1. Supervise/Coach/Mentor and guide nurses who are allocated in their clinical area of work and ensure the nursing standards are followed through proper documentation.
2. Liaise with doctors and stakeholders on patient management and care.
3. Proper Inventory count of all equipment and stock updates that is used in the Ward.
4. Counsel Nurses on Professional and ethical issues and coordinate the provision of safe clinical practices through the Scope of Nursing.
5. Generate and file report on the unusual occurrences, ethical issues that arise from the clinical practice.
6. Coordinate family conferences with the medical team on diagnosis, continuity of care, rehabilitation, welfare issues and refer to other professional services.
7. Ensure PATIS and collate Data for clinical practice improvement.

KEY PERFORMNACES INDICATORS
1. Ensure all nursing staff is practicing with safety and effectively in the delivery and documentation of patient care on a daily basis.
2. Attend daily ward rounds and discuss patient management with doctors, parents and relevant stakeholders.
3. Ensure updated stock take and ordering of drugs, consumables are completed weekly and adequate stock is readily available at all times, with inventory count monthly.
4. Ensure that Professional and ethical practices are maintained through counselling of nurses when
there is a breach of the code of Conduct/Nursing Practices.

6. Facilitate UOR on clinical and risk management issues as they occur for the improvement of clinical practices.
7. Facilitate family conferences with the medical team on diagnosis, continuity of care, rehabilitation, welfare issues and refer to other professional services.
8. Update PATIS on a daily basis and collect data quarterly for the improvement of clinical practices.

THE PERSON
In addition to a Diploma in Nursing and being a registered nurse with the Fiji Nursing Council with a valid practicing licence, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience
1. 5 years’ experience in Paediatric nursing
2. Sound and effective clinical governance knowledge.

Skills and Abilities
1. Excellent communication skills and the ability to tactfully deal with staff at ward level in compliance within the policy framework.
2. Demonstrated ability to work cooperatively within a team environment.
3. Ability to handle emergencies and maintain confidentiality of information.
4. Ability to effectively handle ward emergencies.

PERSONAL CHARACTER & ELIGIBILITY
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Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Team Leader Emergency Department</th>
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<tr>
<td>Salary Range</td>
<td>$28,605.45-$38,140.60</td>
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<tr>
<td>Location</td>
<td>Emergency Department</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>CWM Hospital (1), Lautoka Hospital (2)</td>
</tr>
<tr>
<td>Reports to</td>
<td>Nurse Unit Manager (NUM) Emergency Department (ED).</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Staff Nurses, Intern Nurses, Ward Assistants, Orderlies, Cleaner Servants, Student Nurses.</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Purpose of this Position
The purpose of the position is to serve the clinical function of the unit and to assist the NUM in ensuring that all nursing activities and clinical practices of nursing staff are competently performed in compliance to the National Nursing Standard and effectively deliver quality patient care within the Scope of Nursing Practice by the Fiji Nursing Council.

Key Responsibilities/duties
1. Facilitate with the Doctors and Para medical staff on patient needs regarding admissions, Trans-in, Trans-out, discharges of patients and referrals for expert opinion and management.
2. Ensure that all necessary equipment used are in operational mode and serviced in a timely manner.
3. Maintain an update consumable stock, replenish and control over usage in the unit.
4. Supervise, mentor and coordinate nursing staff and subordinates to ensure provision of safe clinical practices under the Ministry of Health guidelines, policies and protocols.
5. Ensure self-continuing professional development through facilitating training for nursing staffs.
6. Ensure the compliance of organizational policies. Example: Infection Control Guideline, Patient belonging policy, etc.

Key Performance Indicators
1. Assist the NUM ED to re enforce the implementation of quality emergency nursing care at the Emergency department to ensure skill mix, amongst nursing staff through the allocation of duties on a daily basis.
2. Assist the NUM ED to evaluate and complete the Annual Performance Assessment (APA) for the nurses through the nurse’s clinical competencies.
3. Updating daily entries of nursing activities and assist in compiling monthly, quarterly and annual report to NUM ED.
4. Assist the NUM ED to complete Annual audits in compliance with the policy and nursing standards.
5. Ensure that equipment’s are in operational mode daily and filing reports, requisition vouchers, maintenance and new issues.
6. Assist the NUM ED with Ward Stock of Inventory, Ordering of Stores(Domestic Stores – checked fortnightly, request is done monthly, Linen Stock-checked daily, and Inventory Count- done annually, Surgical stores – example: syringes, gloves, bandages, micropore plasters, needles, these items are replenished three times a week, and are checked daily.
7. Supervise and demonstrate clinical practices to Intern nurses and student nurses.

The Person
In addition to a Diploma in Nursing, registered and a valid practicing license, with basic and Advanced Care life Support Certification, the following knowledge, experience, skills and abilities is required for the role.

Knowledge and Experience (essential)
1. At least 5 years’ experience working in any acute care settings.
2. Understand the Ministry of Health Nursing Legislations, Policies, Guidelines, Procedures Protocols and Standards Practices
3. Sound and effective clinical governance knowledge.

Skills and Abilities
1. Good organizational and analytical clinical skills.
2. Ability to quickly and accurately assess patients’ conditions.
3. A caring and sympathetic manner.
4. Possess a good command of English both written and verbal
5. Emotional stability; ability to efficiently handle emergencies and remain calm in stressful situations.
6. Strong leadership skills, flexibility and demonstrate competency in clinical practice.

Personal Character & Eligibility
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<table>
<thead>
<tr>
<th>Role:</th>
<th>Team Leader Infection Control</th>
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<tbody>
<tr>
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<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>Salary range: $28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
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<tr>
<td>Unit/Division:</td>
<td>Infection Prevention and Control Unit / Nursing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Deputy Director of Nursing</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Infection Prevention and Control Nurses, ward nurses, ward assistants, orderlies</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

POSITION PURPOSE
The purpose of this position is to coordinate hospital wide infection prevention and control programs which includes surveillance, analysis and reporting of healthcare acquired infections, educating staff about Infection Prevention & Control and assisting in the development of health system policies & procedures to ensure IPC Standards meet national requirements.

KEY RESPONSIBILITIES/DUTIES
The position will achieve its purpose through the following:
1. Ensure annual IPC Program including waste management is developed and implemented in full consultation with the Hospital IPC Committee and provide support to the IPC team.
2. Ensure and maintain ongoing surveillance that is compliant with IPC standards and are monitored by the IPC team including the identification, control and investigation of outbreaks in collaboration with the IPC committee and outbreak control group as appropriate.
3. Ensure provision of IPC education to all disciplines including IPC orientation and maintain ongoing Infection Control education programs for all staff and provide specialist advice to staff in relation to IPC practice.
4. Oversee the implementation of staff health programs in relation to hepatitis B immunizations and any other infectious disease related matter. This also includes management of occupational accidents and exposures involving blood and body substances.
5. Ensure ongoing review and update of all policies and procedures in relation to infection control in line with new developments and changing trends.
6. Coordinate efficient and effective management of the IPC team to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.
KEY PERFORMANCE INDICATORS
1. Maintain compliance and adherence to IPC standards and timeframes of the IPC deliverables and plans.
2. Manage and maintain an effective and efficient surveillance program including submission of monthly, quarterly and annual reports and outcomes are actioned in a timely and effective manner.
3. Effective and timely supervision of IPC team activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Maintains professional development of knowledge and skills for management competency or active participation in quality improvement programs.

PERSON SPECIFICATION
In addition to a Diploma in nursing, being registered and hold a valid practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge & Experience
1. 3 years of Infection Prevention and Control experience
2. A vocational study on IPC from either the world health organisation or a recognised provider is essential
3. Has sound knowledge and competence on the following:
   a. Demonstrated knowledge on IPC standards and program implementation
   b. Basic microbiology and epidemiology principles, statistical presentation and outbreak investigation techniques.
4. Understanding of the applicable legislations, nurses’ scope of practice, policies and procedures.
5. Understanding of quality improvement systems as it pertains to a hospital setting

Skills & Abilities
1. Demonstrated ability to provide leadership and work effectively within a team environment to achieve unit goals and develop staff potential.
2. Computer literate with ability to use excel sheets or other programs relevant to area of practice.
3. Ability to work with minimum supervision and with efficient time management skills;
4. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on IPC.

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>Team leader EYE (2 Post)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Salary range: $28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>Colonial War Memorial Hospital (CWMH) (1), Lautoka Hospital (1)</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>West Wing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager (NUM) –Eye Department</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses, Eye Technicians ,Ward Assistant ,Cleaners, Clerk ,Student Nurses , Medical Students</td>
</tr>
<tr>
<td></td>
<td>Pacific Eye Institute Staffs and students</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Purpose of this Position
The position provides clinical Supervision of the Eye Department to ensure maximum quality specialised eye nursing care is provided by practicing within philosophy, standards and policies of the Hospitals.

The position holder also assists the NUM with daily operations of the Eye care services to ensure that eye care services are provided in a safe, efficient and effective manner to all clients and their families.

Key Responsibilities /duties
1. Provide overall clinical leadership for nurses of the eye department to ensure high quality eye nursing care is provide as per policies, and guidelines within the nursing scope of practice.
2. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity to ensure excellent customer care is provided.
3. Work with the NUM to coordinate team activities and support nursing workforce supervision to ensure that all allocated activities are achieved and annual performance assessments are carried out.
4. Work with staff and monitor eye care provided by staff and learners and contribute to the development of eye care policies and ensure accurate documentation and effective communication.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. To ensure that Eye patients are organized for special procedures – indirect ophthalmoscopy for Paeds in the eye clinic, intra vitreal injections /OCT and laser treatment in the diabetic eye clinic and special eye surgical procedures in the eye operation theatre.
7. Actively contributes to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

**Key Performance Indicators**
Performance will be measured through the following indicators:
1. All eye department activities are implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Effective and timely analysis of quarterly and annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

**Person Specification**
In addition to a Diploma in Nursing, being registered nurse with the Fiji Nursing Council with a valid licence the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience (essential)**
1. Post graduate Diploma in Eye care (PGDEC) or Post graduate certificate in Diabetes eye care (PGCDEC) or Diabetes related courses with 3 years post Eye care (PGDEC) experience.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the 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. Sound knowledge of Clinical Supervision, good customer relations and compliance to the hospital administration policies and practice.

**Skills and Abilities**
1. Ability to work with minimum supervision and with efficient time management skills and to effectively work and supervise eye team at CWMH
2. Demonstrate ability to handle emergency situations in an effective and professional manner in performing dialysis treatment specialised eye care procedures.
3. Demonstrated well developed written and verbal communication, and organisational skills.
4. Well-developed interpersonal skills with ability to work as a team.
5. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on dialysis specialised eye care procedures.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

**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>Team Leader Operation Theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>Salary range: $28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital (2), Lautoka Hospital (1)</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>NUM</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered nurses, Attendants</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of this position is to provide clinical leadership to the registered nurses in the operating theatre and support the NUM of the OT in ensuring the delivery of high quality perioperative nursing care is provided in accordance with legislative requirements and perioperative care standards.

Key Responsibilities/Duties
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 nursing clinical leadership and guidance to ensure surgical health services are delivered as per approved plans, guidelines, and policy and to ensure that all perioperative nurses are working within their scope of nursing practice, standard and competencies.
2. Support the NUM to coordinate efficient and effective management of the OT and nursing workforce to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
3. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
4. Support the NUM in ensuring timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. Supervise and monitor care provided by junior staff and learners including the orientation of medical students, nursing students and new nursing staffs and contribute to the development of Perioperative policies and ensure accurate documentation and effective communication.
7. Actively contribute to all cooperate 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 Perioperative care plans and unit activities are updated and implemented within the agreed timeframes.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

**Person Specification**

In addition a Diploma of Nursing, being a registered nurse with the Fiji Nursing Council and a valid licence the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience (essential)**

1. At least 5 years of theatre nursing experience
2. Has sound knowledge and competence on the following:
   a. Perioperative practice care bundles and surgical care safety list
   b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol
3. Sound and effective clinical governance knowledge.

**Skills and Abilities**

1. Competent in executing the surgical safety checklist and ability to work with minimum supervision and with efficient time management skills;
2. Competent to scrub in all major cases and has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on theatre nursing.
3. Must have good communication skills and to possess a good command of spoken and written English
4. Demonstrate ability to handle theatre emergency situations in an effective and professional manner.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
6. Demonstrate the capacity to utilise computer program in generating report and correspondence.

**Personal Character & Eligibility**

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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Team Leader Tuberculosis (1 Post)</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Salary range: $28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>TB / Medical</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager, TB/Medical ward, Lautoka Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Medical Officers, Consultants, NUM's, Team Leaders</td>
</tr>
<tr>
<td>Duration:</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Purpose of this Position
The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/Duties
The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers;
1. Supervise and monitor nursing clinical performance for TB / Medical nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
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 agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.
Person Specification
In addition to a Diploma in Nursing, registered and have a valid practicing license with the Fiji nursing Council, the following knowledge, skills and abilities are required to successfully undertake this role:

Knowledge and Experience (Essential)
1. 5 years of work experience in any TB/Medical Wards.
2. Practical knowledge of Medical Nursing.
3. Sound and effective clinical governance knowledge.
4. Clear understanding of the Fiji Nursing Scope of Practice
5. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities
1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

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>Team leader Trauma (1 Post)</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60</td>
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<tr>
<td>Location:</td>
<td>Trauma Unit</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager, Trauma</td>
</tr>
<tr>
<td></td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Medical Officers, Consultants, NUM’ s , Team Leaders</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Purpose of this Position
The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties
The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;
1. Supervise and monitor nursing clinical performance for Trauma nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
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 agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.
Person Specification

In addition to a Diploma in Nursing, registered and have a valid practicing license with the Fiji Nursing Council, the following knowledge, skills and abilities are required to successfully undertake this role:

**Knowledge and Experience (Essential)**
1. 5 years of work experience in any Trauma Unit.
2. Practical knowledge of Trauma Nursing Care.
3. Sound and effective clinical governance knowledge.
4. Clear understanding of the Fiji Nursing Scope of Practice
5. Understanding of the Nurses Decree 2010 and other related legislation is essential

**Skills and Abilities**
1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong clinical leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Clinical leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

**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>Team Leader Oncology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range</td>
<td>Salary range: $28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location</td>
<td>Oncology Unit Colonial War Memorial Hospital</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports to</td>
<td>Deputy Director of Nursing - West Wing</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Nurses, ward nurses, ward assistants, orderlies</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

Position Purpose
The Team Leader is responsible for directing and overseeing the daily activities of the unit including the provision of clinical leadership and assisting the nursing staff to ensure successful safe delivery of care.

Key Responsibilities
1. Provide overall clinical leadership and resource by assisting, advising and supporting staff to ensure high quality nursing care is provide as per oncology treatment plans and guidelines within the nursing scope of practice.
2. Maintains a safe and clean environment for staff, patients/clients and visitors by ensuring all staff are aware of and comply with healthcare legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
3. Ensures effective communication channels between all departments and records management including the Patient Information System (PATIS) and documentation of oncology care plans are updated as per guideline/policy.
4. Facilitate the provision and maintenance of all resources and consumables are met to provide nursing care effectively, and report on productivity, quality and customer service matrix.
5. Coordinate efficient and effective management of the unit and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
6. Participate in strategic and business planning processes related to the cancer Care services and its implementation and evaluation of nursing services, policies and practice.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators
1. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing care.
2. Manage and maintain an effective and efficient records on the cancer database and Patient
Information System (PATIS) to ensure timely access of documents
3. Quality quarterly and annual reports are provided, and oncology services plans are actioned in a timely and effective manner.
4. Complete compliance with relevant legislative and policy/guideline requirements within the department.

Personal Specification
In addition to a Diploma in Nursing, being registered and holds a valid practicing licensed with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)
1. 5 years of Oncology practise experience
2. Has sound knowledge and competence on the following.
   a. Demonstrated knowledge on pain management, chemotherapy protocols and program implementation.
   b. Demonstrated experience in chemotherapy administration and palliative care.
3. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities
1. Proven management experience and ability to effectively manage a busy oncology unit to a professional standard.
2. Capacity to utilise computer programs to support the operations of complex organisation
3. Must have strong interpersonal skills and good communication skills and to possess a good command of spoken and written English.
4. Ability to understand of the need to be responsive and reasonably adaptable for scheduling purposes, when necessary, due to extenuating circumstances in support of co-workers and department functions.
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

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>Team Leader CSSD [1 Post]</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Salary range: $28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>Central Sterile Supply Department (CSSD), Colonial War Memorial Hospital (CWMH)</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager (NUM) operating theatre</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurse, Ward assistants, Orderlies, CSSD attendants and cleaner servant</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of this position is to manage the staff and resources of CSSD and to oversee the overall daily operations of cleaning, decontamination and sterility of equipment’s and tray assembly used for hospital diagnostic and treatment purposes, and ensure the provision of sterile trays and equipment’s for service delivery.

Key Responsibilities/Duties
1. Overall responsibility for all parts of the sterilization process: decontamination, packing and sterilization and storage of all sterile equipment’s.
2. Works in collaboration with Operating Theatre and ward staff to ensure consistency and continuous supply flow between wards and CSSD while practicing excellent customer care service.
3. Responsible for the development and update of CSSD guidelines to ensure consistency with productivity standards and quality services are in accordance with legislation, professional standards and clinical practice guidelines.
4. Monitor and ensure effective monitoring and documentation of autoclave machines (records of loads) and sterile packs to maintain compliance with Infection prevention and control standards and quality control and assurance are maintained.
5. Manage instrument inventory related tracking and distribution and ensure timely ordering and availability of all raw materials for the processing of surgical sterile trays and packs are adequate and available in a timely manner; ensuring continuity of required service needs.
6. Ensure department maintenance and coordinate efficient and effective management of the CSSD workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contributes to the Ministry and corporate requirements, including planning, budgeting and recruitment selection activities.
Key Performance Indicators
Performance will be measured through the following indicators:

1. All CSSD activities are updated and implemented within the agreed timeframes.
2. Maintain compliance and adherence to Infection control standards, compliant with the agreed scope of practice and timeframes of the CSSD service deliverables and plans.
3. Effective and timely supervision of CSSD attendant’s activities including performance appraisals to ensure individual work plans are met.
4. Quarterly reports and outcomes are actioned in are timely and effective manner

Person Specification
In addition a Diploma of Nursing, being registered with the Fiji Nursing Council and a valid licence, The position holder must have with at. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)
1. At least 5 years of CSSD or perioperative or post-operative recovery nursing experience
2. Comprehensive Understanding of:
   a. The sterilization and decontamination production and control processes and Infection Prevention and Control Standards;
3. Knowledge of surgical equipment /bundle and procurement process
4. Demonstrated experience in managing a small team
5. Computer literate with a good understanding of the Patient Information System (PATIS).

Skills and Abilities
1. Have efficient time management skills and exercise creativity and maintain a positive attitude;
2. Strong organization interpersonal skills and a good command of English both written and verbal.
3. Ability to manage multiple responsibilities and to prioritize scheduling of work.
4. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development on sterile supplies.
5. Demonstrate the ability to handle difficult situations involving staff in a professional manner.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
7. Demonstrate the capacity to utilise computer program in generating report and correspondence

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
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Team Leader National Diabetic Centre (CWM Hospital)</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>Salary range: $28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>Location: Colonial War Memorial Hospital (CWMH)</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>West Wing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager (NUM) – NEW SURGICAL WARD</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Subordinates: Registered Nurses, Ward Assistant, Student Nurses</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

Position Purposes
The position serves clinical functions of the Unit to assist the Nursing Unit Manager in ensuring that all nursing activities and clinical practice required of nursing staff are competently performed and that nurses actively deliver safe quality patient care within the scope of nursing practice by the Fiji Nursing Council.

Key Responsibilities
The position will achieve its purpose through the following:
1. Provide clinical leadership to nurses and ensure nursing care is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Engage in the operational management of the unit including regular monitoring of staff to support quality nursing care, a competent workforce and a satisfying work environment for staff.
3. Effectively implements nursing care plans ensuring that it confirms to National nursing policies, facilities internal protocols and infection prevention and control guidelines.
4. Effectively ensures documentation and records management including updating of the Patient Information System (PATIS) as per guidelines/policy.
5. Engage in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity to ensure excellent customer care is provided.
6. Work with the NUM to coordinate team activities and support nursing workforce supervision and coverage to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contributes to the Ministry and corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators
1. All unit plans, reports and ward activities are updated, submitted and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained;

The Person
In addition to a Diploma in Nursing, registered and holds a valid practising license with the Fiji Nursing Council., Holds other certificates for Diabetes Management from a recognised Institution. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. 5 years’ experience of Medical and Surgical nursing experience.
2. Has sound knowledge and competence on the following:
   a) Extensive medical and surgical nursing care skills including knowledge on pre and post-operative surgical care.
   b) Mega Code and Infection Prevention and Control. Debridement and suturing Policy
3. Understanding of the applicable legislation, policies/procedures and the Scope of practice.

Skills and Abilities
1. Ability to work with minimum supervision and with efficient time management skills.
2. Demonstrate ability to handle emergency situations in an effective and professional manner.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of the nurses.
4. Demonstrated advance managerial skills including the ability to partake in supervisory roles.
5. Demonstrated well developed written and verbal communication, coordination and organisational skills.
6. Well-developed interpersonal skills and the ability to work as part of a small team
7. 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.

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

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<tr>
<th>Role:</th>
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<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<td>Salary Range:</td>
<td>Salary range: $28,605.45 - $38,140.60</td>
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<tr>
<td>Location:</td>
<td>Out-patient Department, St Giles Hospital</td>
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<tr>
<td>Unit/Division:</td>
<td>Nursing, St Giles Hospital</td>
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<td>Reports to:</td>
<td>Director of Nursing Services, St Giles Hospital</td>
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<tr>
<td>Subordinates:</td>
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<tr>
<td>Duration</td>
<td>Five Years</td>
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</table>

The Position

The position provides overall management and clinical supervision for nursing practice in Out-patient Department to ensure safe and quality mental health nursing care. The care has to be in accordance with relevant guidelines, scope of nursing practice and national nursing standards.

Key Responsibilities/duties

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

1. Support the provision of clinical leadership and manage nursing staff, and act as a resource to advice, educate and support nurses to provide high quality mental health nursing care to all patients as per business plan, policies, and nursing standard guidelines within the Registered Nurses Scope of practice and Mental Health Act.

2. Coordinate with the Deputy Director of Nursing Services to ensure efficient and effective management of the nursing workforce coverage to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.

3. Support the continuous Quality Improvement and compliance with approved standards, policies and protocols related to mental health nursing, Infection Prevention and Control, human resource, and other related clinical practice guidelines.

4. Support the effective procurement and management of resources requirements such as equipment, drugs and consumables) are met to provide mental health nursing care effectively.

5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per Nursing Standard.

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. Timely and quality delivery of mental health nursing care and ward activities that is compliance and adherence with Nursing Standard, Nurses Scope of Practice, Mental Health Act, Standard Operation Procedure, Clinical Practice Guidelines, Operational, Business Plan and Protocols of the hospital.
2. Support the regularly monitoring of quality patients record on the Patient Information System (PATIS) /manual submission of reports within the timeframe.
3. Support the professional development of nursing staff, supervision, regular monitoring of staff performance to ensure individual work plan are met and attendance.
4. Support timely and efficient management resources and assets of the units to ensure continuity of service delivery.

Selection Criteria

Person Specification
In addition to a Diploma of Nursing, Registered with a valid Nurse practicing Licence 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 of mental health nursing.
3. Have sound knowledge and competence on Psychosocial Assessment, MhGap Guidelines, Infection Prevention and Control and other related mental health clinical practices.
4. Demonstrated experience on Quality improvement systems and their implementations.
5. Good understanding of the Constitution of Fiji, Acts, and applicable employment legislations in Fiji

Skills and Abilities
1. Demonstrated ability to manage unit effectively with minimum supervision.
2. Demonstrated ability to manage staff performance and work effectively within a team environment to achieve unit goals.
3. Demonstrated ability to think critically on professional issues and clinical decisions.
4. Demonstrate ability to handle psychiatric emergencies in an effective and professional manner
5. Has the ability to provide excellent report writing and to communicate effectively.
6. Service orientated approach with a commitment to support the operational/corporate environment of the organization.

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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<td>Location:</td>
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<td>Unit/Division:</td>
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<td>Reports to:</td>
<td>Deputy Director of Nursing</td>
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<td>Subordinates:</td>
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</tr>
<tr>
<td>Duration:</td>
<td>Five Years</td>
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</tbody>
</table>

The Position

The purpose supports the Nurse Unit Manager in providing overall management and clinical supervision of nursing workforce so as to ensure a safe and effective work environment for the delivery of optimal quality mental health nursing care in Female Ward. The care has to be in accordance with relevant guidelines, scope of nursing practice and national nursing standards.

Key Responsibilities/duties

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

1. Support the provision of clinical leadership and manage nursing staff, and act as a resource to advice, educate and support nurses to provide high quality mental health nursing care to all patients as per business plan, policies, and nursing standard guidelines within the Registered Nurses Scope of practice and Mental Health Act.

2. Coordinate with the Nurse Unit Manager to ensure efficient and effective management of the nursing workforce coverage to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.

3. Support the continuous Quality Improvement and compliance with approved standards, policies and protocols related to mental health nursing, Infection Prevention and Control, human resource, and other related clinical practice guidelines.

4. Support the effective procurement and management of resources requirements such as equipment, drugs and consumables) are met to provide mental health nursing care effectively.

5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per Nursing Standard.
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. Timely and quality delivery of mental health nursing care and ward activities that is compliance and adherence with Nursing Standard, Nurses Scope of Practice, Mental Health Act, Standard Operation Procedure, Clinical Practice Guidelines, Operational, Business Plan and Protocols of the hospital.
2. Support the regularly monitoring of quality patients record on the Patient Information System (PATIS) /manual submission of reports within the timeframe.
3. Support the professional development of nursing staff, supervision, regular monitoring of staff performance to ensure individual work plan are met and attendance.
4. Support timely and efficient management resources and assets of the units to ensure continuity of service delivery.

Selection Criteria

The Person
In addition to a Diploma of Nursing, being Registered and have a valid Nurse 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 of mental health nursing
3. Have sound knowledge and competence on Psychosocial Assessment, MhGap Guidelines, Infection Prevention and Control and other related mental health clinical practices.
4. Demonstrated experience on Quality improvement systems and their implementations.
5. Good understanding of the Constitution of Fiji, Acts, and applicable employment legislations in Fiji.

Skills and Abilities
1. Demonstrated ability to manage a ward unit effectively with minimum supervision.
2. Demonstrated ability to manage staff performance and work effectively within a team environment to achieve unit goals.
3. Demonstrated ability to think critically on professional issues and clinical decisions.
4. Demonstrate ability to handle psychiatric emergencies in an effective and professional manner.
5. Has the ability to provide excellent report writing and to communicate effectively.
6. Service orientated approach with a commitment to support the operational/corporate environment of the organization.
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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**Position Purpose**

A Supervisor and a leader ensure to deliver the highest standard of patient care which is clinically effective in a manner that respects people dignity, privacy, and individually in a safe and highly quality environment. The care has to be in accordance with relevant guidelines, Registered Scope of Nurses practice and national nursing standards.

**Key Responsibilities**

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

1. Directs, coordinates, and supervise community mental health care plans, and the delivery of mental health nursing care in the units through case management and the recovery program.
2. Establish good interpersonal relationships throughout the unit with good communication skills.
3. Provide administrative support to Director of Nursing Services through Deputy Director of Nursing Services, in implementing activities to achieve outcomes.
4. Ensure committed workforce in the unit to allow sustain quality mental health service delivery.
5. Ensure that all staff comply with and use of Mental Health Act (2010), Nursing Act (2011), Scope of Practice, Standard Operation Procedure, Clinical Practice Guideline, Policies, Protocols, Guidelines, Quality improvement, Infection Prevention and Control and other employment legislations.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of mental health nursing care and unit activities that is compliance and adherence with Nursing Standard, Nurses Scope of Practice, Mental Health Act, Standard Operation Procedure (SOP) Clinical Practice Guidelines (CPG), Operational, Business Plan and Protocols of the hospital.
2. Monitoring of quality patients record on the Patient Information System (PATIS) /manual submission of reports within the timeframe from all case managers and rehabilitation nursing
of applicants.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear Personal Character & Eligibility

Person Specification
In addition to being a Diploma of Nursing, Registered and holds a valid practicing licence 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 of experience in Mental health nursing practice.
3. Have sound knowledge and competence on Psychosocial Assessment, mhGap Guidelines, Infection Prevention and Control and other related mental health CPG, SOP, policies and protocols.
4. Demonstrated experience on Quality improvement systems and their implementations.
5. Good understanding of the Constitution of Fiji, Acts, and applicable employment legislations in Fiji.

Skills and Abilities
1. Demonstrated ability to unit management experience effectively with minimum supervision.
2. Demonstrated ability to provide management of staff performance and work effectively within a team environment to achieve unit goals.
3. Demonstrated ability to think critically on professional issues and clinical decisions.
4. Demonstrate ability to handle psychiatric emergencies in an effective and professional manner in the community and rehabilitation centre.
5. Has the ability to provide excellent report writing and to communicate effectively.
6. Service orientated approach with a commitment to support the operational/corporate environment of the organization.

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

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<th>TEAM LEADER</th>
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<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60</td>
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<tr>
<td>Location:</td>
<td>Dermatology-Leprosy Outpatient Department</td>
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<tr>
<td>Unit/Division:</td>
<td>Nursing /Tamavua Twomey Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director of Nursing TTH</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses, Enrolled Nurses/Medical Orderlies, Nursing Aids</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Position

To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities

The position will achieve its purpose through the following key duties:
1. Responsible to the Director of Nursing in the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication directly to the Director of Nursing, HOD of Department, Executive Officer and Medical Superintendent of Tamavua Twomey Hospital on all issues relating to the effective delivery of nursing services to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:
1. Timely recording and reporting of all reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.
4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.
Selection Criteria

The Person
In addition to a Bachelor of Nursing, registered nurse and a valid practising Licences with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Proven leadership experience in nursing or similar environment
2. Good knowledge of the organisation/Ministry policy
3. Experience in managing changes
4. Experience in managing resources in a demanding and constrain environment
5. Sound knowledge in performance management

Skills and Abilities
1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
5. Ability to provide timely nursing advice to Management

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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<td>Salary Range:</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Unit/Division:</td>
<td>Nursing/ Tamavua Twomey Hospital</td>
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<tr>
<td>Reports to:</td>
<td>Director of Nursing TTH</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses, Enrolled Nurses/Medical Orderlies, Nursing Aids and Student Nurses.</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Position
To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Responsible to the Director of Nursing in the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication directly to the Director of Nursing, HOD of Department, Executive Officer and Medical Superintendent of Tamavua Twomey Hospital on all issues relating to the effective delivery of nursing services to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Timely recording and reporting of all reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service
development of nurses.

4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.

**Selection Criteria**

**The Person**
In addition to a Bachelor of Nursing, registered nurse and a valid practising Licences with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry policy
3. Experience in managing changes
4. Experience in managing resources in a demanding and constrain environment
5. Sound knowledge in performance management

**Skills and Abilities**
1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
5. Ability to provide timely nursing advice to Management.

**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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MOHMS 259/2019

Ministry of Health & Medical Services

Role Description

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<td>Subordinates:</td>
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<td>Duration:</td>
<td>Five Years</td>
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</table>

The Position
To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Responsible to the Director of Nursing in the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication directly to the Director of Nursing, HOD of Department, Executive Officer and Medical Superintendent of Tamavua Twomey Hospital on all issues relating to the effective delivery of nursing services to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Timely recording and reporting of all reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.
4. Ensure daily coverage of shift is maintained with the required number of Registered Nurses.
Selection Criteria

The Person
In addition to a Bachelor of Nursing, registered nurse and a valid practising Licences with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry policy
3. Experience in managing changes
4. Experience in managing resources in a demanding constrain environment
5. Sound knowledge in performance management

Skills and Abilities
1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to provide timely nursing advice to management

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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MOHMS 260/2019

Ministry of Health & Medical Services

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The Position
To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Responsible to the Director of Nursing in the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication directly to the Director of Nursing, HOD of Department, Executive Officer and Medical Superintendent of Tamavua Twomey Hospital on all issues relating to the effective delivery of nursing services to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Timely recording and reporting of all reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services
to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.
4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.

Selection Criteria

The Person
In addition to a Bachelor of Nursing, registered nurse and a valid practising Licences with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry policy
3. Experience in managing changes
4. Experience in managing resources in a demanding constrain environment
5. Sound knowledge in performance management

Skills and Abilities
1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to provide timely nursing advice to management

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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MOHMS 261/2019

Ministry of Health & Medical Services

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<td>Reports to:</td>
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</tr>
<tr>
<td>Duration:</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

The Position

To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities

The position will achieve its purpose through the following key duties:
1. Responsible to the Director of Nursing in the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication directly to the Director of Nursing, HOD of Department, Executive Officer and Medical Superintendent of Tamavua Twomey Hospital on all issues relating to the effective delivery of nursing services to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:
1. Timely recording and reporting of all reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.
4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.
Selection Criteria

The Person
In addition to a Bachelor of Nursing, registered nurse and a valid practising Licences with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry policy
3. Experience in managing changes
4. Experience in managing resources in a demanding constrain environment
5. Sound knowledge in performance management

Skills and Abilities
1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to provide timely nursing advice to management

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

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<th>Role:</th>
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<td>Reports to:</td>
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<tr>
<td>Subordinates:</td>
<td>Registered Nurse</td>
</tr>
<tr>
<td>Duration</td>
<td>Five Years</td>
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</table>

The Purpose of this Position
The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in placed.

Key Responsibilities/duties

1. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the maternity and gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.

2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.

3. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.

4. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.

5. Assist the NUM in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.

6. Provide positive communication in all interactions with staff, mothers, partners and support person and stakeholders.

7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.
Key Performance Indicators

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist NUM on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence based practice are maintained 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

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<th>Role</th>
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<td>Unit/Division</td>
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<td>Reports to</td>
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<td>Subordinates</td>
<td>Registered Nurses, Enrolled Nurse, Medical Orderlies &amp; Ward Assistant</td>
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<tr>
<td>Duration</td>
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</tr>
</tbody>
</table>

The Position
A Supervisor and a leader ensure to deliver the highest standard of patient care which is clinically effective in a manner that respects people dignity, privacy, and individually in a safe and highly quality environment. The care has to be in accordance with relevant guidelines, Registered Scope of Nurses practice and national nursing standards. The Team leader will be the first point of contact for external agencies.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities.

1. Directs, coordinates, and supervise health care plans, and the delivery of mental health nursing care in the units.
2. Establish good interpersonal relationships throughout the hospital in all shifts with good communication skills.
3. Provide administrative support to Director of Nursing Services through Deputy Director of Nursing Services, in implementing activities to achieve outcomes.
4. Ensure committed workforce in the units to allow sustain quality mental health service delivery.
5. Ensure that all staff comply with and use of Mental Health Act (2010), Nursing Act (2011), Scope of Practice, Standard Operation Procedure, Clinical Practice Guideline, Policies, Protocols, Guidelines, Quality improvement, Infection Prevention and Control and other employment legislations.

Key Performance Indicators
Performance will be measured through the following indicators:

1. Timely and quality delivery of mental health nursing care and ward activities that is compliance and adherence with Nursing Standard, Nurses Scope of Practice, Mental Health Act, Standard Operation Procedure (SOP) Clinical Practice Guidelines (CPG), Operational, Business Plan and
2. Monitoring of quality patients record on the Patient Information System (PATIS) /manual submission of reports within the timeframe from all units in all shifts.
3. Support the professional development of nursing staff, supervision, regular monitoring of staff performance to ensure individual work plan are met and attendance.
4. Support timely and efficient management resources and assets of the units to ensure continuity of service delivery.

**Person Specification**
In addition to a Diploma of Nursing, Registered with a valid Nurse 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 of mental health nursing.
4. Demonstrated experience on Quality improvement systems and their implementations.
5. Good understanding of the Constitution of Fiji, Acts, and applicable employment legislations in Fiji.

**Skills and Abilities**
1. Demonstrated ability to unit management experience effectively with minimum supervision.
2. Demonstrated ability to provide management of staff performance and work effectively within a team environment to achieve unit goals.
3. Demonstrated ability to think critically on professional issues and clinical decisions.
4. Demonstrate ability to handle psychiatric emergencies in an effective and professional manner
5. Has the ability to provide excellent report writing and to communicate effectively.
6. Service orientated approach with a commitment to support the operational/corporate environment of the organization.

**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

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<td>Location:</td>
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<tr>
<td>Unit Division:</td>
<td>Executive Support Unit</td>
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<tr>
<td>Reports to:</td>
<td>Head of Executive Support Unit, Executive Support Unit</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The incumbent will be responsible for providing effective and efficient secretarial and administrative services to the Minister for Health & Medical Services.

Key Responsibilities
1. Provide an effective and efficient secretarial and administrative support services to the Minister for Health and Medical Services through:
2. Provide administrative support, including attending to telephone calls, travel arrangements, receiving and dispatch of official correspondences, communication with key stakeholders and filing of documents.
3. Ensure visits to the Minister’s Office are properly facilitated. Hosting of overseas and local officials for tea, lunch or dinner.
4. Organise meetings, including overseas and local meetings and provide administrative support to meetings including the compilation of required documents.
5. Screening, registering and filing of correspondence and emails. Drafting, composing and preparing correspondences for the Minister’s Office.
6. Attending to the visitors, appointments and meetings and conduct background search as and when required.
7. Provide information to Ministerial speech-writers for drafting of speeches. Maintaining a good relationship with the Minister for Health and Medical Services, PSHMS, senior staff/colleagues and Ministry of Health Stakeholders. Custodial safe-guarding of confidential and ‘secret’ matters.

Key Performance Indicator
Performance will be measured through the following indicators:
1. Achievement of targets in the individual work plan.
2. All official records managed and filed in accordance with legislative requirements and approved Ministry policies and procedures are adhered to in all administrative undertakings.
3. Timely submissions of factual and accurate reports and programme documentation.
4. Meetings and travel organised efficiently and effectively.
Selection Criteria

The Person
In addition to Diploma in Secretarial Studies/ Office Administration or equivalent from a recognized institution or equivalent relevant experience, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role.

Knowledge and Experience
1. More than 5 years proven experience in the provision of Secretarial Services or equivalent
2. Proven experience in the use of Microsoft applications such as MS Word, MS Excel and Power Point
3. Proven Experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically
4. Proven experience in writing briefs and minutes, acknowledgement letters and preparing agendas.
5. Experience in organising travel itineraries locally and overseas, liaising with Travel agents and other relevant stakeholders
6. Understanding of the Fijian Constitution (2013) and relevant policies, legislations, regulations or applicable laws of Fiji

Skills and Abilities
1. Good report writing skills with an excellent ability to communicate effectively
2. Good analytical skills pay attention to detail and accuracy for data and information
3. Demonstrate ability to work within a team and ensure that targets are met within the agreed timeline
4. Demonstrated ability to maintain neutrality and confidentiality
5. Excellent customer service skills
6. Service oriented approach when dealing with difficult situations and capable of participation in the 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.

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.
The Position
The incumbent will be responsible for providing effective and efficient secretarial and administrative services to the Permanent Secretary for Health & Medical Services.

Key Responsibilities
1. Provide an effective and efficient secretarial and administrative support services to the Permanent Secretary for Health and Medical Services through:
   - Attend telephone calls, travel arrangements, receiving and dispatch of official correspondences, communication with key stakeholders and filing of documents.
   - Ensure visits to the Permanent Secretary’s Office are properly facilitated. Hosting of overseas and local officials for tea, lunch or dinner.
   - Organise meetings, including overseas and local meetings and provide administrative support to meetings including the compilation of required documents.
   - Screen, register and file correspondence and emails. Drafting, composing and preparing correspondences for the Permanent Secretary’s Office.
   - Attend to visitors, appointments and meetings and conduct background search as and when required.
   - Maintain a good relationship with the Permanent Secretary for Health and Medical Services, senior staff/colleagues and Ministry of Health Stakeholders. Custodial safe-guarding of confidential and ‘secret’ matters.

Key Performance Indicator
Performance will be measured through the following indicators:
1. Achievement of targets in the individual work plan.
2. All official records managed and filed in accordance with legislative requirements and approved Ministry policies and procedures are adhered to in all administrative undertakings.
3. Timely submissions of factual and accurate reports and programme documentation.
4. Meetings and travel organised efficiently and effectively.
Selection Criteria

The Person
In addition to Diploma in Secretarial Studies/ Office Administration or equivalent from a recognized institution or equivalent relevant experience, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role.

Knowledge and Experience
1. More than 5 years proven experience in the provision of Secretarial Services or equivalent
2. Proven experience in the use of Microsoft applications such as MS Word, MS Excel and Power Point
3. Proven Experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically
4. Proven experience in writing briefs and minutes, acknowledgement letters and preparing agendas.
5. Experience in organising travel itineraries locally and overseas, liaising with Travel agents and other relevant stakeholders
6. Understanding of the Fijian Constitution (2013) and relevant policies, legislations, regulations or applicable laws of Fiji

Skills and Abilities
1. Good report writing skills with an excellent ability to communicate effectively
2. Good analytical skills pay attention to detail and accuracy for data and information
3. Demonstrate ability to work within a team and ensure that targets are met within the agreed timeline
4. Demonstrated ability to maintain neutrality and confidentiality
5. Excellent customer service skills
6. Service oriented approach when dealing with difficult situations and capable of participation in the 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.

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

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<thead>
<tr>
<th>Role:</th>
<th>Personal Assistant, Assistant Minister’s Office</th>
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<td>Salary Band:</td>
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<tr>
<td>Salary Range:</td>
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<td>Location:</td>
<td>Headquarters</td>
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<td>Unit Division:</td>
<td>Executive Support Unit</td>
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<tr>
<td>Reports to:</td>
<td>Head of Executive Support Unit, Executive Support Unit</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The incumbent will be responsible for providing effective and efficient secretarial and administrative services to the **Assistant Minister for Health & Medical Services.**

Key Responsibilities

1. Provide an effective and efficient secretarial and administrative support services to the Assistant Minister for Health and Medical Services through:
2. Provide administrative support, including attending to telephone calls, travel arrangements, receiving and dispatch of official correspondences, communication with key stakeholders and filing of documents.
3. Ensure visits to the Assistant Minister’s Office are properly facilitated. Hosting of overseas and local officials for tea, lunch or dinner.
4. Organise meetings, including overseas and local meetings and provide administrative support to meetings including the compilation of required documents.
5. Screening, registering and filing of correspondence and emails. Drafting, composing and preparing correspondences for the Assistant Minister’s Office.
6. Attending to the visitors, appointments and meetings and conduct background search as and when required.
7. Provide information to Ministerial speech-writers for drafting of speeches. Maintaining a good relationship with the Minister for Health and Medical Services, PSHMS, senior staff/colleagues and Ministry of Health Stakeholders. Custodial safe-guarding of confidential and ‘secret’ matters.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Achievement of targets in the individual work plan.
2. All official records managed and filed in accordance with legislative requirements and approved Ministry policies and procedures are adhered to in all administrative undertakings.
3. Timely submissions of factual and accurate reports and programme documentation.
4. Meetings and travel organised efficiently and effectively.
Selection Criteria

The Person
In addition to Diploma in Secretarial Studies/Office Administration or equivalent from a recognized institution or equivalent relevant experience, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role.

Knowledge and Experience
1. More than 5 years proven experience in the provision of Secretarial Services or equivalent
2. Proven experience in the use of Microsoft applications such as MS Word, MS Excel and PowerPoint
3. Proven Experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically
4. Proven experience in writing briefs and minutes, acknowledgement letters and preparing agendas.
5. Experience in organising travel itineraries locally and overseas, liaising with Travel agents and other relevant stakeholders
6. Understanding of the Fijian Constitution (2013) and relevant policies, legislations, regulations or applicable laws of Fiji

Skills and Abilities
1. Good report writing skills with an excellent ability to communicate effectively
2. Good analytical skills pay attention to detail and accuracy for data and information
3. Demonstrate ability to work within a team and ensure that targets are met within the agreed timeline
4. Demonstrated ability to maintain neutrality and confidentiality
5. Excellent customer service skills
6. Service oriented approach when dealing with difficult situations and capable of participation in the 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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Position Purpose
The Senior Technical Officer - Laboratory will manage the National TB Reference Laboratory (also known as Daulako Mycobacterium Reference Laboratory). The officer will provide technical supervision of the mobile TB laboratory (2), administering external quality assurance (EQA) for the Ministry of Health and Medical Services for TB, manage TB Laboratory consumable and TB laboratory processes at all divisions and sub divisions. Train laboratory officers on TB Microscopy, Gene Expert, Culture and DST. Manage the overall laboratory services for the institution (TB, Leprosy, Dermatology and Rehabilitation).

Key Responsibilities
- Support to the implementation of the TB Programmed strategies in line with the National TB Strategic Plan 2015-2020
- Support the management in planning, implementation and advocacy all activities assigned to NTP
- Manage the overall laboratory services for the institution
- Supports resources mobilization and partnership building
- Effective communication and facilitation of knowledge building and sharing
- Conduct training and mentoring

Key Performance Indicators (KPI)
- Guiding clinicians in selecting the best treatment for patient
- To accumulate epidemiological information on the Multi-Drug Resistant TB that is of health importance within the community
- Maintain good inventory management practices for the National TB Reference laboratory
- Review technical specifications of laboratory consumables on annual basis with counterparts at the Fiji Pharmacy Biomedical Services.
- Prepare, participate in internal and external quality assessment program and provide oversight to divisional laboratory technician
- Coordinate laboratory quality management systems for the reference laboratory and the TB component of the peripheral labs
- Assist in the re-training of technical staff on AFB Microscopy, Florescent Microscopy, Gene Expert – MTB/Rif, Liquid and Solid Culture and Drug Sensitivity Testing or any other relevant training

Selection Criteria

The Person
In addition to a Bachelor in Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities with valid practicing certificate in laboratory practice are required to successfully undertake this role:

Knowledge and Experience
- At least 10 years’ experience working in a microbiology setting
- Working knowledge of the laboratory supervisor’s function, and how these functions contribute to the achievements of organization goals;
- Sound knowledge of personnel filing system, information management, procurement and supply management;
- Practical, working knowledge and experience in human resource management.
- Sound knowledge or understanding of the different modalities of technical protocols and best practice principles

Skills and Abilities
- Demonstrated ability to communicate effectively with staff of diverse background in order to achieve daily goals and objectives of the laboratory;
- Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture;
- Demonstrated organizational skills to assist laboratory Superintendent and Consultant Pathologist in organizing the laboratory process changes when needed;
- Demonstrated ability to analyse, prioritize and solve complex work problems with available resources;
- Good computer skills and the capacity to utilize computer programs to support the operations of the laboratory;
- 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.

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Corporate Information

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<th>Role:</th>
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<td>Divisional Medical Officer, Eastern</td>
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<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>
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</table>

The Purpose of this 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/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. 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. Eastern 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 focused 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.

**Person Specification**

In addition to being a registered nurse with the Fiji Nursing Council with a valid license to practice, and possessing 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**

- Demonstrated ability to effectively lead teams to achieve planned outcomes and implement change.
- Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all teams.
- Ability to respond and promote new approved methods and principles and be willing to incorporate them into existing nursing practices.
- 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

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<td>Reports to:</td>
<td>Principal Administrative Officer, ESU</td>
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<tr>
<td>Subordinates:</td>
<td>Nil</td>
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The Position
The position provides support, safe, secure and timely transportation services to the office of the Permanent Secretary for Health & Medical Services, Head Quarters.

Key Responsibilities
1. Provide transport services to the Permanent Secretary in a safe, timely and effective manner.
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are in order
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations.
5. Provide general administration support to the Permanent Secretary and the Personal Assistant including (but not limited to) telephone calls, reception, preparation of documents, photocopying, filing and other office administrative work;
6. Actively contribute to all corporate requirements of the Ministry

Key Performance Indicators
1. All vehicle runs authorised and carried out in accordance with Transport regulations.
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports.
3. All allocated vehicles maintained in accordance with the Transport Policy.
4. All corporate and administration support provided in accordance with legislative requirements and approved Ministry policy and procedures.

Selection Criteria

The Person
In addition to a Certificate in Defensive Driving with a valid driving license (auto and manual) or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:
Knowledge and Experience
1. At least 3 years’ experience in a similar environment or protocol environment with a clear driving record.
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations.
3. Basic knowledge of Occupational Health and Safety and basic relevant road legislations.
4. Experience undertaking basic administrative duties in a busy office.
5. Understanding of customer service and experience providing courteous and prompt service to clients and passengers.

Skills and Abilities
1. Excellent safe and defensive driving skills.
2. Ability to undertake office support tasks, including answering telephone calls, photocopying and filing.
3. Demonstrated ability to utilise computer programs to support the administration of an office (email, typing letters, preparing basic documents, etc.).
4. Service oriented approach, with a commitment to supporting the operational / corporate goals 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>Clerical Officer – Accounts (Payroll)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band C</td>
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<tr>
<td>Salary Range:</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Unit/Division:</td>
<td>Salaries Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Assistant Accounts Officer Salaries</td>
</tr>
<tr>
<td>Checked/Verified by:</td>
<td>Name: Idrish Khan</td>
</tr>
<tr>
<td></td>
<td>Post: Head of Finance, Asset Management and Digital Health</td>
</tr>
<tr>
<td></td>
<td>Salary Band: K</td>
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<tr>
<td></td>
<td>Signature:</td>
</tr>
<tr>
<td></td>
<td>Date: 2 August 2019</td>
</tr>
</tbody>
</table>

The Position
The Payroll Officer is responsible to the Accounts officer through Assistant Accounts Officer for:

1. Timely and effective administration and financial support services in accordance with the Civil Service policies and Regulations in the achievement of the Division’s business plans.
2. Ensure high level of Customer Satisfaction and adherence of 5S for Salaries operations.
3. Ensure improved services to assist and perform any task given by their supervisor and ensure that all legislative and regulatory requirements are upheld and compliance of financial procedures are maintained at all times.

Key Duties
1. Checking and verifying and Processing of Salary inputs including allowances and deductions.
2. Assist and process payment of Gratuity for expatriate Doctors.
3. Process manual payments for those officers who have resigned, seconded and retired from the ministry.
4. Update edits correction for all inputs in the payroll systems.
5. Ensure that all payroll information on the computerised payroll system is maintained accurately and to prepare reports when required.
6. To ensure that Officers received payslip every fortnight upon request from them.
7. Submission of weekly, monthly and quarterly financial return are prepared and submitted in a timely manner.
8. Perform task that are assigned by the supervisors on a timely manner.
9. Any other duties assigned by the supervisors.
Selection Criteria

The Person
In addition to an academic qualification relevant to Finance or equivalent relevant experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience
1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years’ experience in the similar field or equivalent. Computer literate

Skills and Abilities
1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and assist staff when required
3. Demonstrated ability to communicate effectively with good listening skills
4. Ability to analyse situation and act accordingly to provide best practical outcome;
5. Ability to follow instructions and meet targets
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Demonstrate ability and efficiency to achieve customer expectations.
8. Demonstrated ability to manage and work long hours as and when required

Personal Character & Eligibility
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CORPORATE INFORMATION

<table>
<thead>
<tr>
<th>Role:</th>
<th>Manager- Learning and Workforce Development</th>
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<tr>
<td>Level:</td>
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<tr>
<td>Salary range:</td>
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<td>Unit/Division:</td>
<td>Learning &amp; Workforce Development/Human Resources Division</td>
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<tr>
<td>Reports to:</td>
<td>Head of Human Resources</td>
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<tr>
<td>Subordinates:</td>
<td>HR Officers and Assistants</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
</tbody>
</table>

POSITION PURPOSE
The position ensures the effective identification and documentation of workforce development needs including staff training and development needs and the provision of appropriate measures to meet existing and emerging needs. The position ensures a client service ethos, and the equitable provision of appropriate measures to meet existing and emerging workforce and learning needs throughout the MOHMS.

KEY DUTIES
The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the MOHMS:

1. Develop and implement internal procedures to ensure the Ministry has an adequate workforce and to recommend appropriate measures to meet these workforce targets;
2. Develop a strategic workforce plan for the MOHMS including a succession plan with a focus on scarce skills.
3. Develop and implement internal procedures to ensure the Ministry equitably identifies training and development needs and provides appropriate programs to meet these needs;
4. Contribute to and support the implementation of a coordinated program of change, to achieve high levels of service delivery in all aspects of training and staff development in the Ministry;
5. Develop and facilitate a process through meetings, workshops, focus groups and training sessions with key Ministry stakeholders to help them identify key learning and workforce priorities, gaps and solutions (e.g. recruitment approaches, career pathways, training options, and retention) building on changes already introduced through performance management, broad banding and other reform initiatives.
6. Contribute to and support the implementation of a coordinated program of change, to achieve high levels of service delivery in all aspects of workforce development in the Ministry;
7. Provide policy advice as required to the Permanent Secretary, Senior management and staff on existing and emerging staffing needs, targeted at ensuring the Ministry has qualified and competent staff to meet workforce needs;
8. Provide input to key sections of the budget, corporate and operational plans.

**KEY PERFORMANCE INDICATORS**
Performance will be measured through the following indicators:

1. Internal procedures for identification of learning and development needs including adequate workforce numbers are developed, documented, approved and implemented to support the achievement of a high performing culture in the MOHMS;
2. A strategic workforce plan and a learning and development plan is developed, budgeted and is submitted together with the Annual Operational Plan of the MOHMS;
3. Active participation in the corporate activities including budgeting and preparation of operational plan.

**PERSON SPECIFICATION**
In addition to a Degree in Human Resource Management, Public Administration, Training & Development or equivalent relevant experience, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

**Knowledge and Experience**
1. At least 5 years’ experience successfully identifying and meeting the training and staff development need including developing and implementing strategic plans and policies of a complex and high performing organisation;
2. Strong client service focus, with Strategic knowledge and understanding of the impact of an equitable and targeted workforce in achieving organisational objectives;
3. Significant experience implementing change in a diverse organisation;
4. Understanding of the Fijian Constitution (2013) and applicable labour laws of Fiji;
5. Understanding of teams and how to build and maintain high performing teams.

**Skills and Abilities**
5. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment;
6. Demonstrated ability to ensure that equitable training needs and workforce are identified to contribute to a high performing culture in a complex organisation using project management methodology and monitoring and evaluation techniques;
7. Strong communication skills and the ability to effectively consult with others to develop sound internal policy and procedures.
8. Capacity to utilise computer programs to support the operations of complex organisation;
9. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
PERSONAL CHARACTER & ELIGIBILITY
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Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Community Rehabilitation Assistant</th>
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<tbody>
<tr>
<td>Level:</td>
<td>Band D</td>
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<tr>
<td>Salary Range:</td>
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<tr>
<td>Location:</td>
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</tr>
<tr>
<td>Unit/Division:</td>
<td>Community Rehabilitation/Public Health</td>
</tr>
<tr>
<td>Reports To:</td>
<td>The Medical Superintendent, &amp; Sub Divisional Medical Officers</td>
</tr>
</tbody>
</table>
| Checked/Verified by:      | Name: Sam Fullman  
                          | Post: Principal Medical Officer  
                          | Salary Band: J  
                          | Signature: [Signature]  
                          | Date: 31/07/2019 |

The Position
The position is responsible for the assessment, planning, delivery and monitoring of an effective, efficient and quality rehabilitation services to persons with disabilities; promotion and prevention of disabilities to ensure that persons with disabilities receive the best of care which will enable them to become self-reliant and as functional as possible to improve their quality of life.

Key Responsibilities

1. Organise and Conduct Disability Awareness and education at all levels in the community.
2. Liaise with Public Health Nurses in recording data regarding incidence and prevalence of disability and compiling a register of disabled or potentially disabled persons within the medical area to be utilized in the planning and development of services for persons with disability.
3. Assess, plan and implement therapeutic intervention of developmental, functional and social needs of an infant, child and adult with disabilities and their families.
4. Share knowledge and transfer therapeutic skills through demonstrations to persons with disabilities, parents, families/care givers, nurses, village health workers, volunteers and communities to develop their skills in offering simple advice, support and rehabilitation techniques based on assessed needs of the persons with disabilities.
5. Facilitate the integration and inclusion of people with disabilities into functional community roles, activities, or work in accordance with the person’s interest and abilities.
6. Design, prescribe and organize Assistive Devices for persons with disabilities from Ministry of Health, Governmental Organizations and Non – Governmental organizations, donor agencies, Faith Based Organizations etc.
7. Assist the Public Health Staffs in the conducting of the Wellness Program and other national programs and events in combating Non Communicable Disease;
8. Promoting and facilitating the referrals of school aged children to the nearby pre-schools, schools and technical college to enhance the child’s education.

9. Promoting the importance of monthly development checklist to MCH Nurses and mothers as a tool for early identification of children at risks or with disabilities.

10. Maintain record keeping and organisational requirements including preparation of monthly work plans, monthly reports and annual reports and their submission to Sub-divisional Health Sister and CRA/CBR Coordinator as appropriate.

Selection Criteria

The Person
In addition to University qualifications (or equivalent) relevant to Disability, Individual Support or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Community Rehabilitation Assistant:

Knowledge and Experience
1. At least 2 years’ experience working with people with disabilities
2. Experience developing and providing person centred services
3. Experience assessment, identification, planning, delivering and monitoring therapeutic interventions to persons with disabilities
4. Experience managing and developing working with people with cultural diversity
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Excellent Communication Skills and have the ability to deal with persons with disabilities, their families and care givers with in the required legislative and policy framework.
2. Demonstrated ability to implement accurate therapeutic skills, delivery and evaluation.
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
5. Ability to network with other Stakeholders [GOs, NGOs, Faith Based Organizations, Donor Agencies] to meet the needs of the person with disabilities.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility
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