NEW ADVERTISED ROLES – FIJI SUN 31 AUGUST 2019

**MOHMS 286/2019**



**Ministry of Health & Medical Services**

**Role Description**

**Corporate Information**

|  |  |
| --- | --- |
| **Role:** | Senior Accounts Officer Audit |
| **Salary Band:** | Band H |
| **Salary Range:** | $34,760.31 — $44,564.50 per annum |
| **Location:** | Headquarters |
| **Duration** | 3 years |
| **Unit/Division:** | Accounts Unit |
| **Reports to:** | Principal Accounts Officer |
| **Subordinates:** | Accounts Officers, Assistant Accounts Officer/Clerical Officers |

**The Position**

The contribution that the position makes to the Ministry is that it supports the Ministry (especially the financial and accounting functions) to accomplish its objectives by bringing systematic, discipline approach to evaluate and improve the effectiveness of Internal Controls (Risk management, control and governance processes) across the Ministry of Health & Medical Services.

**Key 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. Conduct regular internal spot checks/internal inspections accordingly to various sections/divisions/hospitals and Provide effective recommendations (through inspection/audit reports) to relevant institutions/unit/departments audited/inspected.
2. Liaise with Head of Institutions and cost centre accounting heads in the compilation and reviewing of management response to Audit findings (Internal and External audits). Ensure that responses are submitted on a timely basis to the Permanent Secretary and also to outside stakeholders (Ministry of Economy & Office of the Auditor General).
3. Compile and review Ministry’s responses to Public Accounts Committee meeting and ensuring that responses are submitted to Parliament (PAC) on a timely basis.
4. Follow up on status of audit recommendation implementation and evaluate response received.
5. Monitor works at Accounts in accordance with applicable finance regulations, policy and procedures.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Continuous improvement and discipline approach in key financial processes and reduction of repetitive audit issues.

2. Regular Internal inspections/audit carried out as per the Annual inspection plan.

3. Timely submission of Responses to the Audit Reports (Internal Audit Reports and External Audit Reports).

4. Regular monitoring of work at Accounts and analysis of financial (FMIS) reports.

**Selection Criteria**

**The Person**

In addition to Bachelors qualifications in Accounting and Finance, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Accounts Officer Audit:

**Knowledge and Experience**

1. At least more than four (4) years of practical experience in internal auditing with strong track record in delivering results and achieving target set.
2. Sound knowledge of government accounting software or equivalent.
3. Understanding of teams and how to work effectively within a team environment.
4. Understanding of the Fijian Constitution (2013) and applicable finance laws in Fiji.
5. Practical knowledge of anti-corruption approaches and methods.

**Skills and Abilities**

1. Sound communication, interpersonal and representational skills.
2. Demonstrated ability to carry out tasks in order to meet deadlines.
3. Demonstrated ability to multi-task without loss of quality.
4. Ability to maintain confidentiality in the course of discharging required responsibility.
5. Ability to provide support and guidance through the appropriate interpretation of relevant guidelines, acts, regulations to the management
6. Flexibility to work across different functions and situations of the section and change priorities at short notice.
7. Capacity to utilise computer programs to support daily operations.
8. 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.

**MOHMS 287/2019**



**Ministry of Health & Medical Services**

**Role Description**

**Corporate Information**

|  |  |
| --- | --- |
| **Role:** | Team Leader |
| **Salary Band:** | Band G |
| **Salary Range:** | $28,605.45 - $38,140.60 |
| **Location:** | Rotuma Hospital |
| **Unit/Division:** | Nursing |
| **Reports to:** | Sub Divisional Nurse Manager Hospital |
| **Subordinates:** | Registered Nurses |
| **Duration** | Five Years |

**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
2. 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.
3. 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.
4. Collaborate with the SDNM 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.
5. 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.
6. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
7. Assist SDHNM in preparing quality reports and maintain timeliness reporting of CMRIS and
8. Nursing hospital reports.
9. 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.

1. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
2. 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.
3. 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 to possess a good command of spoken and written

English.

1. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills;
2. 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.
3. Ability to work with minimum supervision and with efficient time management skills;
4. Demonstrate ability to handle emergency situations in an effective and professional manner.

**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 288/2019**



**Ministry of Health & Medical Services**

**Role Description**

**Corporate Information**

|  |  |
| --- | --- |
| **Role:** | Administrative Officer |
| **Salary Band:** | Band F |
| **Salary Range:** | $22,528.74 - $28,883.00 |
| **Location:** | Headquarters |
| **Duration** | 3 years |
| **Unit Division:** | Executive Support Unit |
| **Reports to:** | Head of Executive Support, Executive Support Unit |
| **Subordinates** | Nil |

**The Position**

The incumbent provides general support services to Head Executive Support Unit. Facilitates and coordinates the development of Cabinet papers, MOUs and MOAs, Legislative and Ministerial requirement within the Ministry of Health and Medical Services as and when directed by Head of ESU. It is required to manage all departmental correspondence, make arrangements for high level meetings and other logistical support.

**Key Responsibilities**

1. Provide general (administrative, secretarial and logistical) support services to the Head of Executive Support;
2. Primary point of contact between the Executives and stakeholders ( internal / external) consultations for the development of MOUs / MOAs and Cabinet Papers;
3. Ensure that relevant data and information required by the Head of ESU for the Hon Minister’s statement for parliament session are in order and health issues raised during the parliament session are well captured and conveyed to the relevant officers for feedback and comments.
4. Assist in ensuring that health general issues are forwarded to respective departmental heads for action with consistent follow ups.
5. Coordinate and research urgent information for the Honourable Ministers and Permanent Secretary briefings through Head of ESU.
6. Produce and draft parliamentary responses, ministerial statements and presentations as and when required.
7. Any other duties directed by the Head of ESU.

**Key Performance Indicator**

Performance will be measured through the following indicators:

1. To ensure timely submissions of meeting minutes and briefings, follow up reports in the required format.
2. To ensure that any issues referred from the Hon Minister and the Permanent Secretary’s office through the Head of ESU are addressed in a timely manner.
3. To ensure that MOU’s/MOA’s and cabinet Papers are verified by respective heads of departments, vetted and cleared by the Solicitor General’s Office and submitted to Head of ESU for the Hon Minister or the Permanent Secretary for Health and Medical Services endorsement
4. To ensure that research support is provided on time to Head of ESU for information directed from the Ministers and Permanent Secretary.

**Selection Criteria**

**The Person**

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

**Knowledge and Experience**

1. At least three to five years’ experience doing similar tasks that are relevant to the job;
2. Understanding of legislations, regulations, policies and procedures of the civil service;
3. Understanding of different research methodologies and report write up.
4. Sound knowledge of how MOUs, MOAs and cabinet papers are developed and processes it must go through;
5. Sound knowledge of Microsoft Software – excel, word and PowerPoint A good team player and able to work effectively within a team environment.

**Skills and Abilities**

1. Strong administration and customer services skills / coordination skills and prioritising skills, organisational and liaison skills
2. Ability to deal with confidential information and maintain professionalism
3. Ability to provide administrative, logistical and secretariat support services
4. Ability to serve customers efficiently and effectively
5. Good and effective communication (both verbal and written) skills
6. Demonstrate ability to manage time well and show commitment to work.

**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 289/2019**



**Ministry of Health & Medical Services**

**Role Description**

**Corporate Information**

|  |  |
| --- | --- |
| **Role:** | Intern Nurse |
| **Salary Band:** | Band E |
| **Salary Range:** | $19,041.75 - $24,412.50 |
| **Location:** | Major Hospitals |
| **Duration** | 1 year three months |
| **Unit/Division:** | Nursing |
| **Reports to:** | Team Leaders |
| **Subordinates:** | Nil |

**The Position**

The intern nurse works under the supervision of a Registered nurse and is responsible for the delivery of nursing care.

**Key Duties**

1. Deliver safe nursing care and prescribed treatment under the supervision of a registered nurse, ensuring that it conforms to national nursing policies, hospital protocols and infection prevention and control guidelines.
2. Ensures a safe environment that is comfortable and is therapeutic for patients /families in accordance with Hospital standards.
3. Works within the Hospital Policies, the Nursing General Scope of Practise, the Fiji Nursing Council Policies and national Infection Prevention and Control guidelines.
4. Assist with or institute emergency measures for a sudden, adverse development in patients including provision of assistance with special tests and procedures.
5. Maintains professional development through participation in educational programs, reading current literature, attending in service, meetings & workshops to attain the required 20 CPD points for annual licensing and also the completion of the Intern Log Book.
6. Maintains accurate documentation on client’s folder including the updates of the Patient Information System.
7. Actively contribute to all corporate requirements of the Ministry, including selection of activities where required.

**Key Performance Indicators**

1. Full compliance and adherence to professional nursing practices, compliant with the legislative framework and agreed scope and timeframes including all ward admission’s Nursing Care Plans are completed within 24 hours of admission.
2. All prescribed nursing care including administrations of medications on allocated patients must be completed within the shift.
3. All internal ward transfers and discharges must be discharged on the Patient Information System (PATIS) within 24 hours of discharge.
4. All prescribed Intern log book activities are completed within the Internship year.

**Selection Criteria**

**The Person**

In addition to a Degree in Nursing with a Provisional Nursing Registration Licence Certificate, the following knowledge, Experience, skills and abilities is required for the role.

**Knowledge and Experience**

1. Must have acquired the nursing competencies
2. Must be efficient in English Language
3. Understanding of the Nurses Decree 2011 is essential
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

1. Must have the ability to accurately gather information in a systematic manner in order to determine the nursing needs and assist in the implement individualised nursing care plan using the critical thinking skills to maintain the nursing standard during the assessment, planning , implementing and evaluation of nursing care
2. Must have the ability and skills to advocate for patients’ rights and to protect the co- workers and clients personal & medical privacy.
3. Exhibits excellent communication skills( verbal, non-verbal, & written communication skills)
4. Hardworking and energetic; flexible; adapt easily to change of environment and work schedule with a positive attitude that serves customers by meeting their needs with utmost care & courtesy.
5. Maintains critical thinking skills essential to providing competent dignified patient care that contribute to solutions to complex problems, in a resource constrained environment.
6. Demonstrated ability to analyse and 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.

**RE-ADVERTISED POSITIONS**

**MOHMS 290/2019**



**Ministry of Health & Medical Services**

**Role Description**

**Corporate Information**

|  |  |
| --- | --- |
| **Position Title** | Chief Health Inspector |
| **Salary Band** | Band L |
| **Salary:** | $67,830.20 - $86,961.80 |
| **Location:** | HQ, Suva |
| **Unit/Division:** | Environmental Health |
| **Reports to:** | PSHMS through Head of Health Protection. |
| **Subordinates:** | Environmental Health Unit Staff, Secretary, Driver |
| **Duration** | 3 Years |

**The Position**

The position is responsible for the efficient and effective management of the Environment Health Unit and to provide strategic policy advice on matters relating to Environmental Health Services in accordance with requirements of all Acts and Regulations within the jurisdiction of Central Board of Health. The incumbent also serves as Secretary to the Central Board of Health.

**Key Responsibilities.**

1. Provide strategic policy advice and technical support on all Environmental Health matters such as Food, Tobacco Control, and Vector Control and manage the Environmental health department ensuring that the Environmental Health services are provided in accordance with requirements of all Acts and Regulations within the jurisdiction of Central Board of Health.
2. Collaborate with other relevant government agencies and NGO’s that have equal interest in Environmental Health services and activities to promote Wellness and preventing diseases.
3. Provide advice to Central Board of Health, directions and guidance to stakeholders and public on Environmental Health services as required by Law.
4. Manage staff performance in accordance with a Performance Assessment Framework
5. Ensure reports to Senior Management are in accordance with reporting standards and submitted within the agreed timeline.
6. Participate in the corporate activities of the Ministry such planning, budgeting and human resource activities.

**Key Performance Indicators.**

1. Advice regarding Environmental Health issues is provided in accordance with the relevant legislations, Acts and regulations in a timely manner.
2. Ensure Environmental Health Unit Business Plan is developed, implemented and monitored in accordance with policy and legislative requirements within the agreed timeframes.
3. Reports regarding all aspects of Environmental Health (Food, Tobacco Control and Vector Control) are in accordance with reporting standards and submitted in a timely manner
4. Staff performance is managed and reported in accordance with the Performance Assessment Framework by the respective dues dates.
5. Active participation in the corporate activities of the Ministry as and when required.

**Selection Criteria The Person**

In addition to a relevant academic qualification in Environmental Health or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the Chief Health Inspector.

**Knowledge and Experience**

1. Extensive and proven experience in a similar role.
2. Strong knowledge and experience in understanding of relevant legislations, policy approaches and responsibilities designed to protect the environment and public health.
3. Strong understanding and experience in the basic sequence in enforcement process and litigation procedures.
4. Experience in developing and maintaining sustainable networks with relevant stakeholders and partners.
5. Experience in post disaster response coordination is desirable.

**Skills and Abilities**

1. Ability to give technical advice to customers and stakeholders on environmental health issues as required by law.
2. Strong communication skills and the ability to effectively consult with others to develop sound internal policy and procedures.
3. Excellent analytical and problem solving skills with an attention for detail
4. Capacity to utilise computer programs to support the operations of a complex organisation.
5. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

**Personal Character & Eligibility:**

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

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 291/2019**



**Ministry of Health & Medical Services**

**Role Description**

**Corporate Information**

|  |  |
| --- | --- |
| **Role:** | Manager- Learning and Workforce Development |
| **Level:** | Band H |
| **Salary range:** | $34,760.31 - $44,564.50 |
| **Duty station:** | Dinem House, Suva |
| **Unit/Division:** | Learning & Workforce Development/Human Resources Division |
| **Reports to:** | Head of Human Resources |
| **Subordinates:** | HR Officers and Assistants |
| **Duration:** | 3 years |

**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**

1. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment;
2. 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;
3. Strong communication skills and the ability to effectively consult with others to develop sound internal policy and procedures.
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. 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.