Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Divisional Dental Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td>Band K</td>
</tr>
<tr>
<td>Salary range</td>
<td>$59,945.18 - $76,852.80</td>
</tr>
<tr>
<td>Duration</td>
<td>5 years</td>
</tr>
<tr>
<td>Location</td>
<td>Eastern</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Oral Health/ Eastern Health Services</td>
</tr>
<tr>
<td>Reports to</td>
<td>National Advisor Oral Health/ Divisional Medical Officer</td>
</tr>
</tbody>
</table>

Liaises with
INTERNAL: Divisional Medical Officer, Divisional Health Sister, Divisional Health Inspector, Divisional Dietician, Divisional Information Officer, Divisional NCD Officer, Accounts Officer, Human Resource Officer, Senior Administration Officer.
EXTERNAL: Stakeholders, NGOs, Government Ministries, SDMOs, Divisional Medical Officer, Divisional Heads, College of Medicine Nursing and Health Science/FNU, Commissioners.

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

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

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

1. Provide high level leadership in the management and administration of Oral Health services and be responsible and accountable for planning, programming and overseeing the implementation and evaluation of oral health services and programs in the division.
2. Oversee and promote effective monitoring and evaluation systems, data collection and reporting of oral health programs to meet expected outcomes of Ministry of Health and Medical Services strategic, corporate and facility business plans.
3. Manage, support and promote the implementation of population-based and clinical oral health care programs across the Division as per National MOHMS policies and guidelines.

4. Promote effective procurement and supply chain for oral health services to the division (consult with relevant stakeholders and the oral health team to: establish resource requirements (equipment and instrument, drugs, regular maintenance, assess consumables use) to ensure quality service delivery to the division.

5. Conduct capacity building of the oral health service and promote continuous professional development, annual re-license, performance appraisal, and mentoring to Fiji Dental Council standards, ensuring safety and professionalism in practice across all members of the oral health (with approved oral health protocols, Infection control, OHS, and clinical practice guidelines).

6. Strengthen effective integration of the various levels of oral health care with a focus on clearly defining the responsibilities and accountabilities of officers to ensure proper provision of oral health services to Divisional communities to meet expected plans and improved outcomes.

Key Performance Indicators

1. Develop (annual), implement, monitor and review the Divisional Oral Health Business Plan in accordance with the Corporate and Strategic Plans and budgets of the Ministry of Health and Medical Services.

2. Demonstrate accurate analysis of data and information from monthly and quarterly performance reports according to Business Plan and enact recommendation for the continuous improvement of service delivery to ensure targets are met (including number of population based programs implemented and number of clinical service targets achieved quarterly).

3. Complete quality assurance activities are accurately completed annually (including the number of clinic audits conducted for equipment, instrument and inventory management; staff performance, patient satisfaction surveys/complaints; staff training, clinical practice guidelines followed).

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

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

Selection Criteria

The Person

In addition to a Bachelor in Dental Surgery and Post Graduate Diploma in Oral Health Public Health, the officer must be registered with the Fiji Medical and Dental Council and holds a valid Annual Practice License as a General Dentist, the following Knowledge, experience, skills and abilities is required to carry out the role of the post.
Knowledge and Experience

1. 15 years of related work experience as a Dental Officer plus 5 years of experience in oral health management and administration at senior level within or external to MOHMS.
2. Proved experience managing in large health organizational structures and processes related to clinical oral health services, public health, human resource, assets and financial management.
3. Practical and advanced knowledge and experience in all aspects and functions of oral health service policy, procedures, protocols, service standards, SOP’s, Clinical Practice Guidelines [CPGs] and regulations. [Including the laws and legislations required to practice dentistry in Fiji].

Skills and Abilities

1. Demonstrate and promote leadership and accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrate ability to effectively work within and manage a team and to a high professional standard reflecting the MOHMS values.
3. Demonstrate high level ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
5. Demonstrate ability to manage, supervise, mentor, and train all Oral Health staff and other members of the Oral Health team in the Division / subdivision facilities.
6. Demonstrate ability to analyse and draft solutions to complex problems, especially in a resource constrained environment.
7. Manage and review data and monitoring and evaluation processes/system to ensure accuracy, and draft comprehensive and analytical professional level reports related to the oral health service in the Divisions.

Personal Character & Eligibility:

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

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 ROLES

MOHMS 279/2019

Ministry of Health & Medical Services

ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Health Inspector-3 (Divisional Health Inspector Central, Eastern and Northern.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band J</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$51,132.98 – $65,555.10</td>
</tr>
<tr>
<td>Location:</td>
<td>Central, Eastern and Northern</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 Years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Divisional Medical Officer (East, Central, North)/Chief Health Inspector/National Advisor Environmental Health.</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Health Inspectors, Senior Assistant Health Inspectors in the 3 Division</td>
</tr>
</tbody>
</table>

Position Purpose

The position provides strategic advice and oversees the implementation of Environmental Health Services at Central Division which includes national overall planning, management, enforcement, coordination and monitoring of environmental health programs and the 9KRAs in the Central Division. Further to that the position requires effective communication with all people in the workplace, including internal and external customers. Demonstrate effective Team work through appropriate and strong leadership with professionalism upholding MOHMS values and code of conduct.

Key Responsibilities

The roles of the Divisional Health Inspector is:

1. Responsible to the Chief Health Inspector through Divisional Medical Officer for the planning, management, supervision, delivery and control of environmental health services in the Division.
2. Advise Chief Health Inspector on the affairs of the Rural Local Authorities in the Division and facilitate funding from CBH to offices which do not have Local Authorities.(Nadi Airport Health Office)
3. Collaborate with other relevant government agencies and NGO’s that have equal interest on Environmental Health in the Division.
4. To contribute to the achievement of the overall goals and objectives of the MOHMS as contained in the Divisional BP, ACP and the NSP.
5. Responsible for the periodic inspections of all Sub-divisional Health Offices in relation to attendance, inspections of registers, notebooks, journals, inventories and technical equipment, Rural Local Authority grants, revenue collection, book keeping, staff capacity building and team motivational programs.

6. Responsible for the preparation and submission of quarterly and annual reports to the Divisional Medical Officer and Chief Health Inspector

7. May from time to time deputize, attend or delegate for the Divisional Medical Officer Western at various council or committee meetings on matters relating to the management and delivery of health service in the division

**Administrative.**
- Administer, supervise coordinate and facilitate activities of environmental health services in the sub-divisions.
- Responsible for the efficient and effective functioning of environmental health services within the budget allocated.
- Facilitate resources appropriately to achieve set objectives.
- Provide effective leadership and support for the Officers on matters pertaining to their work.
- Monitor and evaluate the overall performance of the environmental health services with the Division.

**Key Performance Indicators.**

1. All activities and targets in the Annual Corporate Plan and Environmental Health Business Plan are implemented and achieved in a timely manner.
2. Ensure all legal obligations towards enforcement are carried out within the agreed timeline by all Sub divisions.
3. All reports, external correspondence, Business Plan progress are submitted within agreed timeframes, and meet the standard reporting requirements.
4. All public complaints and issues within the division are addressed within the ambit of the Law and in an agreed timeline

**PERSON SPECIFICATION:**
In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Divisional Health Inspector Central, Eastern and Northern.

**Knowledge and Experience**
1. At least 10 years’ experience at Senior Management level would be desirable.
2. Understanding of basic sequence in enforcement litigation procedures and legislative/policy approaches designed to protect the environment and public health
3. Knowledge of Sustainable development goals, Healthy Island settings and WASH (Water, Sanitation and Hygiene) to enhance population health.
4. Experience in community mobilization concept and working with multiple partners in a constructive manner to address unhealthy living condition and lifestyle as a social responsibility.
5. Experience in post disaster response coordination and basic understanding of Monitoring and Evaluation.
6. Fair knowledge on entomology, microbiology and control of Communicable and non-communicable disease in the Division.

Skills and Abilities
1. Ability to carry out disease outbreak response, investigation of cases and instigate prosecution.
2. Ability to write project proposals, prepare Divisional unit reports and work plans.
3. Ability to give technical advice to Supervisors, clients and communities on environmental health issues.
4. Good organizational skills and ability to analyse situations, decision making and initiating actions.
5. Good Management skills and ability to build and motivate team, work long hours, cope with pressure and setbacks.
6. Ability to adapt and respond to changes within the organisation effectively and responsive to innovations.

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>Senior Health Inspector Food Unit (HQ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$34,760.31 – $44,564.50</td>
</tr>
<tr>
<td>Location:</td>
<td>HQ, Suva</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health-Food Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Health Inspector (CHI)</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>8 SAHI directly and coordinates with 40 Food safety Authorised officers in the Districts under CBH</td>
</tr>
</tbody>
</table>

POSITION PURPOSE.
This is a Specialised Senior Management position and will take the leading role in planning, and management and enforcement of the Fiji’s Food safety management and enforcement system to achieve its regulatory objectives define in the food safety legislations. The position will also contribute to the overall achievement of the Ministries corporate plan and global health outcomes.

KEY RESPONSIBILITIES
1. Responsible to the CHI for the planning, management, supervision, delivery, control and implementation of all Food Safety program at National, Divisional and Sub-divisional levels to the Food Authorities including Regional and International level.
2. Responsible in providing sound regulatory and food safety technical advices to senior executive of the Ministry of Health & Medical Services, Food Business Operators and other Government and non-governmental stake holders.
3. Responsible to formulate Policies and Laws in regards to Food Safety in Fiji and also provide policy direction to CHI and CBH in all matters pertaining to food safety.
4. Responsible for investigation of food related incidents including food poisoning and other food incidents with appropriate mitigations including prosecutions.
5. Responsible for enforcement of the Food Safety Act and the Food Safety Regulation and subsequent amendment including licensing and Grading of food establishments and approval procedures.
6. Responsible for the Import and export permits of Food items, Container inspection and clearance at Boarder Controls using Asycuda World System (AW)
7. Responsible for the implementation of the Fiji’s Food Safety Emergency Response and recall Plan.

KEY PERFORMANCE INDICATOR S (KPI)
1. Ensure standard operating procedures for inspections, sampling, analysis, and food safety training are developed, organised and implemented to food authorities in timely manner.
2. Ensure appointment of authorised officers and provide training on the application of right skill for the effective implementations of food standards.
3. All Staff individual work plans, attendance registers, journals and other performances standards are regularly monitored, verified to meet targets and deadlines.
4. Ensure Coordinated food safety activities are effectively implemented and reports are submitted on agreed timeframe for evaluation purposes to improve deliveries within and with other stakeholders at Border Control.

PERSON SPECIFICATION:
In addition to a Bachelor in Environmental Health, or equivalent work experience and consistent with the environmental health officer requirement prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

KNOWLEDGE AND EXPERIENCE
1. At least 10 years’ extensive experience as a Health Inspector or in a similar role with a strong leadership skills and competency in management of staffs and administration of Food Safety measures are required to maximise the achievement of organisational goals and objectives.
2. Good understanding of Legal enforcement procedures and prosecution of offenders including knowledge of existing legislative/policy and standard designed to protect Food and the public health is essential.
3. Strong knowledge of Fijis Food Safety Act and Regulations, Codex, different food safety management system operations at global and regional level including Hazard Analysis Critical Control Point (HACCP), traceability and recall procedures and mechanism.
4. Have basic knowledge on World Trade Organisations (WTO) issues including market access requirements on Fiji’s trading partners and have certain experiences in providing technically and sound advices to key trade Partners, ministries and food industries including market access requirements.
5. Responsible for verification of Fish and Fisheries products processing to EU and Non EU markets, record keeping and ensure effective control across in the country to facilitate trade and export keeping in consideration Fiji’s economy and trade.

SKILLS AND ABILITIES
1. Ability to Develop, deliver and evaluate Food Safety training with basic prosecution skills are essential.
2. Skills in writing cabinet papers providing media information’s on Food safety and ability to contribute to the review of Food Safety legislations would be desirable.
3. Skills and abilities to carry out Food establishment audits, Grading’s, HACCP, Critical Control Point (CCP) and Pre Requisite Plan (PRP) audits and reviews.
4. Ability to effectively mobilise team work within and analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Demonstrated Ability to work at stressful situation and show high level of commitment and sacrifice.
6. Demonstrated ability to understand system operations and how to effectively handle weak links within the systems.
7. Good organisational and Management including human resources management with strong oral and written communications skills, problem solving and customer focused skills and abilities are required.

**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.
MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Senior Health Inspector (Pollution control &amp; Waste Management-HQ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band</td>
<td>H</td>
</tr>
<tr>
<td>Salary range</td>
<td>$34,760.31 - $44,564.50</td>
</tr>
<tr>
<td>Location</td>
<td>HQ, Suva</td>
</tr>
<tr>
<td>Duration</td>
<td>5 Years</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to</td>
<td>Chief Health Inspector.</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Coordinates with 4 DHIs and 16 SDHIs via CBH</td>
</tr>
</tbody>
</table>

POSITION PURPOSE
This is a National senior management Technical position that provides strategic advice and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Pollution Control/Waste Management.

KEY RESPONSIBILITIES
1. Responsible to the Chief Health Inspector/ National Advisor Environmental Health for the planning, management, supervision, delivery, control and implementation of all Pollution Control and waste management and Public Health Nuisance at National, Divisional and Subdivisional levels.
2. Responsible for enforcement of the relevant Laws and Regulation and subsequent subsidiary Legislations of Pollution control and waste management.
3. Provide technical support to clinical services in the area of Healthcare Waste Management.
4. Collaborate with other relevant government agencies and NGO’s that have equal interest on pollution control waste management issues
5. Provide policy direction to the unit in all matters pertaining to pollution control/waste management
6. Vetting and processing of all offensive trade applications, new waste water treatment designs and drinking water systems for CBH approval

KEY PERFORMANCE INDICATORS (KPI)
1. Ensure standard operating procedures for inspections, sampling, analysis, and food safety training are developed, organised and implemented to food authorities in timely manner.
2. Ensure appointment of authorised officers and provide training on the application of right skill for the effective implementations of food standards.
3. All Staff individual work plans, attendance registers, journals and other performance standards are regularly monitored, verified to meet targets and deadlines.
4. Ensure Coordinated food safety activities are effectively implemented and reports are submitted on agreed timeframe for evaluation purposes to improve deliveries.

PERSON SPECIFICATION.
In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role.

KNOWLEDGE AND EXPERIENCE
1. At least 10 years’ experience at a senior management level with good Understanding of legislative/policy approaches, enforcement/litigation and responsibilities designed to protect the environment and public health
2. Knowledge of World Health Organisations Sustainable development Goal and Healthy Island settings to enhance community health including Knowledge on Water, Sanitation and Hygiene (WASH) implementation in the communities.
3. Good knowledge on pollution, climate change, control measures and impact on health including public health response to natural phenomena’s.
4. Experience in working with multiple partners and communities to address pollution and waste affecting living condition and lifestyle as a social responsibility.

SKILLS AND ABILITIES
1. Excellent oral and written communication skills, computer skills and ability to write project proposals, annual reports and business plan.
2. Ability to facilitate enforcement work and provide technical advice to clients or communities on pollution control, waste management, climate change and health.
3. Ability to analyse situations, decision making and initiating actions and motivate team while working long hours, cope with pressure and setbacks.
4. Strong Leadership and organisational skills to plan and work with stakeholders to meet deadline; and ability to adapt and respond to changes within the organisation effectively

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>Senior Health Inspector (Vector Control, Quarantine, Burial &amp; Cremation (HQ))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band:</td>
<td>H</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$34,760.31 - $44,564.50</td>
</tr>
<tr>
<td>Location:</td>
<td>MOHMS-HQ, Suva</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 Years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Health Inspector (CHI)</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Coordinates with 4 DHIs and 16 SDHIs and Vector Control Unit Staff</td>
</tr>
</tbody>
</table>

POSITION PURPOSE

This is a National Senior Management Technical position provides strategic advice and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Vector Control, Quarantine, Burial & Cremation and CDs at (HQ)

KEY RESPONSIBILITY

1. Responsible to the Chief Health Inspector/ National Advisor Environmental Health. (CHI/NAEH) for the planning, management, supervision, delivery, control and implementation of Health Quarantine, Burial and cremations at National level and also provide support at Divisional and Sub-divisional levels.
2. Responsible for the coordination and enforcement of the Quarantine Act Burial and cremations Act and subsequent subsidiary Legislations.
3. Develop and provide policy advice to the Chief Health Inspector in all matters pertaining to enforcement of relevant Laws for control of vectors of disease, Port Health Quarantine, International Health Regulations (IHR) Burial and cremations in Fiji.
4. Collaborate with other relevant government agencies and NGO’s that have equal interest vector control, Port Health Quarantine, burial and cremations.
5. Formulate Policies and Laws in regards to vectors of disease, Port Health for Boards and Cabinet approval.
6. Provide technical advice to all Local Authorities and stakeholders on the matters pertaining to vector control, Port Health Quarantine, burial and cremations.
7. Provide technical support to Staffs at operation level to facilitate proper surveillance of mosquito vectors, clearance of Vessels and Aircrafts at ports of entries, burial and repatriation of human remains as required by Law.

KEY PERFORMANCE INDICATORS
1. All Vector Control/ Quarantine/Burial and Cremations activities and targets in the Annual Corporate Plan and Environmental Health Business Plan are implemented and achieved in a timely manner.
2. All reports, cabinet paper, external correspondence, Business Plan progress and draft garbage by-laws are submitted within agreed timeframes, and meet the standard reporting requirements.
3. Effective support provided for prevention and control of Leptospirosis, Typhoid and Dengue programs.
4. Effective and timely management of budgetary allocation for the Program.

PERSON SPECIFICATIONS
In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role.

KNOWLEDGE AND EXPERIENCE
1. At least 10 years’ experience at a senior management level with clear understanding of relevant legislations, enforcement/litigation, policy approaches and responsibilities designed to prevent Vector Borne diseases and implementation of Health quarantine at the Boarder.
2. Good Knowledge on basic Entomology especially mosquitos, house fly and other pests and rodents that spread or carry human disease and general understanding of human diseases and its pathogenesis especially communicable diseases and IHR.
3. Knowledge and experience in working with multiple partners and understanding community mobilization concept of addressing vector control activities and Health quarantine.
4. Experience in post disaster and Public health response coordination, Monitoring and Evaluation

SKILLS AND ABILITIES
1. Good Leadership and management skills with excellent written and oral Communication including drafting policy documents, circulars, Cabinet papers, making public speeches and press conferences.
2. Ability to contribute to Entomological, and epidemiological research studies, facilitate process of Case investigation skills in enforcement work.
3. Skills and ability to write project proposals, annual reports, business plan using various computer programs.
4. Ability to provide technical advice to clients or communities on vector management and environmental health issues while analysing situations for decision making and initiating actions.
5. Ability to build and motivate team work, demonstrates commitment, work long hours, cope stressful situations and setbacks.
6. A service oriented person with strong Multi-skills coordination ability to plan, execute and meet deadlines including abilities to adapt and respond to changes within the organisation effectively.

**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>National WASH Compliance &amp; Cluster Coordinator (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band:</td>
<td>H</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$34,760.31 - $44,564.50</td>
</tr>
<tr>
<td>Location:</td>
<td>Headquarters, Suva</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 Years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Coordinates with 4 DHIs and 16 SDHIs.</td>
</tr>
</tbody>
</table>

POSITION PURPOSE.
The position provides advice to the Chief Health Inspector and oversees at national level the planning, management of the enforcement and compliance activities related to Water, Sanitation and Hygiene and all other laws administered under Central Board of Health (CBH) Regulatory Authority. The position is also responsible for management and coordination of the Fiji WASH Cluster in the context of National Disaster Management or Humanitarian effort.

KEY RESPONSIBILITIES
1. Effective coordination of the enforcement and compliance activities pertaining to safe water, sanitation and hygiene (WASH) in accordance with the requirements of relevant Acts and Regulations administered under Central Board of Health (CBH) / Regulatory Authority.
2. Oversee and monitor the implementation of Drinking Water Safety Planning program and national drinking water monitoring program in accordance with the National Drinking Water Quality Standards and Water Authority Act 2007.
3. Provide advice to the Chief Health Inspector in all matters pertaining to enforcement and compliance of relevant Laws for safe water, sanitation and hygiene (WASH) in Fiji and other laws administrated under CBH/Regulatory Authority.
4. Assist Chief Health Inspector in the development and formulation of cabinet papers, policies, guidelines and Laws in regards to WASH for CBH\Regulatory Authority consideration.
5. Facilitate quarterly meeting for the Fiji National Drinking Water Quality Committee and Fiji WASH Cluster.
6. Effective management of funding allocations (donor and government) given to the program.
7. Provide lead supportive role in the National WASH Cluster set up with a purpose of ensuring mainstreaming of WASH Cluster Activities.
Representative of the WASH Cluster to the Inter Cluster Meeting / Forum (National Disaster Management Office - NDMO).
- Representative of the Ministry to the Pacific WASH Coalition Meeting

8. Conduct cluster meetings on a quarterly basis during normal period and revert to weekly meeting during emergencies and disasters.
10. Facilitate capacity building on WASH Cluster Coordination and WASH Emerging Issues.

KEY PERFORMANCE INDICATOR
1. All targeted activities on WASH as Planned are implemented and achieved.
2. All training reports, cabinet paper, external correspondence, cluster plans, guidelines are submitted within agreed timeframes, and meet the standard reporting requirements.
3. Ensure effective coordination of the enforcement and compliance activities pertaining to safe water, sanitation and hygiene (WASH) in accordance with the requirements of relevant Acts and Regulations administered under Central Board of Health (CBH) / Regulatory Authority.
4. All reports and minutes from WASH Cluster and National Drinking Water Quality Meeting are provided, and outcomes are actioned in a timely and effective manner.

PERSON SPECIFICATION
In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role.

KNOWLEDGE AND EXPERIENCE
1. At least 10 years’ of experience at a senior management level and a clear understanding of existing national and international legislations and policies, guidelines on Water, Sanitation and Hygiene (WASH)
2. Knowledge and experience in Fiji Cluster system, National Humanitarian Policy and the international corresponding frameworks.
3. Knowledge and understanding of Sustainable development goals (SDG), Climate Change, and its impact on population health.
4. Knowledge and Understanding of National WASH Indicators, WASH Cluster Core Functions and Cluster Coordination in Fiji.
5. Knowledge and experience with disease outbreak response and WASH disaster management.
6. Good understanding of WASH implications and population health.

SKILLS AND ABILITIES
1. Proven ability to implement WASH and Cluster Coordination and Management Skills in disasters, Health Care facilities, Schools and communities.
2. Ability to achieve results personally and through effective team leadership
3. Ability to write project proposals, humanitarian action plan, annual reports and business plan
4. Ability to analyse situations, make decisions and initiating actions during disasters.
5. Demonstrated ability to lead, plan and organize activities/projects and work cooperatively within a team environment.

**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 284/2019

Ministry of Health & Medical Services

ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Health Inspector/High Grade – Development Control/Head Quarters.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>MOHMS Headquarters, Suva</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Coordinates with 4 DHIs and 16 SDHIs via CBH</td>
</tr>
</tbody>
</table>

POSITION PURPOSE

The position provides supports and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Development Control at (HQ) for Central Board of Health (CBH)

KEY RESPONSIBILITIES

1. Responsible to the Chief Health Inspector for the administration, planning, management, delivery of all Development control and Planning activities of environmental health services.
2. Act in accordance with the policies, delegated authority and instructions of the Central Board of Health and Chief Health Inspector specifically focused on Public Health Act Building & Regulations and National Building code, Town Planning Act, Town Planning General, Provisions and Sub Division of Land Act.
3. Oversee development activities and provide technical advice to the Local Authorities on matters pertaining to development on both health and structural matters. Also ensure effective planning, management, monitoring, and control of developments with Towns, Cities and Rural Local authorities.
4. Collaborate with other relevant government agencies and NGO’s that have equal interest on Development control in Fiji and oversee compliance and timely approvals are granted.
5. Develop and review appropriate Laws, policies, guidelines and procedures for Development control and provide policy direction to the unit, urban and Rural Local Authorities, in all matters pertaining Development control and Litigation.
6. Act in accordance with the policies, delegated authority and instructions of the Central Board of Health, Chief Health Inspector, to the achievement of the overall goals and objectives of the MOH as contained in the EH BP, ACP and the NSP.

7. Oversee development activities and provide technical advice to the Local Authorities on matters pertaining to development on both health and structural matters. Also ensure effective planning, management, monitoring, and control of developments with Towns, Cities and Rural Local authorities.

KEY PERFORMANCE INDICATORS:
1. Ensure all development control applications received by CBH are processed and properly filed in accordance with the relevant Laws in a timely manner.
2. Ensure all reports are submitted within the agreed timeframes, and meet the standard reporting requirements as per EH monitoring matrix.
3. Provide timely assistance and advice to Divisional and sub-divisional Health Inspectors on development control activities and follow up issues raised by other stake holders and clients in a timely manner.
4. Coordination with all other relevant departments for efficient and timely approvals of all development control applications and provide timely feed backs to clients and Sub divisional officers.

PERSON SPECIFICATIONS.
In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Divisional Health Inspector Central, Eastern and Northern.

KNOWLEDGE AND EXPERIENCE
1. At least 8 years’ experience as a Health Inspector or management level with good understanding of different legislations, enforcement and policy approaches designed towards development control and sustainable development would be desirable.
2. Knowledge and experience in enforcement process and litigation procedures.
3. Knowledge and experience working with donor funding agencies to enhance community health.
4. Good knowledge on offensive trades, approval process, impact and mitigations of Environmental Impact Assessment and (EIA) and Health Impact Assessment (HIA) is essential.

SKILLS AND ABILITIES
1. Good Leadership, management skills with written and oral Communication Skills and abilities including Innovative skills in Computer programs and report generation.
2. Ability to contribute to team work and work with other stakeholders on Development control.
3. Good Ability to facilitate process of drafting policy documents, circulars, Cabinet papers, write project proposals, annual reports and business plan
4. Ability to give technical advice to clients on development control activities and analyze situations, decision making and initiating actions.
5. Ability to adapting and respond to changes within the organization effectively.
6. A service oriented person with strong Multi-party coordination ability to plan execute and meet deadlines.

**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>Health Inspector High Grade – Vector Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>MOHMS Headquarters, Suva</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Divisional Health Inspector, Central</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Coordinates with 4 DHIs and 16 SDHI’s</td>
</tr>
</tbody>
</table>

**POSITION PURPOSE**

The position provides support to oversee from national level the planning, management, enforcement, coordination and monitoring of vector control activities and more specific to research and innovation in the integrated vector management programs to specific disease.

**KEY RESPONSIBILITIES**

1. Responsible to the Chief Health Inspector through Divisional Health Inspector Central and Senior Health Inspector Vector Control at Headquarters for the surveillance and monitoring of vector control activities in Fiji.
2. Provide vector surveillance and monitoring support to urban and Rural Local Authorities in Fiji.
3. Collaborate with other relevant government agencies and NGO’s that have equal interest on vector surveillance and control of vector borne disease in Fiji.
4. Ensure that all vector control equipment’s and chemicals are in place and maintained in a working conditions.
5. Develop polices and SOPs of pesticide application and handling and safe storage of equipment’s and chemicals.
6. Develop Training materials and capacity building for Local Authority officers on vector control and
7. Lead all operational matters in the field for vector control activities and provide technical support to all local authorities on matters pertaining to threats of vector borne diseases.
KEY PERFORMANCE INDICATORS:
1. Ensure monthly larval surveillance reports are made available to a Chief Health Inspector and Central Board of Health on a timely manner.
2. Ensure all planned vector source reduction campaigns are coordinated with other stakeholders in a consistent and timely manner.
3. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements as per EH monitoring matrix.
4. Provide timely assistance and advice to Chief Health Inspector, Divisional Health Inspector Central on vector control activities.

PERSON SPECIFICATION.
In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role.

KNOWLEDGE AND EXPERIENCE.
1. At least 8 years’ of experience at a Health Inspector or management level would be desirable with good understanding of legislations and enforcement process/policy approaches and responsibilities designed to prevent Vector Borne diseases.
2. Experience in working with multiple partners, stakeholders and donor funding agencies to enhance community health.
3. A general understanding of human diseases and its pathogenesis especially communicable diseases including basic Entomology especially mosquitoes, house fly and other pests and rodents that spread or carry human disease.
4. Experience and understanding of community mobilization concept, Public Health response coordination and Monitoring and Evaluation.

SKILLS AND ABILITIES
1. Good Leadership, management and communication skills and abilities.
2. Ability to contribute to Entomological, and epidemiological investigations, research, analyze, situations for decision making and initiating actions.
3. Ability to support drafting policy documents, circulars, Cabinet papers, public speeches, press conferences, project proposals, annual reports and business plan.
4. Ability and skills in case investigations, enforcement and to provide technical advice to clients or communities on vector management and environmental health issues.
5. Ability to build and motivate team work with good organizational skills and demonstrates commitment to work long hours, cope with pressure and setbacks.
6. Ability to adapting and respond to changes within the organization effectively with Innovative ideas and skills.
7. A service oriented person with strong Multi-party coordination ability to plan execute and meet deadlines.
**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.

**NOTE:** THOSE WHO HAD ALREADY APPLIED for the re-advertised positions NEED NOT RE-APPLY
PROJECT POSITIONS – NEW ADVERTISEMENT

MOHMS- P 41/2019

Ministry of Health & Medical Services
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>PATISPlus Developers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50</td>
</tr>
<tr>
<td>Duration:</td>
<td>1 year</td>
</tr>
<tr>
<td>Location:</td>
<td>Headquarters</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Digital Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Systems Analyst</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Personal Character & Eligibility:

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>Technical Support Officer (TSO) – Government Schemes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50</td>
</tr>
<tr>
<td>Duration:</td>
<td>1 Year</td>
</tr>
<tr>
<td>Location:</td>
<td>Headquarters</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Digital Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Systems Analyst</td>
</tr>
</tbody>
</table>

The Position

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

Key Responsibilities

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

Key Performance Indicators

Performance will be measured through the following indicators:

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

**Selection Criteria**

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

**Knowledge and Experience**

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

**Skills and Abilities**

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

**Personal Character & Eligibility:**
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>Information Technology Support Officer (ITO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50</td>
</tr>
<tr>
<td>Duration:</td>
<td>1 year</td>
</tr>
<tr>
<td>Location:</td>
<td>Eastern, Western &amp; Northern Health Services, Labasa &amp; Lautoka Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Digital Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Systems Analyst</td>
</tr>
</tbody>
</table>

The Position

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

Key Duties

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

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Ensure smooth management of hardware, software, network and other Support Services in the assigned facility.
2. Ensure maximum (at least 80%) compliance for all ICT Systems and Services.
3. Take project lead and report to various stakeholders.

**Selection Criteria**

**The Person**

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

**Knowledge and Experience**

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

**Skills and Abilities**

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

**Personal Character & Eligibility:**

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>Assistant Systems Support Officer (ASSO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50</td>
</tr>
<tr>
<td>Duration</td>
<td>1 year</td>
</tr>
<tr>
<td>Location:</td>
<td>Headquarters, CWM Hospital, Fiji Pharmaceutical &amp; Biomedical Services, Labasa Hospital, Lautoka Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Digital Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Systems Analyst</td>
</tr>
</tbody>
</table>

The Position

The Systems Support officer is responsible to the Senior Systems Analyst through Systems Analyst Service Desk for:

1. Timely and quality execution of ICT Projects and activities as per Business Plan.
2. Ensure high level of Customer Satisfaction and adherence of 5S for ICT Operations.
3. Ensure improved management of client hardware and software, network, communications and other ICT Services.
4. Fully updated documentation including inventory, network, facility ICT details, etc.
5. Facilitate 1st Level Support for overall ICT including applications and escalate/consult for further assistance.

Key Duties

1. Provide day to day assistance to end users and record the actions.
2. Develop cost estimates, work plans, time schedules and make work assignments to meet objectives.
3. Conduct procurement for ICT Hardware and Services.
4. Provide technical report and conduct Board of Survey for ICT Hardware.
5. Organize and attend to trainings held for project updates and ICT Support.
6. Manage IT Projects and activities as directed by the Senior Systems Analyst.
7. Preparation of Service Desk and Project Update Reports on a timely basis.
8. Research and innovation of eHealth Technologies.
9. Update and Manage all day to day task on the Service Desk System.
10. Support of PATISPlus, CMRIS, LIMS, HRIS, MSIS, Intranet and other in-house applications.

**Key Performance Indicators**
Performance will be measured through the following indicators
1. At least 80% of all helpdesk issues attended within the timeframe allocated.
2. All allocated activities within the ICT business plan completed and delivered as planned.
3. Completion of all required administrative task, reports and application support.

**Selection Criteria**

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

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

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

**Personal Character & Eligibility:**
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.