The Position
The purpose of this position is for efficient and effective management and deliverance of timely Histology Laboratory services that support the Fiji Health System and Ministry objectives.

Key Responsibilities
The position will achieve its purpose through the following:
1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated.
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities.
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Histology Section.
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator
Performance will be measured through the following indicators:
1. Quality results and Histology services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP’s; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

Selection Criteria
The Person
In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:
Knowledge and Experience
1. At least 7 years’ work experience in a Medical Laboratory with vast experience in Histology technical work;
2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities
1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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

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 AND MEDICAL SERVICES
ROLE DESCRIPTION

Particulars of the Position

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Accounts Officer , CWMH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Accounts Section</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Hospital Administrator , CWM Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>5 Clerical Officer, Assistant Accounts Officer</td>
</tr>
</tbody>
</table>

The Position

The position manage, administer and provide advisory role on the budget of the Cost Centre in compliance to the financial policies/manuals and governing legislations. The position also provides supervisory role to the Unit.

Key Responsibilities

1. Ensure Cost Centre Accounts operation is in accordance with the applicable finance regulation, policies, Finance manual and procedures.
2. Plan, coordinate, monitor and oversee all Accounts operation of the Cost Centre from budgeting, expenditure, cash flows, financial reports, payments, revenue receipts, salary/wage, trust accounts, administration, reconciliation and internal audit;
3. Ensure timely response to the Audit reports (Internal & External) and coordinate the implementation of the audit reports recommendations.
4. Provide sound financial advice through the timely submission of financial reports in accordance with the financial Manuals timelines, Business Plan and weekly updates.
6. Provide training to GWE, New Staff, Revenue Staff, and Accounts on the financial procurement processes and policies.

Key Performance Indicator

Performance will be measured through the following indicators:
1. Compliance with (payroll, financial activities and payments) authorization and processing standards and timeline.
2. Compliance to all the reporting requirements and timelines stipulated in the financial regulations; Finance Manual and Business plan.
3. Sound analytical financial advice to the Management with all financial assessment reports are submitted within agreed timeframes.
4. Effective implementation of the (internal & external) audit recommendations and innovative process improvement initiatives.

Selection Criteria

The Person

In addition to Bachelor’s Degree (or equivalent) in Accounting, Finance or Commerce or similar, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience
1. At least three (3) years of work experience in finance related field.
2. Knowledge of accounting principles and practices, data analysis and reporting of financial data.
3. Sound knowledge of accounting software or equivalent
4. Understanding of teams and how to work effectively within a team environment.
5. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji
6. Experience in staff management and development.

**Skills and Abilities**
1. Strong interpersonal and communication skills (verbal and written);
2. Ability to work on multiple tasks simultaneously to ensure timely completion of activities;
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
4. Good judgment, initiative, high sense of responsibility, tact and discretion, with sensitivity to different cultures and work under pressure;
5. Flexibility to work across different functions and situations of the section and change priorities at short notice
6. Ability to work effectively with all staff and interact with external stakeholders; and
7. Service oriented approach, with commitment to supporting the operational and corporate environment of the organization.

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

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MOHMS 294/2019

MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Role:</th>
<th>Secretary</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 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Administration</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Medical Superintendent</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Typists</td>
</tr>
</tbody>
</table>

The Position

The position entails providing secretarial, administrative and clerical support to the Head of Institution i.e. Medical Superintendent. The position of a Secretary requires exposure to highly sensitive information and involvement with superior contacts requiring considerable use of discretion, tact, diplomacy and judgment. The position also maintains effective communication between the Clinical Heads of Department, Clinical Support staffs, Hospital Management, Stakeholders and the Public whilst maintaining the Code of Conducts at all times.

Key Responsibilities

1. Provide high level of Secretarial and Administration support services to the Medical Superintendent so that efficiency of service delivery is maintained at all times.
2. Perform various administrative support duties at the MS Office that are highly sensitive and confidential. This includes typing of confidential reports and correspondences, answering of telephone calls and receiving messages and distribution of correspondences and mails, filing, minute recording of meeting as assigned by the Medical Superintendent,
3. Assist the Medical Superintendent in planning and coordinating arrangements for professional meetings, seminars, conferences and workshops.
4. Assist the Medical Superintendent in the coordination of the clinical services delivery.
5. Assist the MS Office in the coordination of visiting teams that comes to CWM Hospital to provide services and training.
6. Provide high quality customer care services through receiving visitors, enquiries and incoming calls and alerting the Heads of Departments/Hospital staffs accordingly, and providing essential information about the services offered by the department.
7. Controlling visitors to the Medical Superintendents Office and being a public relation officer advising the public and stakeholders who frequents the MS Office on procedures and protocols of services provided in the hospital.
8. Assist the Medical Superintendent in managing incoming and outgoing correspondences.
9. Assist the Medical Superintendent in preparing reports that are requested by the Solicitor General’s Office/Attorney General’s Office, Health Headquarters and stakeholders.
10. Assist the Medical Superintendent in organizing of Medical Interns schedules and orientation in the beginning of the year. Ensure timely submission of Medical Interns Assessment reports from the Clinical Heads of Department. Ensure timely submission of Medical Interns Assessment Reports and Completion of Internship Certificate before forwarding to respective authorities.
concerned for Part II Registration Certificate as Registered Doctors.

11. Assist and ensuring safety management of machines and equipment’s at the Medical Superintendents Office.

**Key Performance Indicators**

1. Provision of high level of secretarial and administration support services and daily office management for the Medical Superintendent.
3. Organized Orientations/rosters/timetable/schedules and assessment reports for Medical Interns.
4. Safety management of office Machines/Equipment.

**Selection Criteria**

**The Person**

In addition to relevant qualifications, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

**Knowledge & Experience:**

1. Experience in secretarial/clerical duties with desirable Qualification and competency in Microsoft Office applications
2. Broad understanding of the Ministry of Civil Service General Orders Regulation.
3. Specialised training and very good telephone etiquette
4. Experience working and managing the office with limited resources and confident and competent in training and assisting staff.
5. 60wpm typing speed on electronic typewriter.

**Skills & Abilities:**

1. Excellent secretarial and administrative skills.
2. Is articulate, able to work under pressure and can cope with setback. Is approachable, competent and hardworking.
3. Very good understanding in Organisational and Administrative Skills.
4. Able to solve problems and offer expert opinion on a range of problems taking full and independent responsibility without direct supervision.
5. Is able to organise professional development activities (conferences, meetings and workshops), and learning new skills.

**Personal Character & Eligibility:**

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
The Position
The position provides administrative support in the effective operations of the Central Health Services, Human Resource Unit.

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

1. Provide support to supervisors and staff to develop the skills and capabilities of staff.
2. Provide advice and assistance in developing human resource plan
3. Monitor daily attendance for divisional office employees
4. Provide advice and recommendations on disciplinary actions
5. Prepare, develop and implement procedures and policies on recruitment
6. Prepare submissions for acting and relieving appointments
7. Prepare & provide monthly returns (establishment for both Government Wage Earners & Line positions), Quarters return & Absence & late arrival.
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

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

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements.
3. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

Selection Criteria
The Person
In addition to a Diploma in Human Resource Management, Public Administration, Industrial and Employee Relations (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience
1. Proven understanding and experience of administration work or similar
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
Skills and Abilities
1. Demonstrated ability to effectively work within a team and to meet agreed timelines
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to utilise computer programs to support the daily operations
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

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

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Executive Officer Rewa Subdivision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary:</td>
<td>$19,041.75 - $24,412.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Nausori Health Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Corporate Services, Central Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub-Divisional Medical Officer Rewa</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Clerical Officers, GWEs</td>
</tr>
</tbody>
</table>

The Position
The position provides administrative support in the effective operations of the Rewa Subdivision, Human Resource Unit.

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

1. Monitor all Human Resources and General Services issues within the Sub Division.
2. Ensure proper management of Sub-divisional fleet.
3. Monitor daily attendance for Nausori Health Office employees.
4. Provide updates to the Central Divisional Headquarters on minor maintenance of health centres and nursing stations in the Sub- Division.
5. Prepare submissions for acting and relieving appointments
6. Prepare & provide monthly returns (establishment for both Government Wage Earners & Line positions), Quarters return & Absence & late arrival.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

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

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements.
3. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

Selection Criteria
The Person
In addition to a diploma in Human Resource Management, Public Administration, Industrial and Employee Relations (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience
1. Proven understanding and experience of administration work or similar
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Demonstrated ability to effectively work within a team and to meet agreed timelines
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to utilise computer programs to support the daily operations
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

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

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MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Executive Officer Suva Health Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary:</td>
<td>$19,041.75 - $24,412.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Namosi Building, Suva</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Corporate Services, Central Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub-Divisional Medical Officer Suva</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Clerical Officers, GWEs</td>
</tr>
</tbody>
</table>

The Position
The position provides administrative support in the effective operations of the Suva Subdivision, Human Resource Unit.

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

1. Monitor all Human Resources and General Services issues within the Sub Division.
2. Ensure proper management of Sub-divisional fleet.
4. Provide updates to the Central Divisional Headquarters on minor maintenance of health centres and nursing stations in the Sub-Division.
5. Prepare submissions for acting and relieving appointments
6. Prepare & provide monthly returns (establishment for both Government Wage Earners & Line positions), Quarters return & Absence & late arrival.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

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

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements.
3. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

Selection Criteria
The Person
In addition to a diploma in Human Resource Management, Public Administration, Industrial and Employee Relations (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. Proven understanding and experience of administration work or similar
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
Skills and Abilities
1. Demonstrated ability to effectively work within a team and to meet agreed timelines
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to utilise computer programs to support the daily operations
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

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

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MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Position Title: Executive Officer Human Resource
Salary Band: Band E
Salary: $19,041.75 - $24,412.50 per annum
Location: Eastern Health Services, Tamavua
Unit/Division: Corporate Services, Eastern Health Services, Tamavua
Reports to: Administrative Officer Eastern
Subordinates: Clerical Officers, GWEs

The Position
The position provides administrative support in the effective operations of the Eastern Health Services, Human Resource Unit.

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

1. The position is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counselling.
2. It provides advice and assistance to supervisors and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policies of the division.
3. The position coordinates the government wage earners recruitment process. Provides advice and support to supervisors and staff selection and ensures that they have accurate and timely information in order to make effective decisions.
4. Monitor daily attendance for divisional office employees
5. Provide advice and recommendations on disciplinary actions
6. Prepare & provide monthly returns (establishment for both Government Wage Earners & Line positions), Quarters return & Absence & late arrival.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

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

1. All agreed administration, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements.
3. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

Selection Criteria
The Person
In addition to a diploma in Human Resource Management, Public Administration, Industrial and Employee Relations (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience
1. Proven understanding and experience of administration work or similar
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**
1. Demonstrated ability to effectively work within a team and to meet agreed timelines
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to utilise computer programs to support the daily operations
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

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

ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Clerical Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary:</td>
<td>$12,081.69 - $15,489.35 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Korovou Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Central</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub-Division Medical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>GWEs</td>
</tr>
</tbody>
</table>

The Position
The position is responsible for the implementation of all financial and HR issues within the subdivision. Ensure that all stations have a timely supply of stores and are well equipped with all tools needed for efficient and effective delivery of service to the community.

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

1. To carry out the duties of the position with efficiency and effectiveness.
2. Monitor all HR and Admin issues within the Sub Divisions.
3. Updating Personal Files for GWE’s according to their leave,
4. Submit Absence and Late Arrival returns for the Sub Divisions
6. Ensure the availability of fuels, stores, stationeries, rations; gas and oxygen are in stock.
7. Issuing of LPO’s upon SDMO’s endorsement to local suppliers and following up on invoices for payments.
8. Updating of Commitment & Expenditure Ledgers,
9. Process payments for bills (Telecom/ FEA/ Water/ Local Suppliers etc. and any other services provided in the Sub Division.
10. Ensure that Board of Survey is carried out within the Sub Division once a year.
11. Arrangements of patients on referrals to CWM Hospital.
12. 10. Ensure regular updating of tally cards and registers is maintained.
13. Any other duties assigned by the Supervisor from time to time.

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

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

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

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

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## MINISTRY OF HEALTH AND MEDICAL SERVICES
### ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Clerical Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary:</td>
<td>$12,081.69 - $15,489.35 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Suva Health Office</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Central</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub-Division Medical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

### The Position
The position is responsible for the implementation of all financial and HR issues within the subdivision. Ensure that all stations have a timely supply of stores and are well equipped with all tools needed for efficient and effective delivery of service to the community.

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

1. To carry out the duties of the position with efficiency and effectiveness.
2. Daily revenue collection and bank lodgements.
3. Assist Executive Officer in Monthly reports on Quarters, Vehicle, License Books and Trust Fund if any.
4. Ensure the availability of fuels, stores, stationeries, rations; gas and oxygen are in stock.
5. Issuing of LPO’s upon SDMO’s endorsement to local suppliers and following up on invoices for payments.
6. Updating of Commitment & Expenditure Ledgers,
7. Process payments for bills (Telecom/ FEA/ Water/ Local Suppliers etc. and any other services provided in the Sub Division.
8. Ensure regular updating of tally cards and registers is maintained.
9. Any other duties assigned by the Supervisor from time to time.

### Selection Criteria

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

#### Knowledge and Experience

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

#### Skills and Abilities

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

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

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MINISTRY OF HEALTH AND MEDICAL SERVICES

ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Clerical Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary:</td>
<td>$12,081.69 - $15,489.35 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Vunidawa Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Central</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub-Division Medical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>GWEs</td>
</tr>
</tbody>
</table>

The Position
The position is responsible for the implementation of all financial and HR issues within the subdivision. Ensure that all stations have a timely supply of stores and are well equipped with all tools needed for efficient and effective delivery of service to the community.

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

1. To carry out the duties of the position with efficiency and effectiveness.
2. Monitor all HR and Admin issues within the Sub Divisions.
3. Updating Personal Files for GWE’s according to their leave,
4. Submit Absence and Late Arrival returns for the Sub Divisions
6. Ensure the availability of fuels, stores, stationeries, rations; gas and oxygen are in stock.
7. Issuing of LPO’s upon SDMO’s endorsement to local suppliers and following up on invoices for payments.
8. Updating of Commitment & Expenditure Ledgers,
9. Process payments for bills (Telecom/ FEA/ Water/ Local Suppliers etc. and any other services provided in the Sub Division.
10. Ensure that Board of Survey is carried out within the Sub Division once a year.
11. Arrangements of patients on referrals to CWM Hospital.
12. 10. Ensure regular updating of tally cards and registers is maintained.
13. Any other duties assigned by the Supervisor from time to time.

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

Knowledge and Experience

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

Skills and Abilities

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

**Personal Character & Eligibility:**

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

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MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Role:</th>
<th>Telephone Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary:</td>
<td>$12,081.69 - $15,489.35 per annum</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>MOHMS Headquarters</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Personnel Section, Human Resources Department</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer, Personnel</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position receives and relays incoming and outgoing telephone calls and provides customer service at the front desk for internal and external customers.

Key Responsibility Areas
1. Operate switchboard and route incoming / outgoing calls to appropriate departments and enter calls in log book.
2. Direct visitors by maintaining employee and department directories.
3. Facilitate international and conference calls as required.
4. Provide specific directory information to both internal and external customers, as required, in accordance with policy and procedures.
5. Verify monthly telephone bills.
6. Actively contribute to all corporate functions of the Ministry

Key Performance Indicators
Timely and accurate delivery of customer services to internal and external customers in accordance with relevant processes and policies.

1. Timely facilitation of telephone calls
2. Actively contribute to all corporate functions of the Ministry

Selection Criteria
The Person
In addition to relevant educational qualifications the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position.

Knowledge and Experience
1. Knowledge and experience in telephone support services and related equipment.
2. Working knowledge of customer service standards and procedures.
3. Knowledge of policies and procedures for the imparting of directory information over the telephone

Skills and Abilities
1. Good customer service skills
2. Ability to communicate effectively both written and verbal
3. Ability to work within a team
4. Ability to plan and organise work in a timely manner
5. Ability to multi-task

Personal Character & Eligibility:
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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 AND MEDICAL SERVICES
ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Role:</th>
<th>Supervising Dental Technician</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>Labasa Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Dental Prosthetic Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Dental Officer, Principal Dental Officer</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Dental Officer, Dental Officer - Intern, Dental Hygienists, Supervising Dental Technician, other stakeholders</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Dental Technicians, and other dental cadres</td>
</tr>
</tbody>
</table>

The Position
The Supervising Dental Technician oversees and ensures that high quality laboratory prosthetic services are delivered in accordance with the Oral Health Business Plan.

Key Responsibilities
1. Actively manage/monitor and assess staff performance to enable delivery of quality prosthetic services.
2. Plans/ Organize and conducts outreach prosthetic tours (Districts and Maritime)
3. Identify/Propose area of training need/staff development.
4. Manage/Ensure equipment and procurement of adequate supply of prosthetic material/resources and consumables ensuring timely delivery of service.
5. Monitor and analyse data collection process and review for accuracy on professional level report.
6. Actively contribute to the Ministry and/or corporate requirement.

Key Performance Indicators
1. Effective and timely management and monitoring of staff performance and attendance to enable business continuity and delivery of quality service in line with the Oral Health Business Plan.
2. Plan and participate in organization and delivery of prosthetic outreach services in accordance with the Oral Health Business Plan under agreed timeframes.
3. Effective and timely management of maintenance, stores, logistic request and requirements.
4. All reports are submitted within agreed timeframes to ensure quality data analysis and reporting for the betterment of prosthetic and orthodontic services in line with the Oral Health Business Plan.

Selection Criteria
The Person
In addition to Certificate of Dental Technology or equivalent with a valid Annual Practicing License registration the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and experience
1. Sound knowledge and 5 years minimum experience in a similar role
2. Sound knowledge with relevant legislations.
3. Proven knowledge of relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to contemporary dental technology practice.

4. Maintain privacy and confidentiality of all patient or staff information and data.

5. Demonstrate experience in professional level communications (written, oral and interpersonal)

**Skills and Abilities**

1. Demonstrate ability to lead and accountability for all actions and use approved clinical practice guidelines and evidence-base data in working with dental prosthetics, appliances and providing orthodontic services.

2. Demonstrate technical competence in line with the recognized scope of practice for dental technologist and to meet targets.

3. Demonstrate ability to use high level analysis and solve complex issues and problems in often resource constrained environments and budgets.

4. Demonstrate ability to manage and work effectively and cooperatively and ensure expected standards met

**Personal Character & Eligibility:**

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

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Role: Senior Physiotherapist
Salary Band: Band H
Salary Range: $34,760.31 - $44,564.50 per annum
Location: Lautoka Hospital
Unit/Division: Physiotherapy
Reports To: The Medical Superintendent, Lautoka Hospital
Subordinates: Physiotherapists & Junior Physiotherapists

The Position
To develop, implement and monitor the Physiotherapy Business Plan in accordance with the Ministry’s Annual Operational Plan, Physiotherapy Strategic Plan and will recommend and finalize physiotherapy clinical policies to ensure standardized practice. The post will manage and administer the department, identify specialized areas, need for up skilling, and enforce and sustain all policies on technical services.

Key Responsibilities
The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:
1. Develop, and monitor the implementation of the Business Plan for physiotherapy.
2. Manage the daily operations of the department in accordance with standard procedures, practices and policies within agreed timelines.
3. Facilitate training and development opportunities for staff for continuous professional development.
5. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Business plan is developed, implemented and monitored so as to ensure the efficient and effective management of the physiotherapy department.
2. Physiotherapy services are delivered in compliance with standard procedures, policies and legislative requirements within the agreed time frame.
3. Reports are in accordance with reporting standards and submitted within the agreed timeframe.
4. Staff performance is managed in accordance with the Performance Management Framework
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria
The Person
In addition to a Degree in physiotherapy or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. At least 9 years’ proven experience in the field of physiotherapy, with 3 years at a supervisory level.
2. Knowledge and understanding of International conventional physiotherapy practice, OHS and Labour regulations and physiotherapy standards of practice.
3. Proven experience in supervising and assessing performance of staff

Skills and Abilities
1. Ability to give technical and clinical advice to customers and stakeholders on physiotherapy issues.
2. Strong communication skills and the ability to effectively consult with others to develop sound plans, internal policies 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.

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Role Description

Role: Dental Technician
Level: Band F
Salary Range: $22,528.74 - $28,883.00
Location: All
Unit/Division: Subdivisional / Divisional Hospital
Reports To: Supervising Dental Technician
Subordinates: None

The Position
The Dental Technician designs, constructs, repairs and adjusts dentures (false teeth) and other dental appliances including crowns and bridges. Dental technicians work closely with the dentists in the construction, modification and repair of dentures and other dental appliances. They provide these services within the clinical and also on outreach services in rural and maritime areas.

Key Responsibilities
Their Key Duties are:
1. Design and construct and modify high quality removable prosthetic and surgical appliances to replacing missing teeth, and orthodontic appliances for treatment of malformed dentitions diagnosed and prescribed by Dental officers.
2. Collaborate and consult with the oral health team and clients to ensure dental prosthetics and orthodontics are suitable and fit for purpose.
3. Manage and prepare procurement requests for prosthetic appliances and materials to meet service demand and within clinic budget in consultation with oral health team.
4. Work as an effective and professional member of the oral health team.
5. Participate in outreach clinics to provide prosthetic and orthodontic services.
6. Participate in collection and reporting of Monthly data reports.

Key Performance Indicators
1. Clinical Targets (with reference to IWPs) are achieved to ensure that prosthetic and orthodontic services are provided according to the Oral Health Business Plan and in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Attend and provide Prosthetic and Orthodontic Health Services to outreach programs as programmed in the Lautoka Hospital Oral Health Business Plan.
3. Prepare and provide specialised prosthetic appliances to approved standards and to the requirements prescribed.
4. Maintain Prosthetic and Orthodontic resources stores (equipment, materials and consumables) to agreed standard to provide expected services (check stores weekly and submit request monthly).
5. Provide relevant and timely submission of data on the type and number of prosthetic/orthodontic and specialised services and appliances and services provided to monitor demand and service output (from the clinic and from outreach clinics).

Knowledge and Experience
Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as
a Dental Technologist.
1. A minimum qualification of Certificate / Diploma of Dental Technology or equivalent from a recognised Institution.
2. Sound knowledge of the design, materials, construction, repair and adjustment processes, guidelines and standards required for effective dental appliances, prosthetics and orthodontics use.
3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Familiar with relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
5. Maintain privacy and confidentiality of all patient or staff information and data.
6. Demonstrate effective and developing professional level communications in all interactions with clients, families, co-workers and other stakeholders.

Skills and Abilities
1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in working with dental prosthetics, appliances and providing orthodontic services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental technologist and to meet targets (as outlined in the IWP).
3. Work effectively and cooperatively as a member of the oral health team (prosthetic and surgical team), and to the expected standards reflecting the MOHMS values.
4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.

Personal Character & Eligibility:
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Supervising Domestic Officer – Withdrawn, to be readvertised
MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Role:</th>
<th>Pharmacy Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75-$30,515.63</td>
</tr>
<tr>
<td>Location:</td>
<td>Central(6)-LamiHC, Nausori, Navua, Raiwaqa, Valelevu, Vunidawa Western(11) – Ba Mission(2), Ba HC, Nadi Hospital(3), Balevuto HC, Namaka HC, Rakiraki, Sigatoka, Tavua Northern(6) – Seaqaqa(2), Wainikoro HC, Nasea HC, Savusavu, Nabouwalu Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Central/Western/Northern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior/Supervising Pharmacy Technician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position is responsible for assisting the Senior Pharmacy Technician in the delivery of pharmacy service to Outpatients and Inpatients including medicine ordering, storage & distribution.

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

1. Preparation of the dispensary ensuring cleanliness and adherence to Good Pharmacy Practice standards & Good Storage conditions to maintain quality of medicines
2. Replenishment of medicine stock from the Bulk Store to the dispensary
3. Pre-packing, labelling and maintaining a record of pre-packed medicines for the dispensary
4. Distribution of medicines & supplies to the clinics
5. Collection of data for workload analysis
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicators
1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner

Selection Criteria
The Person
In addition to a pass in the Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognised institution or equivalent; the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience
1. 3-6 months of experience in a pharmacy set-up or demonstrate ability to acquire the skill quickly on the job
2. Have some knowledge or understanding of Basic inventory management skills

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

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