MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Laboratory Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50 per annum</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Location:</td>
<td>Tamavua Twomey Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Laboratory Technician and Technical Officer High Grade</td>
</tr>
</tbody>
</table>

The Position
The position is to provide efficient and effective laboratory services with reliable results that support the Fiji Health System and Ministry objectives.

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

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

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

Knowledge and Experience
1. Sound understanding of clinical laboratory practices and procedures
2. Knowledge in the general safety within the clinical laboratory, effective personal protective equipment use, adhere to and advocate laboratory policies and Standard Operating Procedures
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work.
Skills and Abilities
1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrated ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Physiotherapist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Location:</td>
<td>Sigatoka Hospital</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Sub Divisional Medical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures the effective management, delivery of physiotherapy services, monitors physiotherapy services in the Division and also contributes to the development and function of the Physiotherapy Department in the respective health facilities.

Key Responsibilities
The position will achieve its purpose through the following:
1. Complete departmental management tasks within timeframe.
2. Provide safe physiotherapy services in accordance to standards of practice.
3. Compile relevant unit reports in accordance with reporting time lines.
4. Actively contribute to all corporate requirements and activities of the ministry when required

Key Performance Indicators
1. Number of relevant reports submitted in accordance with reporting standards and within the agreed time lines,
2. Physiotherapy practices are conducted in accordance with relevant standards of practice and protocols and in a timely manner.
3. Collation and monitoring of appropriate data and submit reports within agreed time frames, to enable business continuity, and delivery of quality physiotherapy services.

Selection Criteria
The Person
In addition to Bachelor (or equivalent) of Physiotherapy, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. At least 6 years or more of clinical experience
2. Good practical working knowledge of physiotherapy standards of practice and Unit projects.
3. Knowledge of basic supervisory & performance management
4. Good understanding of relevant legislations and policies with regards to physiotherapy services.

Skills and Abilities
1. Demonstrate ability to provide effectively and safely deliver physiotherapy services.
2. Effective communication skills with the ability to write informative reports to assist in decision making.
3. Proven ability to work in a team to achieve set targets.
4. Demonstrate ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Service oriented approach, with a commitment to supporting the operational/corporate Environment of the organization

Personal Character & Eligibility:
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MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Position Information

<table>
<thead>
<tr>
<th>Position</th>
<th>Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Hourly Wage Rate:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Transport Unit</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Transport Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures provision of all approved requests with reliability and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

Key Responsibilities
1. Transport officials in a safe, timely and effective manner whilst on official duty.
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are in order
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations.
5. Actively contribute to all corporate requirements of the Ministry

Key Performance Indicators
Performance will be measured through the following indicators:
1. All vehicle runs authorized and carried out in accordance with Transport regulations.
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports
3. Maintenance and daily cleanliness of vehicle
4. Active participation in corporate activities of the Ministry.

Selection Criteria
The Person
In addition to the completion of Secondary School qualification or similar, with a valid driving license classifications 2, 4, 5 & 6 and a valid Defensive Driving Certificate. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Experience in a similar work environment
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable transportation laws of Fiji;

Skills and Abilities
1. Ability to drive safely and comply to instructions
2. Good communication skills both verbal and written
3. Ability to work effectively with a team
4. Ability to plan and manage daily work effectively
5. Good customer service skills with a service oriented approach and 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
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Hospital Attendant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$4.60 - $5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Matron Administration</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The position ensures proper maintenance of the procedure room, sterile instruments are available at all times, all blood samples along with folders are made available in a timely manner and provide support to nursing staff.

Key Responsibilities

1. Assist in the dressing, feeding, manicure and pedicure of patient
2. Reposition and transfer patients from wheelchair to bed and bed to wheelchair
3. Ensure beddings are clean and dry at all times
4. Taking blood samples to Laboratory e.g. urine, sputum, stool, bloods
5. Collect folders from Records clerk and returned.
6. Assisting patients to physiotherapy session, clinic and also when they are discharged
7. Assist in cleaning, sterilizing, storing and preparing treatment trays and other supplies used in the unit.
8. Actively contribute to the Ministries corporate requirements.

Key Performance Indicators

1. Compliance to the clinical protocol in patient’s safety.
2. Ensure patient beddings, linen are clean at all times and all nursing support services are provided effectively and in a timely manner
3. Compliance to Infection Control practice in sterilizing, storing and preparing treatment trays and other supplies used in the unit.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Experience in a similar work environment
2. Basic knowledge and experience in patient care.
3. Experience in basic housekeeping duties
4. Basic knowledge of receptive applicable laws of Fiji.

Skills and Abilities

1. Ability to relate to officials, staff and public in a courteous manner.
2. Ability to handle patients with care and maintain patient confidentiality at all times.
3. Ability to communicate effectively, written and verbal.
4. Good team player and ability to work with minimum supervision
Personal Character & Eligibility:
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MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Position:</th>
<th>Recorder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$5.37 - $6.89 per hour</td>
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<tr>
<td>Location:</td>
<td>Outpatient Departments</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Transport Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position contributes to organizing of data for patient medical records, review medical records and patient health information for accuracy and completeness in a hospital setting, ward and clinical environment.

Key Responsibility Areas
1. Attend to all patients requesting to visit General Outpatient Department/Accidental & Emergency & Surgical Outpatient Department clinics on a daily basis
2. Collate, proper retrieval and filing of all hospital records and attending to all telephone queries on issues pertaining to medical records with proper handing over of duties
3. Ensuring timely entries of General Outpatient Department/Accident & Emergency, Surgical Outpatient Department, PRG, ATD data with up to date Coding of hospital morbidity records
4. Participate in all Corporate Social responsibility Activities planned by Labasa Hospital and the Ministry of Health & Medical Services

Key Performance Indicators
1. To provide quality medical records services for all our clients in accordance to the standard operating procedure and policies.
2. To maintain highest data integrity and working towards achieving goals and objectives of the unit and organisation
3. Actively contribute to the Ministry and/or corporate requirements

Selection Criteria
The Person
In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. Experience in a similar work environment
2. Experience in basic computing applications and information systems
4. Basic understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Sound administrative skills including the ability to communicate effectively
2. Ability to effectively work within a team;
3. Ability to act appropriately with matters of confidentiality
4. Able to effectively and sensitively manage complaints.
5. Customer focused approach with commitment to supporting the operational goals of the organization
Personal Character & Eligibility:
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Ward Assistant</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Station:</td>
<td>Various</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Team Leader</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position provides assistance to nurses with non-clinical duties including patient care, patient movement within the hospital, ward housekeeping, and food service while maintaining integrity with a sense of confidentiality and responsibility.

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 in the following areas:
1. Assist with patient care in accordance with patient safety and care regulations and in compliance with occupational health & safety standards.
2. Ensure that patient bedding, linen and surrounding is clean at all times.
3. Assist with the carriage of patients within the health facility.
4. Actively contribute to the Ministry corporate activities

Key Performance Indicators
1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
4. Active participates in corporate activities of the Ministry and/or Labasa Hospital as and when required.

Selection Criteria
The Person
In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. Work experience in a similar environment providing patient care to the sick or aged.
2. Good understanding of basic life support in times of emergencies
3. Experience in basic housekeeping duties
4. Sound knowledge of Occupational Health & Safety at the workplace and patient care and safety regulations

Skills and Abilities
1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively both written and verbal
3. A good team player and ability to work with minimum supervision.
4. Good customer services skills
5. Customer focused approach with commitment to supporting the operational goals of the organization

**Personal Character & Eligibility:**
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<table>
<thead>
<tr>
<th>Role:</th>
<th>Hospital Attendant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$4.60-$5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Tamavua Twomey Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Report to:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The position provides assistance to nurses with non-clinical quality patient care at the Rehab Ward, TB Ward and Leprosy Ward and ensures that integrity with a sense of confidentiality and responsibility is maintained at all times.

Key Responsibilities

1. Consistent excellent patient care
2. Assist in the bathing, dressing, feeding, manicure and pedicure of patient
3. Reposition and transfer patients from wheelchair to bed and bed to wheelchair
4. Ensure beddings are clean and dry at all times
5. Assisting patients to the physiotherapy session, clinic at CWM Hospital, Pacific Eye Institute, Dental, St Giles and also when they discharged.
6. Provide basic care and assist patients with daily activities
7. Actively contribute to the Ministry corporate activities.

Key Performance Indicator

1. Effectively and timely of bathing, dressing, feeding, manicure and pedicure of patients
2. Effectively and timely repositioning and transfer of patients and assisting when they discharged.
3. Ensuring that patients bedding are clean at all times
4. Participate in all corporate activities of the Ministry in a timely manner when required.

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Knowledge and experience in caring for patients with special needs
2. Knowledge of patient safety and care
3. Basic knowledge of occupational Health and Safety at the work place
4. Understanding of the 2013 constitution

Skills and Abilities

1. Demonstrate ability to work in a team
2. Effective verbal and written communication skills
3. Ability to plan and organise work on a daily basis
4. Excellent customer service skills.

Personal Character & Eligibility:

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MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$5.37 - 6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Tamavua</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Mataika House, FCCDC</td>
</tr>
<tr>
<td>Reports to:</td>
<td>FCCDC Clerical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures provision of all approved requests with reliability and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

Key Responsibilities
1. Responsible for transporting FCCDC staff and laboratory samples as and when required.
2. Assist the Clerical Officer to ensure vehicle registration and general servicing is updated according to schedule
3. Comply with the Land Transport Regulations
4. Carrying out driving instructions without delay
5. Carry out service on a daily basis to maintain vehicle safety and cleanliness
6. Report any vehicle irregularities to immediate Supervisor
7. Ensure that the vehicle running sheets are recorded on a daily basis with the relevant authorizing signatures
8. Prepare and submit running sheets and fuel receipts and submit timely to the immediate supervisor.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensuring the vehicle registration and general servicing is done accordingly.
2. Vehicles are well maintained, clean and fully operational.
3. All vehicle records are updated and submitted within agreed timeframes
4. Reporting of vehicle irregularities

Selection Criteria
The Person
In addition to the completion of Secondary School qualification or similar, with a valid driving license classifications 2, 4, & 6 and a valid Defensive Driving Certificate. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Experience in a similar work environment
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable transportation laws of Fiji;

Skills and Abilities
1. Ability to drive safely and comply to instructions
2. Good communication skills both verbal and written
3. Ability to work effectively with a team
4. Ability to plan and manage daily work effectively
5. Good customer service skills with a service oriented approach and commitment to supporting the operational and corporate environment of the organization.
Personal Character & Eligibility:
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Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Dental Chair-side Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Lomaloma Hospital/Lakeba Hospital &amp; Rotuma Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Dental Therapist</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position supports Dental Care delivery by preparing treatment room, patient, instruments, and materials; passing instruments and materials; performing procedures in compliance with the dental practice act with the Dental Therapist.

Key Responsibilities
1. Patient registration, updating History Cards and it’s safe keeping with accurate clinical records.
2. Prepare patient for dental treatment by welcoming, comforting, seating, and draping patient.
3. Ensure that the working environment in the Dental Clinic is clean and safe in accordance with Occupational Health & Safety Regulations
4. Provide assistance to the Dental Therapist in all aspects of dental procedures and provide Oral Health Education.
5. Provide assistance to Dental Therapist in Oral Health Promotion in Outreach Programmes.
6. Clean, prepare and sterilize instruments in accordance with the proper waste disposal method and using infection control protocols and guidelines.
7. Participate in collection and reporting of Monthly, Quarterly and Annual Reports as required by the Dental Therapist.

Key Performance Indicators
1. Proper Registration of patients, updated History Cards with accurate clinical records.
2. Ensure the Dental Clinic is always clean and safe.
3. Effective and timely sterilization of instruments and maintaining proper waste disposal.
4. Timely provision of date to Dental Therapist for Monthly, Quarterly and Annual Reporting.

Selection Criteria
The Person
In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. Experience in a similar work environment
2. Basic knowledge of record keeping
3. Knowledge of Occupational Health and Safety in a workplace
4. Knowledge of patient safety and care

Skills and Abilities
1. Ability to communicate effectively both verbal and written
2. Ability to follow instruction and work under minimum supervision
3. Ability to work with a team
4. Ability to plan, organise work and be able to meet deadlines
5. Customer focused approach with commitment to supporting the operational goals 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 & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Cook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Lakeba Hospital/Rotuma Hospital &amp; Levuka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Supervisor Dietician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures the timely preparation and provision of meals for patients at the Hospitals.

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 in the following areas:
1. Reports directly to the Supervisor Dietician on a day to day basis.
2. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals
3. Responsible for preparing and cooking a well-balanced nutritious meal for all inpatients and staffs according to the menu.
4. Ensure food items to be used for day is available
5. To assist in the cost effective management of the food budget.
6. To identify and participate in any training appropriate to the position.
7. Ensure to be transparent with work and punctuality
8. Actively contribute to all corporate requirements of the Ministry

Key Performance Indicators
1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Selection Criteria
The Person
In addition to the completion of Secondary School qualification and a Certificate in Cookery or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Knowledge of quality food preparation and presentation methods
2. Must have knowledge of food safety and hygiene
3. Experience in a similar work environment
4. Basic knowledge of occupational health and safety in the workplace

Skills and Abilities
1. Ability to work effectively within a team and manage time
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time
3. Demonstrate a high standard of personal appearance and good personal hygiene
4. Demonstrate ability to work under minimal supervision
5. Ability to communicate both verbally and written

**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 354/2019

MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Labourer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary:</td>
<td>$4.60 - $5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Eastern Health Services/Lakeba Hospital/Kabara Health Centre/Ono-i-Lau Health Centre/Cicia Health Centre/Qarani Health Centre</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Supervisor Dietician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures the proper maintenance, beautification and cleanliness within the health facility compound whilst maintaining integrity and a sense of responsibility at all times.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities:
1. Ensure cleanliness and proper upkeep of the health facility compound.
2. Ensure adherence and maintaining of Occupational Health & Safety act at all times.
3. Perform other related tasks required by the Supervisor from time to time.
4. Actively contribute to all corporate functions of the ministry.

Key Performance Indicators
1. Maintain cleanliness within the compound
2. Proper recording and management of all working resource, materials and timely submission of reports as per agreed timeline
3. Ensure that all Occupational Health Safety(OHS) in a work place is adhered too
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Selection Criteria
The Person
In addition to the completion of Secondary School qualification or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Experience in a similar work environment
2. Knowledge of landscaping and gardening
3. Knowledge of proper handling and use of working materials [tools]
4. Understanding of Occupational Health and Safety at the workplace

Skills and Abilities
1. Ability to maintain, use and manage working materials
2. Ability to communicate effectively in both written and verbal
3. Ability to plan daily work and is a good team player
4. Ability to work with minimum supervision and in a timely manner

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

Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Cleaner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary:</td>
<td>$4.60-$5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Vunisea Hospital/Rotuma Hospital/Levuka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clerical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures provision of effective and safe cleaning services at the hospital whilst maintaining a sense of integrity and responsibility.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Ensure cleanliness of premises in adherence to the Infection Control Guideline
2. Ensure proper and safe use of appropriate cleaning agents for the respective areas within the facility.
3. Perform and document routine inspection and maintenance activities.
4. Ensure sufficient stock of cleaning agents and appliances is maintained.
5. Actively contribute to all corporate functions of the ministry.

Key Performance Indicators
1. Ensure that improvements to office cleanliness are implemented and completed in a timely manner
2. Timely recording and reporting of reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service
3. Ensure Occupational Health Safety (OHS) compliance
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Selection Criteria
The Person
In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. Some experience in a similar working environment.
2. Basic knowledge of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures;
3. Knowledge in record management and proper disposal;
4. Knowledge of Occupational Health and safety at the workplace

Skills and Abilities
1. Ability to plan and organise work on a daily basis
2. Ability to communicate effectively both verbally and written
3. Ability to work with minimum supervision and with attention to details
4. Customer focused approach with commitment to supporting the operational goals 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 & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Driver</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Lomaloma Hospital/Vunisea Hospital/Cicia Health Centre/Daviqele Health Centre/Nasau Health Centre</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Transport/Eastern Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clerical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures provision of reliable and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

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 in the following areas:

1. Transport patients and officials in a safe, timely and effective manner whilst on official duty.
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are in order
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations.
5. Actively contribute to all corporate requirements of the Ministry

Key Performance Indicators
1. Passengers reach respective destinations safely and with comfort within agreed time of travel.
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports.
3. Maintenance and daily cleanliness of vehicle ensuring excellent working condition
4. Active participation in corporate activities of the Ministry.

Selection Criteria

The Person
In addition to the completion of Secondary School qualification or similar with a valid driving license classifications 2, & 6 and a valid Defensive Driving Certificate. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Experience in a similar work environment
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable transportation laws of Fiji;

Skills and Abilities
1. Ability to drive safely
2. Good communication skills both verbal and written
3. Ability to work effectively with a team
4. Ability to plan and manage daily work effectively
5. Service oriented with a commitment to supporting the operational and corporate environment of the organization.

Personal Character & Eligibility:
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**PROJECT POSITIONS**  
**MOHMSP 47/2019**  

**MINISTRY OF HEALTH & MEDICAL SERVICES**  
**ROLE DESCRIPTION**

### Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Non Communicable Disease Project Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$22,528.74 - $28,883.00</td>
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<tr>
<td>Duration:</td>
<td>1 year</td>
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<tr>
<td>Location:</td>
<td>Northern Health Services, Ro Qomate House, Labasa</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Non-Communicable Disease Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Divisional Medical Officer, Northern Health Services and National Advisor Non Communicable Disease</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

### The Position

The position is responsible for the coordination, facilitation, implementation, monitoring and evaluation of the processes and outputs of all Non-Communicable Disease Prevention Programs and its related activities at the Divisional and Sub-Divisional Level.

### Key Responsibilities

1. To provide secretariat support and contributes to Divisional Non Communicable Disease (NCD) Committee, PEN (Package of Essential Non Communicable Disease) Core Working Group (CWG) and other small working groups related to NCD/Wellness.
2. To coordinate and conduct Health Education on Lifestyle Risk Factors, Advocate on NCD Prevention and Awareness and promote wellness programmes at various settings namely workplaces, schools, villages, settlements, faith based organizations, municipalities and sporting venues.
3. Provide Technical support to assist subdivisions to conduct mini-STEPs screening of their adult populations: 25% of adults >30 years age.
4. Provide technical, administrative and funding support through receiving proposals to assist Subdivision in conducting community based activities addressing Wellness Promotion and Lifestyle Behavioural Risk Factors (diet, tobacco, physical activity, obesity) targeting population subgroups in settings (church, workplace, schools, villages, settlements, sports, municipalities).
5. Coordinate Continual Assessments of Multidisciplinary functions of SOPD Clinic/Foot Care Clinic and the full implementation of PEN Model Concept in all Sub-Division Health Facilities.
6. Assist in conducting small scale research/analysis, audits, surveys under the oversight of Divisional Medical Officer and National Advisor NCD.
7. Coordinate, Organize and Facilitate In-Service Staff Training Program to all cadres (Medical Officers, Nurses, Dieticians, etc.) related to NCD Toolkit, Motivational Interview, Diabetes Retinopathy, Diabetes Management Guidelines, Cardiovascular Guidelines, Foot Care & Foot Assessment, PEN Model, Wellness Promotion, 7D Wellness Projects and other NCD related topics.

### Key Performance Indicators

1. NCD/Wellness Screening and SNAP Counselling conducted through setting based for 30yrs and above for early detection, risk assessment, behaviour change counselling, clinical management, and rehabilitation for targeted NCDs are reported and updated quarterly.
2. Bi-Annual Assessment of Multidisciplinary functions of SOPD Clinic/Foot Care Clinic and the full implementation of PEN Model Concept in all Sub-Division Health Facilities against CVD / DM Guidelines conducted and reports disseminated.
3. Ongoing In-Service Training for Staff to ensure effective treatment and continuum of care are implemented within the agreed timeframes.
4. Effective and Efficient NCD/Wellness Intervention Activities and Programs delivered in the Division within available funding allocations and resources.
5. Project Proposals on Trainings and Intervention Activities for staff and community awareness are received, processed, implemented, monitored and reviewed in a timely manner.
6. Timely Submission and Dissemination of reports to Director Wellness/National Advisor NCD via Divisional Medical Officer.

**Selection Criteria**

**The Person**

In addition to a Post graduate qualification in Public Health (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**Knowledge and Experience**

1. At least 5 to 10 years related work experience in managing public health
2. Experience in fostering collaboration, networking and working in partnership with any government department, non-governmental or private sector
3. Experience in writing project proposals, costed budget, technical reports and financial acquittals.
4. Knowledge of basic procurement and public finance regulations

**Skills and Abilities**

1. Demonstrated ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet tight deadlines.
3. Demonstrated ability to work co-operatively and effectively; and analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Ability to effectively use computer programs to support the effective operations of the program.
5. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole.
6. Ability to monitor and evaluate program activities and plans
7. Effective training development, delivery and evaluation 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.
Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Team Leader, Food Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
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<tr>
<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Location:</td>
<td>CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Dietetics and Nutrition</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Supervisor Dietician – Food Service</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Government Wage Earners – Hospital Food Service</td>
</tr>
</tbody>
</table>

The Position

The position provides assistance and support to the Supervisor Dietician Food Service in the day to day operations of all catering services throughout CWM Hospital by providing a safe and high quality service within resource allocations and high level of satisfaction from service users.

Key Responsibilities

1. Assist Supervisor Dietician in implementing, monitoring and evaluation of the catering service and plans
2. Collate and submit records, payments and reports of all resources, equipment and food items in a timely manner
3. Supervise and guide catering staff at operational levels and provide ongoing trainings relevant to the service
4. Ensure and maintain high levels of hygiene and Food safety in all areas
5. Ensure appropriate management and maintenance of all equipment available through effective procurement and inventory control measures
6. Monitor and comply with relevant policies and SOP’s, Protocols and guidelines related to the area of work
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicators

1. An efficient and effective food service delivery with improved customer satisfaction and clinical outcome.
2. Timely submission of records, payments and reports to relevant authorities
3. Provide supervision and ongoing trainings to catering staffs
4. Compliance with all policies, guidelines and protocols related to service and practise

Selection Criteria

The Person

In addition to an accredited management qualification or equivalent from a recognised University, the following knowledge, experience, skills and abilities are required to successfully undertake this role

Knowledge and Experience

1. At least 5 years related work and experience in a Catering, Facilities or Hospital setting
2. Experience in managing or supervising a Catering Service in an operational setting
3. Proven ability to motivate staff and effect a positive change maintaining good working relations
4. Good knowledge on Food safety and Hygiene and Inventory management
5. Good knowledge on Employee relations
6. Experience of working in a customer focussed environment
7. Good understanding of Diet Therapy Principles and Nutrition

Skills and Abilities

1. Self-motivated with the ability to prioritise, monitor and coordinate the workload of staff and unit
2. Effective verbal and written communication skills with experience of dealing with staff at a range of levels
3. Demonstrate ability to learn and use Food works Software
4. Training skills

**Personal Character & Eligibility:**
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MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Role: Programme Officer Expanded Programme on Immunisation (EPI)
Salary Band: Band H
Salary Range: $34,760.31 - $44,564.50 per annum
Duration: 1 year
Location: MOHMS HQ, Suva
Unit/Division: Family Health Unit
Reports to: Head of Family Health

THE POSITION
The position of the Programme Officer Expanded Programme on Immunisation is responsible for the coordination, facilitation, implementation, monitoring and evaluation of the processes and outputs of all EPI Services programme and its related activities within the Ministry of Health and Medical Services in Fiji. The position works under the Head of family health.

KEY RESPONSIBILITIES
1. Facilitate the delivery and implementation of all National immunization services according to the Fiji National Immunization Programme Plan of Action
2. Responsible for monitoring all the relevant immunisation data related to the EPI activities, and records of immunisation coverage kept at all Immunisation stations.
3. Responsible for the close monitoring of the rational use of the Child Health Immunization Records Card.
4. Contribute to the development of the National Immunization Plan.
5. Provide Secretariat support to the Vaccine Preventable Disease Committee, Interagency Committee on new vaccine introduction, and other related organizations relevant to the implementation and strengthening of the EPI Programme.
6. Facilitate the Implementation of the Adverse Event Following Immunization (AEFI) plan
7. Provides effective leadership for the EPI Programme
9. Responsible in reviewing the existing Immunization and Cold Chain Policies when due.
10. Responsible for facilitating social mobilization activities pertaining to the programme.

SELECTION CRITERIA
THE PERSON
In addition to a Bachelor in Medicine, Nursing, Public Health, Health Promotion, Child Health or equivalent, having a postgraduate qualification would be an advantage. The person must have more than 10 years’ experience and with the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE
1. Knowledge and understanding of the healthcare service delivery system and structure in Fiji
2. Experience in working in Public health, Community medicine, Child health services, Paediatric health services or Maternal and Child health services in a government or private institution;
3. Knowledge and understanding of the Expanded programme on immunization in Fiji.
4. Knowledge of public health approaches and methods including surveillance and monitoring and evaluation of activities;
5. Understanding of the Child Health Strategic Plan, applicable policies in Fiji including the EPI Policy, the Cold Chain Policy, School Health Policy and the Child Welfare Decree.
6. Knowledge of administration and management skills with some experience in managing programs at national level.
7. Knowledge of writing proposals and budgets.
8. Knowledge and understanding of data management and report compilation.
9. Knowledge and experience in working with national and international stakeholders

SKILLS AND ABILITIES
1. Demonstrate ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet tight deadlines.
3. Demonstrate ability to vet proposals submitted for funding
4. Demonstrated ability to work cooperatively and effectively within a challenging and vigorous working environment.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Ability to effectively use computer programs to support the effective operations of the program.
7. Ability to develop national plans strategically and in a timely manner
8. Ability to supervise EPI programme at divisional & subdivisional level effectively
9. Ability to monitor and evaluate program activities and plans
10. Ability to conduct training relevant to the program.
11. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole

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 of the Programme Officer Maternal, Newborn, and Reproductive Health & Gender is responsible for the coordination, implementation, monitoring and evaluating the effectiveness of the Maternal, Newborn Reproductive Health & Gender programme and its related activities in Fiji.

**Key Responsibilities**

1. Facilitating technical support for planning, implementation, coordination and monitoring of all Maternal, Newborn & Reproductive Health programmes guided by plans, policies and regulations governing the programme and through the advice and direction of the NAFH and the OB CSN & Public Health SN.

2. Coordinates and facilitates the development of the Implementation Plan for the National Strategic Plan Maternal, Newborn & Reproductive Health in consultation with stakeholders in the country who are indirectly or directly involved in the Maternal, Newborn & Reproductive Health programme.

3. Coordinates and facilitates the implementation of the Maternal, Newborn & Reproductive Health NSP Implementation Plan within the Ministry of Health & Medical Services including external stakeholders.

4. Coordinates and facilitates the review and development of the Monitoring and Evaluation Framework of the NSP including recommendation for timely reviews and delivery of quality Maternal, Newborn & Reproductive Health services.

5. Facilitate the review of Maternal, Newborn & Reproductive Health related policies, legislation, curriculum or training materials.

6. Support the implementation of Maternal, Newborn & Reproductive Health activities within the division and the sub divisions coordinated by the National and Divisional Officers.

7. Facilitate the development of strategies for the management of donor funds, Fiji Government funding in areas of Reproductive Health & gender

8. Prepare submission through accounts to Ministry of Finance for half yearly release of donor Program funds.


10. Keep full and correct accounts of all monies received of such accounts by the Auditor General or other auditors as recommended by the Donors or the internal finance system.

11. Coordinate and facilitate the preparation of the annual financial report for the previous financial year for the Maternal, Newborn & Reproductive Health programme for donor funded activities.

12. Coordinate and support the procurement of all Maternal, Newborn & Reproductive Health service commodities including the condom program.

13. Prepare and submit quarterly RHCS report to the permanent Secretary for Health for endorsement and final submission to donor.
14. Coordinates, facilitates and provide secretarial, logistic and administrative support to committees or Technical Working Groups as recommended by the National Advisor Family Health.

15. Facilitate and conduct biannual maternal health services audit for divisional hospitals, sub-divisional hospitals, and all facilities providing maternal and newborn health services in Fiji.

16. Coordinate capacity building & trainings for RMNH.

17. Provide logistical and administrative support to the National Advisor family health.

18. Ensure safekeeping of item and programme assets for FH emergency response.

19. Must be able to work with national and international stakeholders effectively and efficiently, Internal & External Stakeholders including Donor/International Agencies, Civil Society Organisations, Key Populations, and Faith Based Organisations.

SELECTION CRITERIA

THE PERSON

In addition to a Bachelor in Medicine, Nursing, Public Health, Health Promotion, Reproductive Health or equivalent. Having a post graduate qualification in Public Health would be an advantage. The person must have more than 10 years’ experience and with the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Knowledge and understanding of the healthcare service delivery system and structure in Fiji.

2. Experience in working in Public health, Clinical services & Community medicine, in a government or private institution;

3. Experience in working in a sexual and reproductive health department in a government or private sector;

4. Knowledge of public health approaches and methods including surveillance and monitoring and evaluation of activities;


6. Understanding of the Maternal, Newborn & Reproductive Programme initiative in the country.

7. Knowledge of basic procurement and public finance regulations for both Ministry of Health and Medical Services and UNFPA.

8. Knowledge of administration and management skills, with some experience in managing programs at national level.

9. Knowledge of writing proposals and budgets

10. Knowledge and understanding of data management and report compilation

11. Knowledge and experience in working with national and international stakeholders

12. Knowledge of various policies and its implementation in relations to Maternal, Newborn & Reproductive Health in Fiji.

SKILLS AND ABILITIES

1. Demonstrate ability to coordinate and implement National programs including monitoring and evaluation of activities.

2. Demonstrated effective organisational skills to meet tight deadlines.

3. Demonstrate ability to vet proposals submitted for funding

4. Ability to work effectively with Obstetrics and Paediatrics clinical service networks for the timely implementation of various policies

5. Demonstrated ability to work co-operatively and effectively; and analyse and contribute to solutions to complex problems, in a resource constrained environment.

6. Ability to effectively use computer programs to support the effective operations of the program.

7. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole.

8. Ability to develop national plans strategically and in a timely manner

9. Ability to monitor and evaluate program activities and plans

10. Ability to conduct training relevant to the program.

11. Ability to conduct MSHI Audit and prepare reports and action plan for improvement.
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 Programme Officer Child Health</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>Duration:</td>
<td>1 year</td>
</tr>
<tr>
<td>Location:</td>
<td>MOHMS HQ, Suva</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Family Health Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Family Health</td>
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</tbody>
</table>

THE POSITION

The position of the Programme Officer Child health is responsible for the coordination, facilitation, implementation, monitoring and evaluation of the processes and outputs of all Child Health Services programme and its related activities within the Ministry of Health and Medical Services in Fiji. The position works under the Head of Family Health.

KEY RESPONSIBILITIES

1. Coordinate and facilitate the implementation of all child health activities guided by all child health services related plans, policies and regulations.
2. Providing logistical and administrative support to the National Advisor Family Health.
3. Provides Secretariat support to the National Paediatric Clinical Service Network Committee.
4. Provide support to the review of child health services related policies, legislation, curriculum and training materials, and child health cards.
5. Coordinate and provide oversight on the implementation of Child Health activities within the division and the sub divisions.
6. Work in collaboration with donor partners to facilitate donor support activities.
7. Assists in the coordination and facilitation of procurement, distribution and monitoring of all consumables relevant to the discharge of child health services program in Fiji.
9. Works in collaboration with other MOHMS partners in the packaged delivery of the School health programme and also facilitates the implementation and monitoring of the same.
10. Assists in the development of the Child Health Strategic Plan including recommendation for timely reviews and delivery of quality Child Health Services.

SELECTION CRITERIA:

THE PERSON

In addition to a Bachelor in Medicine, Nursing, Public Health, Health Promotion, Child Health or equivalent, having a postgraduate qualification would be an advantage. The person must have more than 10 years’ experience, and with the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Knowledge and understanding of the healthcare service delivery system and structure in Fiji
2. Experience in working in Public health, Community medicine, Child health services, Paediatric health services or Maternal and Child health services in a government or private institution;
3. Knowledge and understanding of the Expanded programme on immunization in Fiji.
4. Knowledge of public health approaches and methods including surveillance and monitoring and evaluation of activities;
5. Understanding of the Child Health Strategic Plan, applicable policies in Fiji including the EPI Policy, the Cold Chain Policy, School Health Policy, IMCI Policy, PPTCT Policy and the Child Welfare Decree.
6. Knowledge of administration and management skills with some experience in managing programs at national level.
7. Knowledge of writing proposals and budgets.
8. Knowledge and understanding of data management and report compilation.
9. Knowledge and experience in working with national and international stakeholders

SKILLS AND ABILITIES
1. Demonstrate ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet tight deadlines.
3. Demonstrate ability to vet proposals submitted for funding
4. Demonstrated ability to work cooperatively and effectively within a challenging and vigorous working environment.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Ability to effectively use computer programs to support the effective operations of the program.
7. Ability to develop national plans strategically and in a timely manner
8. Ability to supervise child health programme at divisional & subdivisional level effectively
9. Ability to monitor and evaluate program activities and plans
10. Ability to conduct training relevant to the program.
11. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole

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