

NEW ADVERTISED ROLES – FIJI SUN 5th OCTOBER 2019

MOHMS 327/2019



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Senior Technical Officer Laboratory - Logistics
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50
Duration:	5 years
Location:	Fiji Pharmaceutical & Biomedical Services, Jerusalem Road
Unit/Division:	Logistics Management Unit
Reports to:	Director - Fiji Pharmaceutical & Biomedical Services
Subordinates:	

The Position

The position is responsible for analysing utilisation trends, evaluating demand and ensuring availability and accessibility of quality laboratory supplies at all public health laboratory facilities in Fiji.

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. Prepare key sections of the operational plans of the Logistics Management Unit and ensure implementation of the unit activities
2. Manage the processes of technical evaluation, selection, quantification, and distribution of laboratory supplies procured by the FPBS for all public health laboratory facilities in Fiji, in consultation with stakeholders and within regulatory frameworks and guidelines
3. Provide technical advice and assistance to the Procurement Unit on laboratory supplies
4. Monitor and report on utilisation through facility audits, stock-takes and updating the inventory system to ensure consistent supply of laboratory items and supplies; and to facilitate process improvements
5. Conduct market research on availability of alternative products when necessary to ensure continuity of business and service
6. Facilitate inventory management training to relevant stakeholders and health professionals in relation to the utilisation of laboratory items to ensure good inventory management practices
7. Provide operational advice to the ministry of health pertaining to Laboratory supplies and services
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

1. All laboratory items procured meet acceptable quality standards, technical specifications, and are accessible to all
2. Quality reports on utilisation and stock levels are available for analysis and process improvements
3. Training plan aligned with core skills/needs of the department
4. Timely & effective management of the unit's performance to enable business continuity, and delivery of services.

Selection Criteria

The Person

In addition to a Bachelor's degree in Medical Laboratory Science (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. At least 7 years' experience as a medical laboratory technician
2. Sound knowledge and understanding of Laboratory services, clinical products terminology and use

Skills and Abilities

1. Highly developed organisational skills and ability to communicate with people at different levels and from different backgrounds
2. Demonstrated analytical ability and to contribute to solutions to complex problems, in a medium to large organisation
3. Capacity to use computer programs (MS Office products, word processing, spread sheets, internet, e-mail) to support the daily operations
4. Demonstrated ability to work within a team environment and to meet competing deadlines
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:

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

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Position Title:	Senior Technical Officer Laboratory
Position Level:	Salary Band I
Salary range:	\$43,296.63 - \$55,508.50
Duration:	5 years
Location:	Lautoka Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Consultant Pathologist
Subordinates:	Laboratory Supervising Technical Officer, Quality Manager West, Technical officer Higher Grade, Laboratory Attendant

The Position

The purpose of this position is to oversee overall management of Government clinical laboratories in the Western Division.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health and Medical Services.
2. Drive Western Division laboratories towards Laboratory Quality Management System.
3. Plan, Manage and develop the laboratory services within Western Division and adapt to changing needs and requirements in consultation with Consultant Pathologist and Health Facility Management teams.
4. Identify risks and threats to service delivery, resolve or make necessary recommendation in a timely and holistic manner for good quality service continuity. Ensure continuity, consistency and standardization of laboratory services in Western Division.
5. Identify, quantify and map appropriate resources required for laboratories in Western Division, actively participate in human resource selection and technical evaluation for laboratory equipment, reagents and consumables when required. Ensure best use of resources and time to achieve work outcomes.
6. Provide timely professional advice to customers, donors, stakeholders that are within guidelines and represent interests of MOHMS and contribute to good work outcomes.
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. Complete compliance with relevant MOHMS and laboratory policies, SOP requirements within the department.
2. Ability to monitor and evaluate Western Division Laboratories performance by use of various reports, audit tools and make evidence based decisions and link outputs to objectives.
3. Ability to approach and resolve non-conformances in a holistic manner to maximise the time and resources invested. Ability to conduct root cause analysis and implement corrective action.

4. Effective and timely management and regular monitoring of staff performance and attendance to enable service continuity, and delivery of quality laboratory services.

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 12 years' work experience in Medical Laboratory.
2. Knowledge of relevant policies and available literature specific to responsibilities of this job and understand and receptive to applicable laws of Fiji.
3. Identify and manage resources required to be able to perform assigned duties with due economy and conduct monitoring and evaluation.
4. Working knowledge of Laboratory services in Fiji, Laboratory safety and advocacy.

Skills and Abilities

1. Demonstrate leadership and management capabilities including justified holistic decisions and recommendations with reference from policies, standards and guiding documents.
2. Have attention to detail, perform under pressure, and meet targets and deadlines.
3. Multi-tasking ability with good planning and time management skills, flexibility to be able to work beyond normal hours and standby supervisory duties.
4. Proactive, demonstrate ability to analyse and contribute to solutions to complex problems, monitor and evaluate interventions.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:

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

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MOHMS 329/2019



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Position Title:	Supervising Laboratory Technician
Salary Band:	Band H
Salary range:	\$34,760.31 - \$44,564.50
Duration:	5 years
Location:	Labasa Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Medical Superintendent
Subordinates:	TOHG, Technical Officer, Laboratory Assistant, Phlebotomist

The Position

The purpose of this position is to manage and supervise the clinical and administrative Laboratory Services for quality service delivery that is aligned to the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Responsible for human resource management that is conducive to service provision including training need, organization, performance evaluation and discipline recommendations.
2. Actively manage, monitor and assess staff performance to enable laboratory service continuity and delivery of quality services.
3. Actively monitor for adequate reagent and consumable stock for use in the laboratory, operational equipment's and work amenities on daily basis.
4. Provide a development plan for the provision of laboratory service throughout the Northern Division Laboratory service.
5. Provide reports and statistics to Medical Superintendent according to the schedule and recommend changes when needed.
6. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
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. Effective and timely management and regular monitoring of staff performance and attendance to enable continuity of services.
2. All reports are submitted within the agreed timeframes and schedule, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
3. Ensure effective and efficient laboratory procedures provided are compliant with protocols and guidelines, within agreed timeframes and schedules and/or service standards.
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 10 years' work experience in a Medical Laboratory;

2. Working knowledge of the Laboratory supervisors function, and how these functions contribute to the achievements of organisations goals;
3. Sound knowledge of information management, Laboratory procurement and supply management;
4. Practical working knowledge and experience in human resource management

Skills and Abilities

1. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture;
2. Demonstrated organisational and communication skills to be able to interact with a diverse range of people
3. Demonstrated ability to analyse ,prioritize and solve complex work problems with available resources;
4. Good computer skills and the capacity to utilize computer programs to support the operations of the laboratory;
5. Service oriented approach with a commitment to supporting the operational goals and values of the Ministry of Health & Medical Services;

Personal Character & Eligibility:

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MOHMS 330/2019



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Position Title:	Technical Officer Higher Grade - Cytology
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Duration:	5 Years
Location:	CWM Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Subordinates:	Technical Officer, Laboratory Assistant

The Position

The purpose of this position is for efficient and effective management and deliverance of timely Cytology test results 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 Cytology 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 Cytology 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 Cytology technical work;
2. Knowledge in the appropriate use of Cytology tests, interpretation of results, and the follow up investigations that may be required;

3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
4. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
5. 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 and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Position Title:	Technical Officer Higher Grade – Quality Manager
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Duration:	5 years
Location:	Labasa/Lautoka Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Subordinates:	Technical Officer, Laboratory Assistant

Position Purpose

The purpose of this position is to oversee the implementation and sustainability of Laboratory Quality Management Systems in Government clinical laboratories in the Division.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of MOHMS. Also provide timely professional advice to customers that are within guidelines.
2. Monitor the respective divisional Laboratory Quality Management System (LQMS) and ensure policies are implemented on a continuous basis.
3. Monitor all internal Quality control procedures and ability to review systematically issues of non conformance
4. Ensure that the Divisional laboratory participates in appropriate External Quality Assurance (EQA) scheme and Sub Divisional Laboratories participate in National Quality Assurance Program and that corrective action is taken on the results as appropriate.
5. Investigate failures to conform, to quality Standards (non-compliance) and ensure appropriate corrective action is taken.
6. Train all respective Division Laboratory team members in the use of the quality systems. Assist other Divisions with training if requested.
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. All Laboratory policies, standard operating procedures (SOP) and guidelines are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
2. Agreed monitoring and evaluation reports of LQMS audit, sub-divisional supervisory visits, customer satisfaction survey, EQA and 5S audit are conducted in compliance with the specific requirements, and submitted with recommendations in accordance with the scheduled timeframe.
3. Timely and effective management and regular monitoring of Laboratory Quality Management System to enable continuity of service delivery.
4. All personnel are aware of and compliant with the Laboratory Quality Management System and assessment process.

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;
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. Must be able to identify and manage resources required to be able to perform assigned duties with due economy and conduct monitoring and evaluation.
5. 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 and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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MOHMS 332/2019



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Position Title:	Technical Officer Higher Grade - Haematology
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Duration:	5 years
Location:	Lautoka Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Subordinates:	Technical Officer, Laboratory Assistant

The Position

The purpose of this position is for efficient and effective management and deliverance of timely Haematology results 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 Haematology 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 Haematology 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 Haematology technical work;
2. Experience in screening and interpreting blood film morphology and able to teach other staff;

3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
4. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
5. 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 and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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MOHMS 333/2019



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Dental Officer
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50
Duration:	5 years
Location:	Lakeba Hospital
Unit/Division:	Eastern
Reports to:	Sub Divisional Medical Office, Lakeba
Subordinates:	Dental Attendant

The Position

The position will provide Preventive, Conservative, Exodontia, Local Anaesthesia, Endodontic, Orthodontic, Prosthodontics, Oral Surgery and Administrative Support services in Dental Clinics across the Ministry of Health and Outreach Services in Rural and Maritime areas.

Key Responsibilities

1. The Dental Officer demonstrates collective accountability for actions within the position and is able to make clinical, operational, with critical administrative decisions compatible with his/her level of training and experience.
2. Demonstrates commitment to working to improve short and long term Oral Health outcomes in the facility and the wider community through active collaborative participation and involvement with the Private Partners to achieve the Oral health Outcomes in the Strategic Plan 2016- 2020.
3. Works collaboratively with other health professionals in the multidisciplinary team to ensure optimal Oral Health patient outcomes and patient satisfaction.
4. Facilitates and Monitors the usage of Standard operating procedures, policies, regulations and standards which impact upon the position, including contemporary Human Resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies.
5. Comply and enforce the usage of guidelines on management of government resources, equipment, consumable, finances and data management and usage.
6. Sustaining and managing a workforce with discipline, etiquette and good customer focus.
7. Conducts the duties to the post with integrity and honesty while being an innovative member of a Dental Team unit providing support, training, coaching and mentoring to other Oral Health Staff and other members of the Health Team.
8. Oversees the daily functions of a Dental Clinic from the frontline desk obligations to the operations of the clinic, accountability of resources and consumables with the monitoring and evaluation of these functions.
9. Monitors and reports staff whereabouts on a daily basis in the form of the time book, ensures that adequate staff and materials are in the clinical setup for usage each day and communicates well with the frontline staff on the situation of a day.

Key Performance Indicator

1. All reports are submitted within the agreed timeframe and meet standard reporting requirements.
2. Number of active participations in Oral Health Promotional activities conducted as per relevant policies and guidelines.

3. Effective patient management and services are provided in compliance with relevant legislation, policy, and guideline within agreed time frame.
4. Effective and timely management of staff performance, consumable orders and equipment maintenance requirements.

Selection Criteria

The Person

In addition to a minimum qualification of Bachelor in Dental Surgery from a recognised tertiary institution, be registered as a Dental Practitioner with the Fiji Dental Council (FDC), a current Annual Practising Licence with the Fiji Dental Council is mandatory and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Demonstrate appropriate personal and professional behaviour in line with the position and Code of Conduct.
2. Promotes, ensures, and monitors best use of resources and timely achievement of work outcomes.
3. Recognize and work within the limits of competence of a Dental Officer.
4. Experience in understanding Self-development, Team Development and approaches to effective continuous Professional Training.

Skills and Abilities

1. Demonstrate Clinical Competency according to the prescribed Scope of Practice.
2. Contribute towards Quality Improvement Programs.
3. Ability to communicate proficiently in English in both verbal and written.
4. Ability to follow instructions and meet set targets and demonstrated ability to work cooperatively within a team environment.
5. Be able to motivate staff to work with one another to achieve common goals.

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information:

Role:	Counsellor
Salary Band:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Duration:	5 years
Location:	St. Giles Hospital
Unit/Division:	Counselling
Reports to:	Medical Superintendent St. Giles Hospital
Subordinates:	-

The Position

To provide best practice applicable clinical interventions for mental health problems, coordinate services, monitor progress and actively support recovery of patients.

This position will function as part of the treatment team, and be expected to contribute to the day to day functioning of the team as well as provide specific interventions as appropriate.

Key Responsibilities

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

1. Responsible for the day to day clinical decisions related to patient care consistent with policy and appropriate delegations.
2. Implement legislation, regulations, standards, codes of practice and policies relevant to their role in a way that supports patients and their families and carers.
3. Consult with appropriate senior staff when care or individual/group requires expert advice.
4. Work as part of a multidisciplinary team of health professionals to coordinate treatment plan.
5. Support the principles of recovery-oriented mental health practice in working with consumers, families and carers and ensure the confidentiality of information.
6. Provide a high standard of evidence based assessment and management that meets the needs of consumers and families or carers, and facilitates timely entry to services
7. Maintain a high standard of documentation and use information systems evaluation to ensure data collection meets clinical, service delivery, monitoring and evaluation needs
8. Provide supervision and training to interns and other clinicians and members of the multidisciplinary team
9. To actively participate in the corporate activities of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Readmission rate of patients under counselling within 28 days of discharge.
2. Percentage of patients under Alcohol and Other Drug counselling achieved and maintain abstinence for at least more than 6 months.
3. Percentage of Patient Satisfaction attending counselling
4. Percentage of referrals attended per month.

Selection Criteria

The Person

In addition to a recognized Postgraduate Diploma in Psychology or Counselling, and being a registered Counsellor with Oceania Psychology Register and/or Fiji Association of Social and Community Workers or other relevant professional association recognized by the Ministry of Health Medical Services, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. A minimum of 3 years proven practical experience in the field of mental health counselling.

2. Proven experience working with challenging complex behaviours and issues related to mental health, illnesses and disorders
3. Understanding of the Mental Health Decree (2010), the Occupational Health & Safety Act, and the Constitution of the Republic of Fiji.

Skills and Abilities

1. Demonstrated ability to work with challenging complex behaviours and issues related to mental health illnesses or disorders, and common comorbidities;
2. Demonstrated knowledge of and commitment to recovery oriented service provision, and consumer involvement in service design, implementation and evaluation;
3. Demonstrated ability to work independently and in consultation with a multi-disciplinary team;
4. Demonstrated ability to engage patients and their families/carers in services;
5. A high standard of communication with the ability to effectively document client records and write reports;
6. Capacity to utilise computer programs to support the operations of the Counselling Unit;
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility

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MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Position Title:	Senior Administration Officer
Salary Band:	Band G
Salary Grade:	\$28,605.45 - \$38,140.60
Duration:	3 years
Location:	Western Health Service
Unit/Division:	Administration/Corporate
Reports to:	Divisional Medical Officer Western
Subordinates:	Staff of the Corporate Services Unit

The Position

The position will assist the Divisional Medical Officer effectively manage corporate services which includes human resource, finance and asset management and ensure that all Divisional services are fully operational.

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. Manage and provide quality advice on Human Resources and administrative functions including finance and asset management in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Provide assistance in developing Divisional Business Plan, monitored and implemented.
3. Manage and motivate staff of corporate services to ensure that the key deadlines are met.
4. Oversee the planning, preparation and implementation of department's financial activities.
5. Submit reports within agreed timeframes and reports must meet standard reporting requirements.
6. Actively contribute to all corporate requirements of the Ministry, including planning and budgeting where required.

Key Performance Indicators

1. All corporate services plans are developed, approved and implemented within agreed timeframes.
2. All activities within the corporate and divisional services plans completed and delivered as planned and budgeted in compliance with relevant legislative and policy requirements within the Ministry.
3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
4. Actively participate in all corporate functions in a timely manner.

Selection Criteria

The Person

In addition to a Degree to Human Resource Management, Public/Business Administration (or equivalent), the following Knowledge, Experience, Skills and Abilities are required.

Knowledge and Experience

1. Demonstrated experience in corporate services, including human resources, finance and asset management in a medium to large organization.
2. Experience in building and sustaining relationships with relevant stakeholders and partners.
3. Working knowledge and understanding of an Employment Act and Legislation, OHS and employee relations.
4. Knowledge and experience in assessing and managing staff performance.

Skills and Abilities

1. Demonstrated effective organization skills
2. Demonstrated ability to communicate effectively and manage teams.
3. Demonstrate ability to analyse and contribute to solutions to complex problems in a resource constraint environment.
4. Demonstrated good leadership qualities and ability to mentor subordinates effectively.
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character and Eligibility

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MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Administration Officer [Human Resources]
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28, 883.00
Duration:	3 years
Location:	Divisional Medical Office Western
Unit/Division:	Human Resources/ Western Health Services
Reports to:	Senior Administration Officer
Subordinates:	Executive Officers, Clerical Officers, Secretary

The Position

The position is responsible for ensuring that the core functions of the Human Resource department are efficiently and effectively delivered in accordance with standard policies, rules and guidelines.

Key Responsibilities

1. Provide Human Resource support functions and policy advice with regard to Staff Establishment Management, Recruitment and Selection, Personnel and Employee Relations functions and Staff Development in a timely manner.
2. Maintain and update all Human Resource Records in the Human Resource Information System ensuring relevant reports are submitted on time.
3. Facilitate the Occupational Health and Safety compliance of all relevant Western Health Services.
4. Maintain effective communication with the Divisional Heads, Subdivisional Heads, and with Headquarters.
5. Provide general supervision of Human Resource staff at the Western Health Divisional Headquarters.

Key Performance Indicators

1. All Human Resource support functions and policy advice with regard to Staff Establishment Management, Recruitment and Selection, Personnel and Employee Relations functions and Staff Development are provided in a timely manner in accordance with relevant legislations, policies and guidelines.
2. All reports are submitted within agreed timeframes and meet standard reporting requirements.
3. All relevant Health facilities in the Western Health Services are compliant with the Health and Safety at Work Act and its related regulations and policies.
4. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

Selection Criteria

The Person

In addition to an undergraduate degree relevant to Human Resources, Management or Public Administration, Industrial Relations or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

1. Understanding and experience of at least 3 years of human resource management; HR policies; with some supervisory experience
2. Working knowledge of a human resource information system and computer programs such as Microsoft Office
3. Experience in working within a team from diverse backgrounds and communicate with people at all levels
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Demonstrated oral and written communications and ability to maintain confidentiality
2. Demonstrated ability to manage demanding workload and meet tight deadlines to achieve results
3. Demonstrated ability to multitask and manage conflict and change
4. Attention to details and high level organisational, analytical and problem solving skills
5. Ability to relate to others
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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 for the job, as this criteria will be considered in assessing the relative suitability of applicants.

MOHMS 337/2019



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Administrative Officer
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00
Location:	HQ, Suva
Duration:	3 years
Unit/Division:	Asset Management Unit
Reports to:	Principal Administrative Secretary - AMU
Subordinates:	3

The Position

The position will assist in the tender evaluation process whereby the evaluation committee makes a recommendation to the Government Tender Board for approval.

Key Responsibilities

1. Ensure that effective secretariat support is rendered to the tender evaluation committee and all other processes that leads to the offer of contract to the successful bidder.
2. Assist in preparation of contracts and seeking approval from Solicitor General's office before execution.
3. Assistance in the Request for Quotation processes ensuring necessary compliance to procurement procedures and internal timelines are met.
4. Assist unit Manager in preparation of Tender Documents, Expression of Interests, Request for Proposals and other documents necessary to facilitate procurement of goods and services.
5. Assist in liaising with appropriate line ministries and stakeholders about land leases, acquisition of new sites and preparation of quotations for repair and maintenance works
6. Assist in preparation of weekly/monthly/quarterly reports for the unit.
7. Assist to maintain proper registers for all tenders and contracts managed by the unit.
8. Assist in overall supervision and monitoring of the MoHMS physical assets nationwide including the infrastructures.
9. Other duties assigned by unit Manager

Key Performance Indicators

Performance will be measured through the following indicators:

1. Procurement, Tender administration and evaluation in accordance with legislation, policy, service standards and procedures;
2. All finance, administration and corporate responsibilities carried out in support of Ministry core activities; and
3. Contract administration and enforcement.

Selection Criteria

The Person

In addition to University Qualification relevant in Management and Public Administration or equivalent, the person should have minimum 3 years' experience in handling similar duties. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Administrator:

Knowledge and Experience

1. Experience in understanding of tender evaluation process.
2. Contributed to developing, delivering and evaluating tender process.

3. Understanding of the Fiji Procurement Office legislation for tender process.
4. Knowledge of Government Regulations and Policies.

Skills and Abilities

1. Effective service delivery, monitoring and evaluation skills
2. Demonstrated ability to effectively work within a team
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment
4. Effective communication and administrative skills
5. Ability to produce reports in a timely manner
6. Ability to use Microsoft application effectively

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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 for the job, as this criteria will be considered in assessing the relative suitability of applicants.

MOHMS 338/2019



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Assistant Accounts Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Duration:	3 years
Location:	Fiji Pharmaceutical & Biomedical Supplies
Unit/Division:	Finance Unit
Reports to:	Senior Accounts Officer
Subordinates:	Clerical Officer

The Position

The position is responsible for processing revenue collection, payment of GWE Salaries and Goods and services in accordance with the Government Machinery, applicable laws, relevant policies and regulations.

Key Responsibilities

1. Process revenue collection in accordance with the Finance Act, Finance Instructions and the Finance manual.
2. Facilitate payment of salaries, wages and allowances.
3. Facilitate payment of goods, services, and bills
4. Conduct reconciliation of accounts for payment and wages
5. Manage imprest and ensure that imprest is replenished on weekly basis
6. Checking on reports in the finance information system on the Open Payables and also close PO in the finance information system
7. Responsible for updating and editing of master files for newly appointed government wage earners and ensure that GWE employees receive wages appropriately.
8. Checking wages edits report after punching of hours in the system.
9. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

Key Performance Indicators

1. Ensure the timely provision of required documents for verification purpose
2. Ensure effective and efficient processing of wages and other payments to avoid delay
3. Thorough checking of documents for final approval into the system
4. Strict monitoring of staff performance

Selection Criteria

The Person

In addition to a university qualification in Accounting/Finance/Commerce, and equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge and experience in using of government Computerised Accounting system.
2. Good understanding of the Fijian Constitution [2013] and applicable laws, policies and regulations
3. Experience in the similar working environment, particularly for payment of goods and services, salaries and wages.

Skills and Abilities

1. Demonstrated ability to lead and supervise subordinates

2. Demonstrated skills and ability to use Microsoft Applications and other computer programmes
3. Sound oral and written communication skills
4. Demonstrated resourcefulness and ability to work under pressure to meet deadlines
5. Demonstrated ability to work as a team

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Administrative Officer
Salary Band:	Band F
Salary range:	\$22,528.74 - \$28,883.00
Duration:	3 years
Location:	Namosi House
Unit/Division:	Wellness Unit
Reports to:	Head of Wellness
Subordinates:	Nil

The Position

The position is responsible for ensuring that the core functions of the Human Resource department in the Wellness Unit are efficiently and effectively delivered in accordance with standard policies, rules and guidelines.

Key Responsibilities

1. Plan and Implement and evaluate health promotion strategies in all Health Promoting Settings
2. To assist in the formation of Divisional and Sub-divisional managements teams at divisional and district level.
3. Coordinate & facilitate Settings Training of trainers and Community training on the concept of Wellness Fiji and Health Promotion to Establish Wellness Settings.
4. Provide professional guidance and skills to staffs with on-going Wellness and Health Promotion activities and outcomes at Divisional/ sub-divisional level.
5. Coordinate activities of World Days of the Wellness Unit.
6. Facilitate Health Promotion activities to promote population health and reduce premature morbidity and mortality due to NCD's as part of a whole-of-society approach to wellness and well-being.
7. Promptly submitting reports of all activities implemented and monthly reports to Director Wellness of the Ministry of Health and Medical Services.

Key Performance Indicators

Performance will be measured through the following indicators:

1. The five (5) wellness settings are established within the agreed timeframes, and compliant with relevant processes, legislations and policies.
2. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements.
3. Actively contribute to all corporate functions of the Ministry.

Selection Criteria

The Person

In addition to University Qualification relevant in Management and Public Administration or equivalent, the person should have minimum 3 years' experience in handling similar duties. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Understanding and experience of at least 3 years of human resource management; HR policies; with some supervisory experience
2. Working knowledge of a human resource information system and computer programs such as Microsoft Office

3. Experience in working within a team from diverse backgrounds and communicate with people at all levels
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Demonstrated oral and written communications and ability to maintain confidentiality
2. Demonstrated ability to manage demanding workload and meet tight deadlines to achieve results
3. Demonstrated ability to multitask and manage conflict and change
4. Attention to details and high level organisational, analytical and problem solving skills
5. Ability to relate to others
6. Service oriented approach, with a commitment to supporting the operational/ corporate environment of the organisation

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Administrative Officer - Personnel
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00
Duration:	3 years
Location:	Headquarters, Suva
Unit/Division:	Personnel Unit
Reports to:	Senior Administrative Officer - Personnel
Subordinates:	2

The Position

The positions ensures all human resource and administrative support functions including policy advice with regards to all forms of leave and exits together with declaration of business for Nursing Cadre is provided to all staff of the Ministry in a timely manner.

Key Responsibilities

1. Ensure all activities with regards to all forms of exit (Resignation, Deemed Resignation, Compulsory Retirement, Retirement on Medical Grounds, Deceased, and Termination of Contract Appointment) are provided in a timely manner and updated in the Human Resource Management Information System (HRMIS) immediately.
2. Facilitate monthly reports to Principal Admin Officer (Personnel) via Senior Admin Officer (Personnel) in a timely manner.
3. Provide timely and expert advice on statistical data and reports as requested by supervisors and management
4. Provide assistance to Senior Admin Officer (Personnel) during National Posting and Appeals meetings.
5. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

1. All exit components for Nursing Cadre and other HR activities are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
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.
4. Actively contribute to all corporate functions of the Ministry.

Selection Criteria

The Person

In addition to University undergraduate qualification in Human Resource, Management & Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience

1. Understanding and experience of at least 3 years of human resource management; HR policies; with some supervisory experience
2. Working knowledge of a human resource information system and computer programs such as Microsoft Office
3. Experience in working within a team from diverse backgrounds and communicate with people at all levels
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Demonstrated oral and written communications and ability to maintain confidentiality
2. Demonstrated ability to manage demanding workload and meet tight deadlines to achieve results
3. Demonstrated ability to multitask and manage conflict and change
4. Attention to details and high level organisational, analytical and problem solving skills
5. Ability to relate to others
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Medical Imaging Technologist
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00
Duration:	5 years
Location:	Several
Unit/Division:	Radiology Department
Reports to:	
Subordinates:	Nil

The Position

This is the base entry junior level position that performs basic radiography examinations with supervision. The position will develop skills and competency in other speciality areas i.e. in ultrasound, CT scans, mammography and Fluoroscopy .After performance assessments and reviews, the position will be rostered for shift work and on call duties.

Key Responsibilities

1. Performing requested examinations and its activities in line with departmental protocols, safety procedures and guidelines.
2. Performing after hours on call, shift work duties and responding to emergency calls.
3. Adhering to training and attachments requirements in other specialized units when rostered.
4. Actively contribute to the Ministry’s corporate requirements by attending staff meetings, conferences and workshops relevant to job role.

Key Performance Indicator

1. Number of examination accurately recorded, performed and proper images produced in line with protocols and guidelines.
2. All after hours examinations and shift work duties are completed with minimal complains
3. Successful completion of attachment and training in a speciality area.

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science, registered and licensed under the Fiji Radiation Health Board, and Fiji Society of Medical Imaging Technologist, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge and experience of basic radiographic techniques, processes and protocols.
2. Knowledge of radiation and occupational health and safety
3. Knowledge of maintenance of x-ray equipment and quality control.
4. Knowledge of relevant laws and legislations applicable to Radiology safety practices

Skills and Abilities

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background.
2. Demonstrated ability to work effectively within a team environment.
3. Demonstrated ability to be proactive to acquire new knowledge and skills
4. Demonstrated ability to promote best use of resources and time to achieve work outcomes.

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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PROJECT POSITIONS

MOHMSP 45/2019



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Tobacco Control Officer
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00
Duration:	1 year
Location:	Northern Health Services
Unit/Division:	Environmental Health Unit
Reports to:	Manager Tobacco Control & Divisional Health Inspector
Subordinates:	

The Position

The Tobacco Control Enforcement Officer will be responsible for the running of the divisional enforcement offices and report directly to Manager Tobacco Control and Divisional Health Inspectors West and North. The officer is responsible for developing the required divisional work plan and ensure its implementation, monitoring and surveillance.

Key Responsibilities

The position will achieve its purpose through the following key duties:

1. Organize and carry out inspections, investigations and booking of offenders
2. Command and control enforcement operations
3. Develop plan for divisional enforcement operations
4. Train and prepare Assistant Enforcement Officers on enforcement procedures and field investigation methods
5. Daily monitoring of Assistant Enforcement Officers
6. Work closely with other law enforcement agencies on matter of equal interest
7. Assist in community awareness programs related to tobacco-free initiatives
8. Filing of legal documents in and obtaining case updates from court registries within the Division
9. Conduct prosecutions in the Magistrates Court
10. Submit monthly reports of enforcement, prosecution and community awareness programs conducted within the Division

Key Performance Indicators:

1. Standard operating procedures for all bookings and charging of persons violating the Tobacco Control Act and Regulations are followed;
2. All reports and case files provided to supervisors in a timely manner to the required standard;
3. Community awareness programs related to tobacco-free initiatives are conducted to the required standards and timeline; and
4. Contributions to all corporate requirements of the Ministry, including planning, budgeting and selection activities are actively undertaken where required.

Selection Criteria

The Person

In addition to a tertiary qualifications of Diploma in Environmental Health, legal Enforcement, or equivalent work experience the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and experience

1. At least 3 years' Experience in law enforcement, management or exposure at similar field.
2. Experience in preparation of court documents and prosecution.
3. Experience in conducting community awareness or similar activity.
4. Knowledge and experience in planning process, report writing, book keeping and office administration.
5. Thorough knowledge of the Tobacco Control Decree (TCD) and Tobacco Control Regulation (TCR) and health impact would be desirable.
6. Good knowledge of World health Organization Frame work convention on Tobacco control and population health.

Skills and abilities

1. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.
2. Proficient in investigations and prosecution skills and demonstrate ability to confidently present self in court for formal proofs and cross examinations.
3. Strong oral and written communications skills and capacity to utilize computer programs to support the operations of complex organization
4. Demonstrate ability to present in public settings such as community, schools or villages.
5. Skills and abilities to manage staffs and work cooperatively within the team and other stakeholders and enforcement agencies.
6. Ability to follow instructions, meet set deadlines and work long hours under stressful situation.
7. Demonstrated ability to maintain confidentiality, in a public sector environment within the required legislative framework.

Personal Character and Eligibility

Applicants for employment in the Ministry must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.

MOHMSP 46/2019



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Role:	Project Officer, Assistant Enforcement Officer
Salary Band:	Band E
Salary range:	\$19,041.75 - \$24, 412.50
Duration:	1 year
Location:	Northern Health Services, Labasa
Unit/Division:	Environmental Health Unit
Reports to:	Tobacco Control Enforcement Officer
Subordinates:	

The Position

This is a specialized position in Tobacco enforcement and will provide support to the Tobacco Control enforcement unit in the implementation and enforcement of the Tobacco Control Act and Regulations.

Key Responsibilities

The position will achieve its purpose through the following key duties:

1. Ensure standard operating procedures are followed for all bookings and charging of persons violating the Tobacco Control Act and Regulations;
2. Organize and carry out inspections, investigations and booking of offenders;
3. Work closely with other law enforcement agencies on matters of equal interest including filing and execution of legal documents and obtaining case updates from court registries within the Division and preparation of Witnesses Statements;
4. Appear for formal proof and cross examination in the Magistrates Court;
5. Assist in conducting community awareness programs related to tobacco-free initiatives;
6. Ensure all Tobacco licenses and Registration applications are recorded and facilitated for processing within the agreed time line;
7. Submit reports of enforcement, prosecution and community awareness programs conducted within the Division as required;
8. Provide a high level of customer service to clients and the general public; and
9. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators:

1. Standard operating procedures for all bookings and charging of persons violating the Tobacco Control Act and Regulations are followed;
2. All reports and case files provided to supervisors in a timely manner to the required standard;
3. Community awareness programs related to tobacco-free initiatives are conducted to the required standards and timeline; and
4. Contributions to all corporate requirements of the Ministry, including planning, budgeting and selection activities are actively undertaken as required.

Selection Criteria

The Person

In addition to a Certificate, Diploma in Environmental Health, Law, or equivalent work experience, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and experience

1. At least 1 years' experience in a legal enforcement, prosecution, or Environmental Health field;
2. Practical working experience in field operations working with communities / conducting community awareness;
3. Knowledge of prosecution procedures, booking of offenders, court protocols and preparations of court documents.
4. Understanding of the various Laws and relevant legislation related to Tobacco products and prosecution.
5. Good knowledge of World health Organization Frame work convention on Tobacco control and its impact on population health.

Skills and abilities

1. Strong oral, written communications and Computer skills to support the operations of a complex organization;
2. Ability to deal with people within the required legislative framework and to present self in court with confidence.
3. Demonstrate ability to present in public settings such as community, schools or villages whilst maintaining confidentiality.
4. Demonstrated ability to work cooperatively within a team, follow instructions, and meet deadlines whilst working in a stressful situations including long hours.
5. Proficient skills and abilities in investigations and prosecution skills.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment in the Ministry must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior as a condition of employment.

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RE-ADVETRISED POSITIONS

MOHMS 342/2019



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Role:	Biomedical Technical Officer
Salary Band:	Band G
Salary:	\$28,605.45 - \$38,140.60 per annum
Duty Station:	Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Biomedical Division
Reports to:	Director FPBS
Subordinates:	Nil

The Position

The purpose of the Biomedical Technical Officer is to work under no supervision, modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment. May also direct, coordinate, and evaluate the work of lower level technicians.

Key Responsibilities

1. Responsible for ensuring that any biomedical equipment required for service delivery is made available to the health facilities through constant and regular monitoring. All needs of biomedical equipment by the health facilities need to be captured and requested for purchase promptly.
2. Attend to any breakdowns and ensure that all faults are rectified promptly and also perform a variety of complex and specialized tasks associated with the routine preventative maintenance, installation, service and calibration of a diverse range of biomedical equipment according to Australian Standards [AS3551].
3. Ensure that users of equipment are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
4. Provide weekly and monthly reports and updates to the Senior Biomedical Engineer.

Key Performance Indicators

1. Quarterly audits performed and biomedical equipment inventory is updated for all the health facilities in all divisions.
2. Annual preventative maintenance is carried out for all the health facilities
3. User Training is performed on a monthly basis for all biomedical equipment.
4. Monthly report on equipment availability is submitted to National Biomedical Coordinator through Senior Biomedical Engineer.

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Biomedical/ Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

Knowledge and Experience

1. At least 3-5 years work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;

4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spreadsheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

Skills and Abilities

1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to lead a department, unit or group also to instruct, direct, motivate and evaluate employees.
6. Ability to work efficiently in any given time frame

Personal Character and Eligibility

Applicants for employment in the Ministry must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.



MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Role:	Biomedical Technical Officer
Salary Band:	Band G
Salary:	\$28,605.45 - \$38,140.60 per annum
Duty Station:	CWM/Lautoka & Labasa Hospital
Unit/Division:	Biomedical Division
Reports to:	The Medical Superintendent & Senior Biomedical Engineer
Subordinates:	Nil

The Position

The purpose of the Biomedical Technical Officer is to work under no supervision, modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment. May also direct, coordinate, and evaluate the work of lower level technicians.

Key Responsibilities

1. Responsible for ensuring that any biomedical equipment required for service delivery is made available to the health facilities through constant and regular monitoring. All needs of biomedical equipment by the health facilities need to be captured and requested for purchase promptly.
2. Attend to any breakdowns and ensure that all faults are rectified promptly and also perform a variety of complex and specialized tasks associated with the routine preventative maintenance, installation, service and calibration of a diverse range of biomedical equipment according to Australian Standards [AS3551].
3. Ensure that users of equipment are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
4. Provide weekly and monthly reports and updates to the Senior Biomedical Engineer.

Key Performance Indicators

1. Quarterly audits performed and biomedical equipment inventory is updated for all the health facilities in all divisions.
2. Annual preventative maintenance is carried out for all the health facilities
3. User Training is performed on a monthly basis for all biomedical equipment.
4. Monthly report on equipment availability is submitted to National Biomedical Coordinator through Senior Biomedical Engineer.

Selection

Criteria The Person

In addition to University qualifications (or equivalent) relevant to Biomedical/ Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

Knowledge and Experience

1. At least 3-5 years work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spreadsheet and word processor applications.

6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

Skills and Abilities

1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to lead a department, unit or group also to instruct, direct, motivate and evaluate employees
6. Ability to work efficiently in any given time frame

Personal Character and Eligibility

Applicants for employment in the Ministry must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior as a condition of employment.

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