MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Accounts Officer – Salaries</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 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Headquarters</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Accounts Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Accounts Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Assistant Accounts Officer/Clerical Officers</td>
</tr>
</tbody>
</table>

The Position

The position incumbent is responsible for the efficient management and operations of the salaries and wages unit of Ministry of Health & Medical services. Ensure commitment and compliance to good financial practises to enable the efficient and effective processing of salaries and wages for the staffs of Ministry of Health and Medical Services with quality service delivery.

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. Ensure timely processing of wages, salaries and other payments in accordance to the financial practises.
2. Ensure timely authorization of salaries and wages inputs are updated systematically and edit verifications are uploaded accordingly.
3. Oversee the efficient and effective management of wages / salaries section ensuring staffs meeting the deadlines.
4. Provide timely and expert advice on all wages and salaries matters to the Senior Management.
5. Ensure wages and salaries financial reports and reconciliations are timely submitted to senior managers for decision making.
6. Counsel, guide and Develop internal (Wages /Salaries/FNPF) programme to ensure adherence to policies, finance instructions and agreed policies.
7. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. The person is required effectively process salaries and wages payments, process timely payroll updates system.
2. To provide timely advise to management on wages and salaries activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.
3. Timely & effective management of the unit’s performance to enable business continuity, and delivery of services.

Selection Criteria

The Person

In addition to an Undergraduate degree in Accounting, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 3 years’ experience working in a Finance Environment
2. Sound and Good Working Knowledge of Financial Management requirements.
3. Practical knowledge of anti-corruption approaches and methods
4. Good experience with supervisory and Leadership Role
5. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji.

Skills and Abilities
1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts
2. Demonstrated ability to carry out set tasks in order to meet set deadlines
3. Demonstrated ability to maintain confidentiality
4. Ability to provide support and guidance through the appropriate interpretation of relevant guidelines, acts, regulations to the management
5. Capacity to utilize computer programs to support the financial operations
6. Service oriented approach, with commitment to supporting the operational and corporate environment of the organization.

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

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Registered Nurse</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 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Health Centre/Sub-Divisional Hospitals/Hospitals</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Team Leaders/Sub Divisional Nurse Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nurse Intern/Community Health Worker</td>
</tr>
</tbody>
</table>

This position
The position provides and implements quality nursing care to all patients in accordance with nursing at a health facility.

Key responsibilities
The position will achieve its purpose through the following key responsibilities.
1. Maintain high quality nursing care at all levels in accordance with nursing standards and legislative requirements.
2. Serve patients and customers in an efficient, effective and friendly manner.
3. Ensure all pharmaceutical commodities and consumables are available in adequate supply at all times.
4. Provide reports to supervisors in accordance with reporting procedures in a timely manner.
5. Actively participate in all corporate activities of the Ministry to achieve its objectives.

Key Performance Indicators
1. Ensure that clinical practice is adhered to the National Nursing Standard.
2. Clients are monitored and referred for specialized services in a timely manner
3. All reports submitted in accordance with reporting structures and formats within the given time frame
4. At least 90% of pharmaceutical commodities and consumables are available at all times.
5. Participation in all corporate activities of the Ministry as and when required in a timely manner.

Selection Criteria
The Person
In addition to a Bachelor’s Degree in Nursing or equivalent, valid annual practising Licence and registered as a general nurse under the Fiji Nursing Council; the following knowledge, experience, skills, and abilities are required to successfully undertake this role;

Knowledge and Experience
1. Experience in nursing at a major hospital, community health or similar nursing environment.
2. Sound knowledge of basic nursing principles and clinical practices
3. An understanding of the 2011 Nursing Decree, Occupational Health & Safety Act and relevant legislations.

Skills and Abilities
1. Exceptional clinical nursing skills and the ability to treat patients in accordance with nursing standards
2. Ability to plan and manage the supply of pharmaceutical and consumables.
3. Ability to maintain confidentiality of patient or client information
4. Exceptional communication skills both written and verbal
5. Exceptional customer service skills
6. Service oriented approach with a commitment to achieving corporate objectives.

**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>Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</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>Colonial War Memorial Hospital</td>
</tr>
<tr>
<td>Duration</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Transport</td>
</tr>
<tr>
<td>Reports To</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures the safe transportation of staff and patients from one facility to another.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Maintain Cleanliness of the vehicle at all times;
2. Use Motor Vehicle for Official purposes upon instructions from supervisor;
3. Drive Motor Vehicle safely in accordance with all traffic laws and regulations of Land Transport Act or Fiji Police Force;
4. Complete and submit the daily running sheet for every trip taken, and submit to the respective Transport Officer at the end of the day for review and verification;
5. Take responsibility of the Motor Vehicle maintenance and regular servicing in consultation with the respective Transport Officer on:
   a. Oil, fuel and lubrication service;
   b. Tyre, battery and air V conditioning servicing;
   c. Motor Vehicle washing and cleaning;
   d. Daily checks of vehicle tools, spare tyres
6. Efficiently report all minor or major accident to the vehicle under your care using the standard vehicle accident report form.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure that vehicle, are in good running condition (clean, water, oil are sufficient) before moving the vehicle;
2. Hospital runs are well planned;
3. Running sheets & fuel receipts, are submitted on daily basis;
4. Defects are reported and addressed in a given timeframe;

Selection Criteria
The Person
In addition to the completion of Secondary School Education or similar, along with a Group 2,4 & 6 Driving License, a valid Certificate of Defensive Driving Course and 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 of vehicle maintenance
3. Well versed with road Regulations and Acts;
4. Basic knowledge of receptive applicable laws of Fiji.

Skills and Abilities
1. Ability to drive safely and effectively
2. Good communication skills in both verbal and written
3. Ability to work effectively with a team
4. Time management skills
5. Ability to work as a team

**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>Attendant Lab</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>Colonial War Memorial Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laboratory Superintendent, Consultant Pathologist</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position provides support and logistic assistance to the Laboratory technical team.

Key Responsibilities
1. Autoclaving of all microbiological specimens and cultures before disposal.
2. Delivery of hospital supplies and courier consignments from hospital and pharmacy stores
3. Assist in post mortem procedures, cleaning of post mortem room to infection control standards and ensure necessary supplies are timely forecasted.
4. Assist with stock take of laboratory supplies as and when required, assist with board of survey.
5. Washing, drying and proper labelling of all different types of laboratory containers.
6. Ensure all stock related documents are properly filed and stock cards updated on a timely bases.
7. Cleaning, organisation and management of all laboratory storage areas.
8. Manage Laboratory Reception area and other duties when required.

Key Performance Indicator
1. Manage and maintain an effective and efficient records management system to ensure timely access of documents.
2. All services are delivered within agreed timeframes, and compliant with relevant processes and policies.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
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. Knowledge of Occupational Health & Safety
3. Basic knowledge of record and stock management
4. Basic knowledge of receptive applicable laws of Fiji.
Skills and Abilities
1. Ability to meet deadlines and work in a team with minimum supervision
2. Good interpersonal and communication skills
3. Ability to
4. Customer focus 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.
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 312/2019

MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Attendant X-Ray</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>Colonial war Memorial Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Medical Imaging</td>
</tr>
<tr>
<td>Reports to:</td>
<td>MIT Higher Grade, Supervising MIT &amp; Senior MIT</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The position is responsible for developing x-ray films, operating, monitoring and maintaining the film processing equipment used at the Medical Imaging department.

Key Responsibilities
1. Processing of all x-ray films Flashing correct ID tags, reloading cassettes with unexposed films.
2. Clean processors on weekly basis and maintain general cleanliness of dark room.
3. Mix chemicals for processing of films
4. Provide update on available tracer consumables.
5. Dispatching consumable to outer centers
6. Provide report on any fault on processing machine.
7. Keeping records of in-hand films and chemicals
8. To ensure Occupational Health & Safety policies are strictly adhered to.
9. To perform any other departments duties when called upon by the Senior Medical Imaging Technologist.

Key Performance Indicators
1. Ensure all darkroom processes are carried out.
2. Monitor the physical stock In and Out on consumables.
3. All services are delivered within agreed timeframes, and compliant with relevant processes and policies.
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 of record and stock management
3. Basic knowledge of receptive applicable laws of Fiji.

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

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Orderly - will be uploaded once role descriptions is available
MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</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>
</tr>
<tr>
<td>Location:</td>
<td>Colonial War Memorial Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 Years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Medical Records Department</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Assistant Statistician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The primary role of this position is to be responsible for organizing 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 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:

2. Create records for new patients and computer index and maintain filing statistics.
3. Provide customer care service and responding to customer queries.
4. Facilitate the distribution and retrieval of patient folders and laboratory reports to/from responsible medical officers.
5. Request relevant information from various departments as required by medical officers.
6. Actively contribute to the Ministry corporate activities.

Key Performance Indicators

1. Patient records are updated on a regular basis.
2. Filing index and statistics are well maintained.
3. Efficient distribution and retrieval of patient folders and the proper filing of folders as per filing system.
4. Actively contribute to the Ministry corporate activities 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. Working knowledge of Medical Records and Patient Information in a clinical setting or similar environment.
2. Experience with basic computer skills such as Microsoft Office.
3. 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
Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information
<table>
<thead>
<tr>
<th>Position:</th>
<th>Ward Assistant</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>Colonial War Memorial Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Various</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Team Leader/NUM</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position is to provide assistance to nurses with non-clinical duties including patient care, patient movement within the health facility, ward housekeeping, and food service.

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 participate in corporate activities of the Ministry 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
2. Experience in basic housekeeping duties
3. Basic knowledge of receptive applicable laws of Fiji.

Skills and Abilities
1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively.
3. A good team player and able to work with minimum supervision.
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.
The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
MINISTRY OF HEALTH AND MEDICAL SERVICES

ROLE DESCRIPTION

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>Lautoka Hospital.</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Transport Pool</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil.</td>
</tr>
</tbody>
</table>

The Position

The position is jointly responsible for planning and organizing of transport services through Liaising with the Executive Officer with daily running of the vehicle.

Key Responsibilities

1. Responsible for transporting staff as and when required.
2. Assist 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.
9. Actively contributes to the ministry’s corporate functions and activities.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Full compliance with Land Transport Regulations and Ministry Instruction Policy
2. Vehicles are well maintained, clean and fully operational.
3. All vehicle records are updated and submitted within agreed timeframes.

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, along with a Group 2,4 & 6 Driving License, a valid Certificate of Defensive Driving Course and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 2-3 years’ experience as a driver;
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 laws of Fiji;
Skills and Abilities
1. Excellent communication skills both verbal and written
2. Analytical thinking while driving and ability to work with minimum supervision
3. Capable of working according to the given timelines
4. The ability to be creative and to act quickly and decisively in a crisis to create opportunities or avoid problems
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Hospital Attendant</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>Lautoka 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 that procedure room, sterile instruments are clean and available at all times and that all blood samples along with folders are made available in a timely manner and provide support to nursing staff.

Key Responsibilities
Consistent excellent patient care
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. Effectively and timely of assistance to patients as an when the need arises
2. Effectively and timely transfer of patients and assisting when they discharged
3. Ensure patient beddings, linen are clean at all times and all nursing support services are provided effectively and in a timely manner
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 qualification or similar, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience
1. Experience in a similar work environment
2. Knowledge of Infection Control and importance of maintaining cleanliness
3. Understanding of efficient customer service
4. Basic knowledge on record keeping and basic inventory management
5. Basic knowledge of Occupational Health & Safety
Skills and Abilities
1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively.
3. Good team player and ability to work with minimum supervision
4. Ability to manage time effectively

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

<table>
<thead>
<tr>
<th>Role:</th>
<th>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>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Medical Records Department</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Assistant Statistician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The primary role of this position is to be responsible for organizes 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 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:

2. Create records for new patients and computer index and maintain filing statistics.
3. Provide customer care service and responding to customer queries.
4. Facilitate the distribution and retrieval of patient folders and laboratory reports to/from responsible medical officers;
5. Request relevant information from various departments as required by medical officers.
6. Actively contribute to the Ministry corporate activities.

Key Performance Indicators

1. Patient records are updated on a regular basis.
2. Filing index and statistics are well maintained.
3. Efficient distribution and retrieval of patient folders and the proper filing of folders as per filing system.
4. Actively contribute to the Ministry corporate activities 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. Working knowledge of Medical Records and Patient Information in a clinical setting or similar environment.
2. Experience with basic computer skills such as Microsoft Office.
3. 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:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Ward Assistant</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>Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Post Natal Ward</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 assists nurses with non-clinical duties including patient care, patient movement within the health facility, ward housekeeping, and food service.

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 participate in corporate activities of the Ministry as and when required.

Selection Criteria

The Person
In addition to the completion of Secondary School Education and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience
1. Work experience in a similar environment providing patient care to the sick or aged.
2. Experience in basic housekeeping duties
3. 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.
3. A good team player and able to work with minimum supervision.
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.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
MINISTRY OF HEALTH AND MEDICAL SERVICES

ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Attendant X-Ray</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>Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Medical Imaging</td>
</tr>
<tr>
<td>Reports to:</td>
<td>MIT Higher Grade, Supervising MIT &amp; Senior MIT</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The position is responsible for developing x-ray films, operating, monitoring and maintaining the film processing equipment used at the Medical Imaging department.

Key Responsibilities

1. Processing of all x-ray films flashing correct ID tags, reloading cassettes with unexposed films.
2. Clean processors on weekly basis and maintain general cleanliness of dark room.
3. Mix chemicals for processing of films
4. Provide update on available tracer consumables.
5. Dispatching consumable to outer centers
6. Provide report on any fault on processing machine.
7. Keeping records of in-hand films and chemicals
8. To ensure Occupational Health & Safety policies are strictly adhered to.
9. To perform any other departments duties when called upon by the Senior Medical Imaging Technologist.

Key Performance Indicators

1. Ensure all darkroom processes are carried out.
2. Monitor the physical stock In and Out on consumables.
3. All services are delivered within agreed timeframes, and compliant with relevant processes and policies.
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 of record and stock management
3. Basic knowledge of receptive applicable laws of Fiji.

Skills and Abilities:

1. Ability to work in a team and meet deadlines
2. Customer focus approach with commitment to supporting the operational goals of the organization
3. Good communication skills both written and verbal.
Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Packer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</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>Fiji Pharmaceutical &amp; Biomedical Services</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Warehouse</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Warehouse Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The position ensures that all suppositories and needed health equipment’s are packed and processed in a timely manner with a sense of responsibility and confidentiality.

Key Responsibilities

1. Organize receivable of Order Form from Health Facilities as per requisition schedule.
2. Check that correct items as in the Order Forms are generated through the picking slip, pick from the correct bin with the right batch.
3. Ensure to return the items back to warehouse which may be identified in excess and keep record of such transaction.
4. Certify that all items received from the Bulk, Issue Stores, Cooler Room are thoroughly checked with the right quantity, batch, and correctly entered in the Tally Cards.
5. Ensure that all cartons are properly labeled, carton numbered, name of customer, picking slip number and other details are stated on top of the carton.
6. Ensure that all cartons ready for distribution have the “Sealed Stickers” this is a must and shall be followed at all times.
7. Should notify Warehouse Manager or Supervisor if the items chosen are wrong or does not match with the quantity or batch as per the Picking Slip.
8. Deliver items from the Warehouse to the Health facilities.
9. Liaise with the customer service for consolidated deliveries, always notify all the stakeholders on the delivery schedule.
10. Respond to all queries in regards to distribution and discrepancies which can bring along improvement in the operations of the warehouse.
11. Assist in the receival of consignment from Fiji Procurement Office, Airport or through the Receipts Department.
12. Ensure physical quantities matches with the Tally Card & Warehouse Information system.
13. Carry out all additional duties as assigned by immediate supervisor or warehouse manager.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All orders are accurately filled and picked, within the agreed timeframes and compliant to Good Warehouse Practice and Occupational Health & Safety standards.
2. Requestion & Delivery Schedules are met.
3. Accuracy of Physical Stock, Stocks Card and Inventory System are maintained.
4. All complaints and discrepancies are addressed within the allocated timeframe.
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. Detailed knowledge of documentation requirements.
2. Application techniques in order to prepare and verify shipping documents for safety and destination coding, classifications, and hazardous material handling criteria.
3. Experience in a similar work environment
4. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of warehouse services

Skills and Abilities
1. Ability to communicate effectively both verbally and written
2. Demonstrated ability to effectively work within a team, adhere instructions and comply;
3. Ability to carry out repetitive tasks quickly and carefully
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</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>Fiji Pharmaceutical &amp; Biomedical Services</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Transportation Pool</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Administrative Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures the safe transportation of staff and medicines from one facility to another with integrity, confidentiality and a sense of responsibility.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Maintain cleanliness of the vehicle at all times;
2. Use Motor Vehicle for official purposes upon instructions from supervisor;
3. Drive Motor Vehicle safely in accordance with all traffic laws and regulations of Land Transport Act or Fiji Police Force;
4. Complete and submit the daily running sheet for every trip taken, and submit to the respective Transport Officer at the end of the day for review and verification;
5. Take responsibility of the motor Vehicle maintenance and regular servicing in consultation with the respective Transport Officer on:
   a. Oil, fuel and lubrication service;
   b. Tyre, battery and air conditioning servicing;
   c. Motor Vehicle washing and cleaning;
   d. Daily checks of vehicle tools, spare tyres
6. Efficiently report all minor or major accident to the vehicle under your care using the standard vehicle accident report form.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure that vehicle, are in good running condition (clean, water, oil are sufficient) before moving the vehicle
2. Daily runs are well planned;
3. Running sheets & fuel receipts, are submitted on daily basis;
4. Defects are reported and addressed in a given timeframe;

Selection Criteria
The Person
In addition to the completion of Secondary School 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. At least 3 years working experience in a similar role
2. Good knowledge of vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Well versed with road Regulations and Acts;
5. Fair understanding of the Fijian Constitution (2013) and applicable laws of Fiji;

Skills and Abilities

1. Ability to drive safely and effectively
2. Ability to communicate in both verbal and written
3. Ability to work effectively with a team
4. Ability to do read and calculate mileage
5. Ability to manage time effectively

Personal Character & Eligibility:

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
RE-ADVERTISED POSITIONS
MOHMS 324/2019

MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Packer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</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>Fiji Pharmaceutical &amp; Biomedical Services</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Stores</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Stock Controller</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position contributes to the provision of health to the people of Fiji.

Key Responsibilities
1. Properly distribute all items from the warehouse after checking and packing
2. Check that correct items are selected by the clients and sign the picking slip for the items to be packed
3. Ensure to return the items back to warehouse which may be chosen in excess and to always keep record of such transaction
4. Ensure that all items received from the Bulk and Issue Stores are thoroughly checked and that the right quantity, batch, and item description are being chosen
5. Ensure that all cartons are properly labeled, carton numbered, name of customer, picking slip number and other details are stated on top of the carton
6. Ensure that all cartons have the “Sealed Stickers” this is a must and shall be followed at all times
7. Should notify warehouse / Team Leader- Bulk and Issue if the items chosen are wrong or does not match with the quantity as per the Picking Slip
8. Liaise with the customer service for consolidated deliveries, always notify all the stakeholders on the delivery schedule
9. Respond to all queries in regards to distribution and problems which can bring along improvement in the operations of the warehouse
10. Carry out all additional duties as assigned by immediate supervisor or warehouse manager

Selection Criteria

The Person
The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience
1. Detailed knowledge of documentation requirements.
2. Application techniques in order to prepare and verify shipping documents for safety and destination coding, classifications, and hazardous material handling criteria.
3. Experience in a similar work environment
4. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of warehouse services

**Skills and Abilities**

1. Ability to communicate effectively both verbally and written
2. Demonstrated ability to effectively work within a team, adhere instructions and comply;
3. Ability to carry out repetitive tasks quickly and carefully
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization

**Personal Character & Eligibility:**

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

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>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</td>
</tr>
<tr>
<td>Location:</td>
<td>Savusavu Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Northern Health Services Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>None</td>
</tr>
</tbody>
</table>

The Position
The position is responsible for maintaining, organizing and effectively providing medical records for patient’s at all times to all clients.

Key Responsibilities
1. Receiving and registering of all cases and referral from other health facilities, public and private into the system (PATIS)
2. Creating of new folders for new patients.
3. Creating appointments in PATIS (Patient Information System)
4. Retrieving, Sorting, Culling and Filing of patient’s medical folders for services using terminal digit filing system.
5. Collect discharged patients medical folders from the wards
6. Coding of patient folders
7. Data entry of patient information into computerized patient information systems
8. Ensure timely communication of information.
9. Collaborate with all staff and promote excellent patient service
10. Monitor flow of folders and fast track medical records folders
11. Organise and review data for accuracy and completeness
12. Maintain patient confidentiality and privacy

Selection Criteria
The Person
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 basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services
4. Knowledge of standard operating procedures in the arrears of records service delivery

Skills and Abilities
1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization
Personal Character & Eligibility:

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role</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</td>
</tr>
<tr>
<td>Location</td>
<td>Nabouwalu Hospital</td>
</tr>
<tr>
<td>Duration</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Northern Health Services Division</td>
</tr>
<tr>
<td>Reports to</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates</td>
<td>None</td>
</tr>
</tbody>
</table>

The Position
The position is responsible for maintaining, organizing and effectively providing medical records for patient’s at all times to all clients.

Key Responsibilities
1. Receiving and registering of all cases and referral from other health facilities, public and private into the system (PATIS)
2. Creating of new folders for new patients.
3. Creating appointments in PATIS (Patient Information System)
4. Retrieving, Sorting, Culling and Filing of patient’s medical folders for services using terminal digit filing system.
5. Collect discharged patients medical folders from the wards
6. Coding of patient folders
7. Data entry of patient information into computerized patient information systems
8. Ensure timely communication of information.
9. Collaborate with all staff and promote excellent patient service
10. Monitor flow of folders and fast track medical records folders
11. Organise and review data for accuracy and completeness

Selection Criteria
The Person
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 basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services
4. Knowledge of standard operating procedures in the arrears of records service delivery

Skills and Abilities
1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service oriented approach to service delivery, with commitment to supporting the
**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.