Ministry of Health & Medical Services
ROLE DESCRIPTION

Corporate Information:

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Administrative Officer – Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>HQ, Suva</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Learning and Workforce Development Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Manager – Learning and Workforce Development Unit</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Administrative Officer (LWD) &amp; Clerical Officer (LWD)</td>
</tr>
</tbody>
</table>

The Position
The Senior Administrative Officer (Training) facilitates the management of training and development and ensures other support functions in the Ministry by providing assistance that may be required by the Manager (Learning and Workforce Development). The position is also accountable to the Manager for the efficient delivery of training and support services for other training providers within the Ministry and at national level. It must ensure that national policies on training and development are translated to ministry level and to assess the benefit of training and development for each session to determine the percentage of transfer. The position is also responsible the assessment of the training after a certain period of time to determine the effect of the training on the workplace and the ministry as a whole.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties;
1. ensuring that the Ministry of Health Training Policy is in place
2. ensuring the Ministry of Health Training Plan is in place
3. facilitating the management of staff and resources to deliver achievements within the ambit of regulations
4. ensuring the effective and efficient processes and systems through Business Improvement strategies
5. ensuring the capture and analysis of training and development achievements and reporting on them
6. provide policy advice and support to the National Training Committee, management as and when required to assist them in making sound decisions

Key Performance Indicators
1. All training and learning development activities are provided in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
3. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements

Selection Criteria
The Person
In addition to having a recognized undergraduate qualification in Human Resource Management, Public Administration, Training & Development or equivalent relevant experience, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:
Knowledge and Experience
1. Proven understanding and experience in human resource management field
2. Experience in effective staff management of a small team/leading and supervising a small team
3. Experience in the use of IT software such as Microsoft applications
4. Understanding of the Fijian Constitution (2013) and applicable Laws, Regulations, Legislations and Reforms

Skills and Abilities
1. Extensive communication skills both written and verbal especially presentation skills
2. Excellent time management skills
3. Ability to lead and work within a team
4. Good interpersonal skills
5. Ability to actively participate in all corporate functions of an organization

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.
Ministry of Health & Medical Services

ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Driver – Assistant Ministers Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$6.28-$8.05 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Head Quarters</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Executive Support Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Administrative Officer, ESU</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The position provides support safe, secure and timely transportation services to the office of the Assistant Minister for Health & Medical Services, Head Quarters.

Key Responsibilities

1. Provide transport services to the Assistant Minister in a safe, timely and effective manner.
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are in order
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations
5. Provide general administrations support to the Assistant Minister and the Personnel Assistant including [but not limited to] telephone calls, reception, preparation of documents, photocopying, filing and other office administrative work;
6. Actively contribute to all corporate requirements of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:
1. All vehicle runs authorised and carried out in accordance with Transport regulations
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports
3. All allocated vehicles maintained in accordance with the Transport Policy
4. All corporate and administration support provided in accordance with legislative requirements and approved Ministry policy and procedures.

Selection Criteria

The Person

In addition to a Certificate in Defensive Driving with a valid driving license (auto and manual) or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years’ experience in a similar environment or protocol environment with a clear driving record.
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations.
3. Basic knowledge of Occupational Health and Safety and basic relevant road legislations.
4. Experience undertaking basic administrative duties in a busy office.
5. Understanding of customer service and experience providing courteous and prompt service to clients and passengers.

Skills and Abilities
1. Excellent safe and defensive driving skills.
2. Ability to undertake office support tasks, including answering telephone calls, photocopying and filing.
3. Demonstrated ability to utilise computer programs to support the administration of an office (email, typing letters, preparing basic documents, etc.)
4. Service oriented approach, with a commitment to supporting the operational/corporate goals 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.
Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Laundry Hand</th>
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</thead>
<tbody>
<tr>
<td>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>Savusavu Hospital, Nabouwalu &amp; Taveuni 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>Laundry In Charge</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures the timely provision of laundry services within the facility.

Key Responsibilities
1. Ensure timely provision of Laundry services within agreed timeframes and adhering to relevant policies and guidelines.
2. Actively contribute to the hospital and/or corporate requirements.

Key Performance Indicators
1. All Laundry services are delivered within agreed timeframes.
2. Participate in all hospitals corporate activities

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

Knowledge and Experience
1. At least 2 years working experience in a similar environment
2. Knowledge of infection control guidelines
3. Basic knowledge of Occupational Health & Safety

Skills and Abilities
1. Ability to operate and use laundry machines
2. Ability to manually provide laundry services in case of break downs or machine failure
3. Ability to meet timeline
4. Ability to communicate both verbally & written
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

Personal Character & Eligibility:
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Cook</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>Taveuni Hospital/Savusavu Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Food Services Unit</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 incumbent is responsible for the preparation and presentation of meals for patients and staff.

Key Responsibilities
1. Cook meals according to menus, special dietary or nutritional restrictions instructed by the Dietician, and number of portions to be served.
2. Estimate expected food consumption with reference to the diet lists and meal request figures and keep food waste to a minimum and maintain routine meal schedules and serving times.
3. Complies consistently with healthy standard portion sizes, cooking methods, specifications, quality standards and food service rules, policies and procedures.
4. Maintains a clean and sanitary work station area including tables, shelves, grills, fryers, oven, blenders, flat top range and refrigeration equipment.
5. Follow and practice Hazard analysis and critical control points (HACCP).
6. Assist in food preparation and serving during off-peak periods as needed.
7. Actively contribute to the ministry and cooperate requirements including planning, budgeting, monitoring, record keeping and food services activities when required.

Key Performance Indicators
1. Timely and efficiently preparation of regular and therapeutic diets and menu.
2. Minimized food wastage
3. Maintain and comply with hygiene and safety standards

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

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

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

Personal Character & Eligibility:
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Ministry of Health & Medical Services
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Cleaner</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>Rabi Health Centre &amp; Taveuni Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services/Central Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clerical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position is responsible for the provision of effective cleaning services at the facility.

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. Ensure the general upkeep and cleanliness of the health facility is well maintained at all times;
2. Ensure that all cleaning equipment are operated in accordance with safety standards
3. Ensure the proper disposal of waste on a daily basis;
4. Report any minor damages to supervisors whilst carrying out duties in a timely manner
5. Actively contribute to the ministry’s corporate functions and activities.

Key Performance Indicators
1. Cleanliness of the health facility is maintained in compliance with standard procedures and regulations in a timely manner
2. Cleaning equipment are well maintained and stored appropriately.
3. Minor damages are addressed in a timely manner
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. Some experience in a similar working environment.
2. Basic knowledge of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures;
3. Knowledge in record management and proper disposal;
4. Knowledge of Occupational Health and safety at the workplace

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

Personal Character & Eligibility:
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Ministry of Health & Medical Services
ROLE DESCRIPTION

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Driver</th>
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</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>Savusavu Hospital/Taveuni Hospital/Korotaspere HC/Saqani HC/Seaqaqa HC/Labasa Health Centre</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 Support Unit</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 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 qualification or similar with a valid driving license classifications 2, 4 & 6 and a valid Defensive Driving Certificate. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake
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:
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Ministry of Health & 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>CWMH</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/ Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Report To:</td>
<td>Deputy Director of Nursing</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>NIL</td>
</tr>
</tbody>
</table>

The Position

The position is to provide assistance to the Nursing and other clinical staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning and errands as required.

Key Responsibilities
1. Ensure that sufficient supply of oxygen/medical air is available in the ward at all times.
2. Assist stores and BOC gases in the storage of oxygen/medical air and also keep the area clean at all times.
3. Take patients for x-ray, CT scan and when required by the wards accompanied by the nurse.
4. Transfer patients from helipad, theater, Emergency into the wards accompanied by a nurse.
5. Take specimens and samples to the lab.
6. Transferring dead bodies from the wards and ED to the morgue.
7. Deliver daily report books, time books to the responsible supervisors.
8. Deliver food trolleys to all wards from kitchen on time and return clean food trolley.

Key Performance Indicators
1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient’s safety.
3. Assign task is completed within timeline.
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 and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake

Knowledge and Experience:
1. Experience in a similar work environment
2. Experience in care giving assistance to patients.
3. Understanding of Occupational Health & Safety and Infection Control Policy
4. Fair understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities:
1. Ability to plan and organise work on a daily basis
2. Ability to effectively work within a team, with less supervision.
3. Ability to communicate in both verbal and written
4. Service and customer oriented approach, with a commitment to assist at workplace as and when required.

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

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Ministry of Health & Medical Services

ROLE DESCRIPTION

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<table>
<thead>
<tr>
<th>Role:</th>
<th>Hospital Attendant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$4.60 - $5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>CWMH</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/ Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Report To:</td>
<td>Deputy Director of Nursing</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>NIL</td>
</tr>
</tbody>
</table>

The Position

The position is to provide assistance to the Nursing and other clinical staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning and errands as required.

Key Responsibilities

1. Ensure that sufficient supply of oxygen/medical air is available in the ward at all times.
2. Assist stores and BOC gases in the storage of oxygen/medical air and also keep the area clean at all times.
3. Take patients for x-ray, CT scan and when required by the wards accompanied by the nurse.
4. Transfer patients from helipad, theater, Emergency into the wards accompanied by a nurse.
5. Take specimens and samples to the lab.
6. Transferring dead bodies from the wards and ED to the morgue.
7. Deliver daily report books, time books to the responsible supervisors.
8. Deliver food trolleys to all wards from kitchen on time and return clean food trolley.

Key Performance Indicators

1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient’s safety.
3. Assign task is completed within timeline.
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 and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake

Knowledge and Experience:

1. Experience in a similar work environment
2. Experience in care giving assistance to patients.
3. Understanding of Occupational Health & Safety and Infection Control Policy
4. Fair understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities:

1. Ability to plan and organise work on a daily basis
2. Ability to effectively work within a team, with less supervision.
3. Ability to communicate in both verbal and written
4. Service and customer oriented approach, with a commitment to assist at workplace as and when required.

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

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Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Director of Nursing Eastern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band K</td>
</tr>
<tr>
<td>Salary range</td>
<td>$59,945.18 - $76,852.80</td>
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<tr>
<td>Duration</td>
<td>3 years</td>
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<tr>
<td>Location</td>
<td>Eastern Divisional Office, Tamavua Suva</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports to</td>
<td>Divisional Medical Officer, Eastern</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Subdivisional Nurse Unit Managers (NUM) (hospitals and Public Health), Divisional Clinical Nurse Educator (CNE), Nurse Practitioners, nurses and Community Health Workers</td>
</tr>
</tbody>
</table>

The Position
To provide leadership and strategic directions to the Nursing Officers who deliver a wide range of community health and clinical nursing services. This position also works to ensure that these services meet agreed nursing competency standards and are delivered according to approved MOHM policies, protocols and scope of practice.

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

1. Leads the process to develop, support, implement and evaluate the central divisions nursing business plan, to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of the division and the Ministry of Health.
2. Develops, maintains and implements nursing policies and guidelines that conforms to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Monitor and evaluate the overall performance of the community health nursing services including the Community Health program within the Division.
4. Monitor the nursing workforce through supervisory visits to meet professional expectations of performance including overseeing all aspects of the disciplinary process and performance management of NUMs to ensure delivery of quality nursing services/outcomes.
5. Ensures effective records management including the Public Health Information System (PHIS) and Patient Information System (PATIS) are updated as per guideline/policy.
7. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.

**Key Performance Indicators**

1. Eastern Division Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with public health and hospital focused policies and guidelines to meet agreed Ministry standards to enable delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

**Selection Criteria**

**The Person**

In addition to being a registered nurse with the Fiji Nursing Council with a valid license to practice, and possessing a Bachelor of Nursing with post graduate qualifications in Public Health or Midwifery and management, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. At least 5 years’ experience in managing a medium size workforce relevant to the position and scope of roles and responsibilities in diverse and cross cultural settings.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Act and Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
4. Previous experience in strategic planning and leadership particularly in resource constrained environments.
5. Demonstrated knowledge and experience in responding effectively to natural disasters and public health disease outbreaks and in collaboration with the divisional teams.

**Skills and Abilities**

1. Demonstrated ability to effectively lead teams to achieve planned outcomes and implement change.
2. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all teams.
3. Ability to respond and promote new approved methods and principles and be willing to incorporate them into existing nursing practices.
4. Demonstrated ability to report and utilise health information /evidence-based data, and analyse and draft solutions to complex problems to provide quality health care.

**Personal Character & Eligibility:**

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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Non Communicable Disease Project Officer (1 Post)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$22,528.74 - $28,883.00</td>
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<tr>
<td>Duration:</td>
<td>1 year</td>
</tr>
<tr>
<td>Location:</td>
<td>Wellness Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Non- Communicable Disease Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>National Advisor Non Communicable Disease</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

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

Key Responsibilities

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

Key Performance Indicators

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

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

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

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

Personal Character & Eligibility:
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Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Lymphatic Filariasis Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary range:</td>
<td>$28, 605.45</td>
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<tr>
<td>Duration:</td>
<td>1 year</td>
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<tr>
<td>Location:</td>
<td>Tamavua</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Mataika House, FCCDC</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Health Protection</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>3 x LF Project Assistants &amp; 1 x Morbidity LF project assistant</td>
</tr>
</tbody>
</table>

The Position

Manage the Lymphatic Filariasis (LF) Implementation program to work towards the sustainable elimination of LF, and to provide consultation on LF in support of the strategic objective of FCCDC.

Key Responsibilities

1. Manage the development and implementation of the National Filariasis program aligned with Ministry and Donor requirements.
2. Manage and report on the progress towards elimination of LF through surveys and assessments.
3. Ensure that all staff is performing, and that all activities are aligned with the Section Plan in order to meet business objectives.
4. Manage training and awareness for relevant personnel in program implementation.
5. Coordinate relevant LF committees and meetings.
6. Provide consultation and referral services to LF patients.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

1. All agreed program activities have project plans aligned with National program requirements, implementation timeframes, and Ministry and donor specific requirements.
2. Provision of quality progress reports and secretariat services, and outcomes are actioned in a timely and effective manner.
3. Effective and timely management and regular monitoring of staff performance and attendance to enable business continuity, and delivery of quality services.
4. Deliver timely and appropriate referral services.

Selection Criteria

The Person

In addition to a Degree with relevant qualifications in Health related studies (or equivalent) and project management from a recognized tertiary institution, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

- At least 3 years work experience in a relevant field
- Some experience in surveys and field work
- Experience in leading and managing a team
- Sound knowledge of data analyses and reporting
**Skills and Abilities**
- Strong communication and interpersonal skills and the ability to effectively consult with others
- Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
- Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
- Capacity to utilise computer programs to support the operations of the department.
- Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

**Personal Character & Eligibility:**
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Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Project Assistant Lymphatic Filariasis Program (4 Posts)</th>
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<tbody>
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<td>Salary Band:</td>
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<tr>
<td>Salary Range:</td>
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<td>Duration:</td>
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<td>Location:</td>
<td>Tamavua</td>
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<tr>
<td>Unit/Division:</td>
<td>Mataika House, FCCDC</td>
</tr>
<tr>
<td>Reports to:</td>
<td>HOHP though LF Coordinator</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position assists in supporting lymphatic filariasis activities, and to work towards the sustainable elimination of lymphatic filariasis.

Key Responsibilities
1. Provide all logistic arrangements and support for the efficient delivery of LF activities.
2. Conduct surveys and assessments to assist towards the elimination of LF.
3. Conduct Data recording, verification and entry.
4. Assist with training and awareness for relevant personnel in program implementation.
5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators
1. All logistic arrangements are provided within agreed timeframes.
2. All survey and assessments are achieved, and meet the required targets.
3. All data entry information is accurate and entered within agreed timeframes.
4. Training and awareness sessions meet the required standards, and are delivered within agreed timeframes.

Selection Criteria
The Person
In addition to a Diploma with relevant qualifications in Health related studies or project management from a recognized tertiary institution, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience
1. At least 2 years work experience in a similar field
2. Some experience in surveys and field work
3. Knowledge of data analyses and reporting

Skills and Abilities
1. Good communication and interpersonal skills and the ability to effectively liaise with others
2. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment
4. Capacity to utilise computer programs to support the operations of the department
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

Note: This position may be required to travel and work outside of normal working times.

Personal Character & Eligibility:
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Assistant Tobacco Control Enforcement Officer</th>
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<tbody>
<tr>
<td>Salary Band:</td>
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<tr>
<td>Salary range:</td>
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<td>Duration:</td>
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<td>Location:</td>
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<tr>
<td>Unit Division:</td>
<td>Tobacco Control Enforcement Unit</td>
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<tr>
<td>Reports to:</td>
<td>Tobacco Control Enforcement Officer</td>
</tr>
</tbody>
</table>

The Position
The Assistant Tobacco Control Enforcement Officer (ATCEO) will be directly responsible to the Tobacco Control Enforcement Officer (TCEO). The Assistant Enforcement Officer shall be responsible for the active enforcement of the Tobacco Control Decree 2010 and shall assist the Enforcement Officer in achieving the planned output.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Report directly to the Tobacco Control Enforcement Officer;
2. Organise and carry out inspections, investigations and booking of offenders;
3. Work closely with other law enforcement agencies on matter of equal interest;
4. Assist in community awareness programs related to tobacco-free initiatives;
5. Filing of legal documents in and obtaining case updates from court registries within the Division;
6. Appear for formal proofs and cross examinations in the Magistrates Court; and
7. Submit monthly reports of enforcement, prosecution and community awareness programs conducted within the Division
8. The officer will also be responsible for execution of the legal documents and preparation of Witnesses Statements.
9. To contribute to the achievement of the overall goals and objectives of MOHMS as contained in the Sub divisional BP, Divisional BP, ACP and the NSP.
10. To provide a high level of customer service to clients and the general public.

Key Performance Indicators
1. Ensure standard operating procedures for bookings and charging persons violating Tobacco Control Act and Regulations are followed.
2. Ensure all planned and agreed activities in relation to Tobacco enforcement are implemented within the agreed time frame.
3. Timely provision of all reports and case files to supervisors and attendances to court.
4. Ensure all Tobacco licenses and Registration applications are recorded and facilitated for processing within the agreed time line.
Selection Criteria
The Person
In addition to a Tertiary qualification in Environmental Health or a Certificate in prosecution, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and experience
1. At least 5 years of experience in legal enforcement or exposure at a similar field.
2. Experience in field operations, bookings of offenders, preparations of court documents is desirable.
4. Knowledge of Tobacco Control Act and Regulations will be an advantage.
5. Experience in conducting community awareness or similar activity will be an advantage.

Skills and abilities
1. Proficient in investigations and prosecution skills;
2. Demonstrate ability to confidently present self in court for formal proofs and cross examinations and witness.
3. Demonstrated ability to work effectively and efficiently within a team;
4. Demonstrate ability to speak and present in public settings such as community, schools or villages.
5. Demonstrate ability to use MS Word, Excel and PowerPoint.
6. Ability to work under minimum supervision and meet deadlines.
7. Strong oral and written communications skills.

Personal Character & Eligibility:
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