

NEW ADVERTISED ROLES – FIJI SUN 2nd NOVEMBER 2019

MOHMS 358/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Biomedical Engineer
Salary Band:	Band G
Salary:	\$28,605.45 - \$38,140.60 per annum
Location:	Fiji Pharmaceutical & Biomedical Services
Duration:	5 years
Unit/Division:	Biomedical Division
Reports to:	Director FPBS
Subordinates:	Nil

The Position

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

Key Responsibilities

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

Key Performance Indicators

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

Selection Criteria

The Person

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

Knowledge and Experience

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

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

Skills and Abilities

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

Personal Character & Eligibility:

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

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MOHMS 359/2019



Ministry of Health & Medical Services

ROLE DESCRIPTION

Corporate Information

Role:	Accounts Officer
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Northern Health Services
Duration:	3 years
Unit/Division:	Northern Division
Reports to:	The Divisional Medical Officer, Northern Health Services
Subordinates:	Assistant Accounts Officer, Clerical Officers

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:

Improve financial sustainability, equity and efficiency

1. Accounts Officer is required to effectively process release of funds, process payments for items received in a timely manner.
2. To advise management on movements of funds, request budget and update GL system for activities
3. To enhance continuous quality improvement and cost efficiency in order to maximize resources.
4. 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:

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MOHMS 360/2019



Ministry of Health & Medical Services

ROLE DESCRIPTION

Corporate Information

Role:	Executive Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	Nadi Hospital, Savusavu Hospital
Duration:	3 years
Unit/Division:	Administration/Western and Northern Division
Reports To:	Divisional Medical Officer – Western Divisional Medical Officer - Northern
Subordinates:	Clerical Officers and GWEs

The Position

The primary purpose of this role is overall human resources management of Administration staff including GWE's, service and support staff, stores and technical general staff. In addition to this is planning, provision of advice to Senior Management and overseeing the other general administrative and prompt financial support services including vehicle, stores maintenance, and management.

Key Responsibility Areas

1. Implement effective Human Resources management system in the Administration Unit including planning, supervising, monitoring, coaching, counselling and review staff performance.
2. Provide advice to Head of Department and management on Administrative functions in accordance with relevant legislative including finance, stores and OHS.
3. Identify and facilitate training for the Hospital staff in accordance with training and succession plans for the hospital and performance assessment.
4. Facilitate recruitment and appointment of staff for temporary, substantive and project vacant positions in accordance with the open merit recruitment and selection guidelines.
5. Monitor and facilitate the maintenance and management of the hospital's fleet of vehicles in accordance with Finance Instruction 2010.
6. Prepare and submit the Administration unit monthly return [vehicle returns, quarters return, establishment return, absenteeism return, late arrival return] to DMO's Secretary for compilation of monthly report.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Effective and timely human resources management in planning, supervising, regular monitoring of staff performance in ensuring individual work plan are met. Also provide HOD on the function of the Administration Unit in accordance with relevant legislation.
2. Ensuring to facilitate the Training of the hospital's staff, timely recruitment and appointment of staff to all vacant positions in accordance with the open merit recruitment and selection guidelines.
3. Actively monitor the management of the hospital's fleet of vehicles, and timely submission of monthly report.
4. Active participation in Ministry's corporate activities when required in a timely manner,

Selection Criteria

The Person

In addition to relevant tertiary qualifications in human resource or office administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of this post.

Knowledge and Experience

1. Proven understanding and experience of at least three (3) years in Human Resources Management.
2. Advance computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in preparing reports according to specific standards
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji and knowledge and experience in facilitating relevant regulations and policies

Skills and Abilities

1. Demonstrated ability to work and lead a team effectively.
2. Very good Time management skills.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Ability to participate in all Corporate functions

Personal Character & Eligibility:

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MOHMS 361/2019



Ministry of Health & Medical Services

ROLE DESCRIPTION

Corporate Information

Position	Stores Officer 1 -Receipts
Salary Band: Salary range	Band E
Salary Range:	\$19,041.75 - \$24,412.50
Location:	Fiji Pharmaceutical & Biomedical Services Centre
Unit/Division	Receipts Department/FPBS Warehouse
Reports to	Manager Warehouse
Subordinates:	Receipts Officers x 2

The Position

The position is responsible for ensuring that all pharmaceutical products, medical supplies and equipment procured or received as donations by the Fiji Pharmaceutical & Biomedical Services Centre are of acceptable quality & conditions, and are accurately accounted for, in the Warehouse Inventory System.

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. Oversee the efficient planning, preparation and implementation of the Receipts Unit operational plans
2. Supervise the works of the receipts officers to ensure products received meet specifications, approved quality standards & other available checklists; are of the right quantities and correctly entered into the inventory system
3. Ensure verification and reconciliation of stock against suppliers invoice before certification for payment process
4. Manage and maintain an effective and efficient records management system to ensure timely access of documents
5. Oversee the transfer & arrangement of all received products into the Bulk Stores
6. Prepare and submit daily & weekly reports
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

1. All activities in the Receipts Unit Plan are achieved and delivered within the agreed timeframes, and compliant with Good Warehousing & Distribution Practice & Occupational Health & Safety standards.
2. All pharmaceutical products, medical supplies and equipment received are of acceptable quality standards, of the right quantities and are accurately captured in the Inventory System.
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Timely & effective management of unit's performance to enable business continuity and delivery of services.

Selection Criteria

The Person

In addition to a Diploma in Management/Accounting/Business or Logistics & Procurement (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least 3 years' experience working in a warehouse or a Supply Chain Management system

2. Sound knowledge and application of all relevant procurement laws, Good Warehouse & Distribution Practices & Occupational Health & Safety standards

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and ability to communicate with people at different levels and from different backgrounds
3. Capacity to utilise computer programs to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation

Personal Character & Eligibility:

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MOHMS 362/2019



Ministry of Health & Medical Services

ROLE DESCRIPTION

Corporate Information

Position	Stores officer I – Procurement
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50
Location:	Fiji Pharmaceutical & Biomedical Services Centre (FPBS), Jerusalem Road
Duration:	3 years
Unit/Division:	Procurement Unit
Reports to:	Principal Supplies Officer
Subordinates:	Storeman II (SK05)

The Position:

The position is responsible for all Contract Management activities in the purchasing of Pharmaceutical products and medical supplies, and ensuring all contracts between the government and suppliers are within legislative and regulatory requirements of the government of Fiji.

Key Responsibilities

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

1. Set, advertise, and monitor the Terms and conditions of Tenders.
2. Prepare and submit weekly and monthly Reports.
3. Monitor and document supplier performances against performance indicators.
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators

All authorised purchases within the annual tender plans and activities under Contract Management are implemented within agreed timeframes, and compliant with relevant processes, legislations and policies

1. Supplier performance & Contract management activities meet specific requirements, documented and reported for process improvements.
2. Quality reports are provided and outcomes are actioned in a timely and effective manner.

Selection Criteria

The Person

In addition to a Diploma in Management or equivalent (or equivalent experience); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least 2 years' experience in a Procurement setting or Mass Purchasing Tenders
2. Knowledge and understanding of the relevant procurement laws

Skills and Abilities

1. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
2. Well-developed negotiation skills
3. Capacity to use computer programs to support the daily operations
4. Demonstrated ability to effectively work in a team and meet competing deadlines
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character & Eligibility:

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MOHMS 363/2019



Ministry of Health & Medical Services

ROLE DESCRIPTION

Corporate Information

Position Title:	Clerical Officer
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35
Location:	Several
Unit/Division:	Several
Reports to:	Relevant Sub-Division Managers/Managers
Subordinates:	Nil

The Position

The position is responsible for the implementation of HR and financial issues within the respective units at the Ministry of Health and Medical Services.

Key Responsibilities

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

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

Selection Criteria

The Person

In addition to a Form 7 pass (and equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least 2 years' experience in the similar field or equivalent.
2. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
3. Have sound knowledge of filing systems, information management;
4. Knowledge of the 2013 Fijian Constitution and its applicable laws.

Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team
3. Excellent Communication skills
4. Ability to follow instructions and meet targets

Personal Character & Eligibility:

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Ministry of Health & Medical Services

ROLE DESCRIPTION

Corporate Information

Role:	Typist
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35
Location:	Several
Duration:	3 years
Unit/Division:	Several
Reports to:	Unit Heads
Subordinates:	None

The Position

The position is responsible for providing secretarial support and administration to the environmental health officers.

Key Responsibilities

1. Provide secretarial duties and reports to the wellness centre
2. Typing and updating of communicable disease reports and dispatching mails to respective counterparts
3. Provide and submit monthly absences and late arrival return
4. Filing correspondence
5. Provide any other related duties assigned by Supervisors.

Key Performance Indicators

Performance will be measured through the following:

1. Ensure effective and timely facilitation of Secretarial work is provided within the anticipated standards.
2. Manage, plan and organize daily calendar.
3. Ensure that the Head of Department and Unit is provided with timely and correct information as and when required.
4. Inward, outward mails and files are maintained in line with registry procedures.

Selection Criteria

The Person

In addition to relevant academic qualifications in Secretarial Studies, Office Technology and Administration, Frontline Office Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post,

Knowledge and Experience

1. Experience as a Typist or in the provision of Secretarial Services
2. Knowledge and experience in using Computer programmes such as Microsoft Office, Word, Excel, PowerPoint, Outlook, Internet Explorer, etc.
3. Proven Experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically.

Skills and Abilities

1. Ability to maintain confidentiality.
2. Must have a high level of interpersonal skills to handle sensitive and confidential situations
3. Good Communication skills (verbal and written)
4. Excellent Customer Service skills
5. Time-Management skills and ability to Multi-Task
6. Ability to have discretion in dealing with confidential information.

Personal Character & Eligibility:

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RE-ADVERTISED POSITION

MOHMS-16/2019



MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

Particulars of the position

Role:	Medical Officer
Salary Band:	H
Base salary & Allowances:	MOCA A: Base: 47,684.02 + On Call Allowance: 11,921.01 + Environmental Allowance 7,152.60 = F\$66,757.63 MOCA B: Base: 47,684.02 + On Call Allowance: 7,152.60 + Environmental Allowance 7,152.60 = F\$61,989.23 MOCA C: Base: 47,684.02 + On Call Allowance: 2,384.20 + Environmental Allowance 7,152.60 = F\$57,220.82
Location:	
Division:	Hospital
Reports to:	Consultant HOD
Subordinates:	Other cadres in the Unit

Overview of the Hospital

The Hospital provides a comprehensive range of curative, primary and preventative health services to the residents of the Division. It is the main tertiary referral centre for the Division. In addition, the hospital provides clinical teaching facilities for the training of all health care providers (both undergraduate and postgraduate training).

The Position

The position supports and assists the Consultant HOD in the provision of high quality services in the relevant Specialised field of Medicine, under the responsibility of the Medical Superintendent, consistent with the values of the Ministry of Health and Medical Services.

Key Duties

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

1. Implement activities of the Unit by working effectively with the HOD and adheres towards a positive collegiate relationship.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Participate in peer reviews and implement the monitoring and evaluation of unit activities to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports under the guidance and directive of the HOD

5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improve clinical governance.
6. Undertake education, research activities and some teaching to train and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a health advocate.

The Person

In addition to obtaining an undergraduate medical degree with successfully completed internship and community health service experience, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of evidence-based standards of safe practices in general medicine with interest in the relevant Specialised field of Medicine.
2. Aware of, with some knowledge of, medical and government legislation, policies and medico-legal compliance.
3. Aware of the concepts/tools used in clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working in a hospital with limited resources.
5. Experience in resuscitating patients with life-threatening emergencies, participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Good Clinical Skills including procedural skills.
2. Good communication skills.
3. Adequate organisational skills.
4. Able to work within a multidisciplinary team, work under pressure in a resource constrained environment/facility and can cope with adverse outcomes.
5. Able to recognize and escalate the care of complex medical problems using evidence-based approach with guidance from Specialists.
6. Able to assist in organising professional development activities (conferences, meetings and workshops) and shows responsibility in personal development and learning new skills.

Selection Criteria

1. Clinically competent with adequate experience in general medicine, having demonstrated interest in the relevant Specialised field of Medicine
2. Effective Officer who can contribute in the unit to maintain patient safety and quality of care.
3. Effective oral and written communicator.
4. Demonstrated ability to collaborate with Stakeholders and Health Advocates.
5. Able to train and support research.
6. A professional who demonstrates the highest values and ethical practice.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be in sound health and with a clear police record. The normal requirement of being a Fiji Citizen under the age of 55 years can be waived under special circumstances.

The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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