

# NEWLY ADVERTISED ROLES – FIJI SUN 11 JANUARY 2020

## MOHMS 01/2020



### Ministry of Health & Medical Services ROLE DESCRIPTION

#### Corporate Information

<b>Role:</b>	Administrative Officer Eastern
<b>Salary Band:</b>	Band F
<b>Salary Range :</b>	\$22528.74 – \$28,883.00
<b>Location:</b>	Eastern Division, Tamavua
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Eastern Health Services
<b>Reports to:</b>	Divisional Medical Officer Eastern
<b>Subordinates:</b>	Executive Officer and 3 Clerical Officer

#### The Position

The purpose of this position is to provide advice and administration support to the Divisional Medical Officer Eastern in the initiating, planning, executing, controlling, development and monitoring of the Human Resources, Project Management and interacts with key external stakeholders for efficient service delivery.

#### Key Responsibilities

1. Provide sound advice and administrative support to the Divisional Medical Officer Eastern.
2. Ensure that Human Resources Management and Information System Management are well plan and organised of its operational activities and budgeting when required for efficient service delivery.
3. Ensure Project Management in the Eastern Division are achieved within the given timeline.
4. Ensure implementation of decision from HOD meetings and their key deadlines are met.
5. Able to travel on Ministerial tour/Commissioner tour/Supervisory visit in the Eastern Division and the timely reporting, planning and development of the tour/visit goals and objective.
6. Attend to Commissioner Eastern meetings, Provincial council meetings, District meetings and Local Authority meetings and provide proper reporting resolution of decision arising from the meetings.
7. Ensure compliance with all the Ministry Circulars, Ministry of Civil Service Circular, Act and Regulations, Financial/Stores, General Orders and OHS Act.

#### Key Performance Indicator

1. All exit components for Nursing Cadre and other HR activities are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
  2. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements.
  3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
  4. Actively contribute to all corporate functions of the Ministry
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## **Selection Criteria**

### **The Person**

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

### **Knowledge and Experience**

1. Understanding and experience of at least 3 years of Human Resources Management, HR policies with some supervisory experience
2. Working knowledge of Human Resource Information System and computer programs such as Microsoft Office
3. Sound knowledge and experience in the application of operational and Capital Funding, Project Management.
4. Experience in working within a team from diverse background and communicate with people at all levels
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

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

### **Personal Character and Eligibility**

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

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

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## MOHMS 02/2020



### Ministry of Health & Medical Services ROLE DESCRIPTION

#### Corporate Information

<b>Role:</b>	Administrative Officer
<b>Salary Band:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Location:</b>	Headquarters
<b>Duration</b>	3 years
<b>Unit Division:</b>	Executive Support Unit
<b>Reports to:</b>	Head of Executive Support, Executive Support Unit
<b>Subordinates</b>	Nil

#### The Position

The incumbent provides general support services to Head Executive Support Unit. Facilitates and coordinates the development of Cabinet papers, MOUs and MOAs, Legislative and Ministerial requirement within the Ministry of Health and Medical Services as and when directed by Head of ESU. It is required to manage all departmental correspondence, make arrangements for high level meetings and other logistical support.

#### Key Responsibilities

1. Provide general (administrative, secretarial and logistical) support services to the Head of Executive Support;
2. Primary point of contact between the Executives and stakeholders ( internal / external) consultations for the development of MOUs / MOAs and Cabinet Papers;
3. Ensure that relevant data and information required by the Head of ESU for the Hon Minister's statement for parliament session are in order and health issues raised during the parliament session are well captured and conveyed to the relevant officers for feedback and comments.
4. Assist in ensuring that health general issues are forwarded to respective departmental heads for action with consistent follow ups.
5. Coordinate and research urgent information for the Honourable Ministers and Permanent Secretary briefings through Head of ESU.
6. Produce and draft parliamentary responses, ministerial statements and presentations as and when required.
7. Any other duties directed by the Head of ESU.

#### Key Performance Indicator

Performance will be measured through the following indicators:

1. To ensure timely submissions of meeting minutes and briefings, follow up reports in the required format.
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2. To ensure that any issues referred from the Hon Minister and the Permanent Secretary's office through the Head of ESU are addressed in a timely manner.
3. To ensure that MOU's/MOA's and cabinet Papers are verified by respective heads of departments, vetted and cleared by the Solicitor General's Office and submitted to Head of ESU for the Hon Minister or the Permanent Secretary for Health and Medical Services endorsement
4. To ensure that research support is provided on time to Head of ESU for information directed from the Ministers and Permanent Secretary.

## **Selection Criteria**

### **The Person**

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

### **Knowledge and Experience**

1. At least three to five years' experience doing similar tasks that are relevant to the job;
2. Understanding of legislations, regulations, policies and procedures of the civil service;
3. Understanding of different research methodologies and report write up.
4. Sound knowledge of how MOUs, MOAs and cabinet papers are developed and processes it must go through;
5. Sound knowledge of Microsoft Software – excel, word and PowerPoint A good team player and able to work effectively within a team environment.

### **Skills and Abilities**

1. Strong administration and customer services skills / coordination skills and prioritising skills, organisational and liaison skills
2. Ability to deal with confidential information and maintain professionalism
3. Ability to provide administrative, logistical and secretariat support services
4. Ability to serve customers efficiently and effectively
5. Good and effective communication (both verbal and written) skills
6. Demonstrate ability to manage time well and show commitment to work.

### **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.

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## MOHMS 03/2020



### Ministry of Health & Medical Services ROLE DESCRIPTION

#### Corporate Information

<b>Role:</b>	Executive Officer - Personnel
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Headquarters, Suva
<b>Unit/Division:</b>	Personnel Unit
<b>Reports to:</b>	Administrative Officer - Personnel
<b>Subordinates:</b>	Clerical Officer Personnel

#### The Position

The position will ensure all human resource and administrative support functions including policy advice with regards to all forms of exits together with declaration of business for Other Cadres is provided to all staff of the Ministry in a timely manner.

#### Key Responsibility

1. Ensure all activities with regards to all forms of exit (Resignation, Deemed Resignation, Deceased, and Termination of Contract Appointment) for all other cadres apart from Nursing are provided in a timely and accurate manner and updated in the Human Resource Management Information System (HRMIS) immediately.
2. Facilitate timely processing of certificate of service, leave compensation on death and expiry of contract.
3. Supervise and manage staff performance of subordinate.
4. Facilitate declaration of business.
5. Facilitate confirmation of employment.
6. Analyse exit data and submit weekly and monthly reports to Principal Admin Officer (Personnel) via Admin Officer (Personnel) in a timely and accurate manner.
7. Provide policy advice to supervisor and management in a timely and accurate manner.
8. Actively contribute to all corporate functions of the Ministry.

#### Key Performance Indicators

1. All exit and other HR activities are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies and updated in the HRMIS.
  2. All reports with regards to exits are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
  3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
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## **Selection Criteria**

### **The Person**

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

### **Knowledge and Experience**

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

### **Skills and Abilities**

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

### **Personal Character and Eligibility**

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment. The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.

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# MOHMS 04/2020



## Ministry of Health & Medical Services ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	Registry - Headquarters, Suva
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Registry Section/Personnel Unit
<b>Reports to:</b>	Executive Officer (Registry)
<b>Subordinates:</b>	Nil

### The Position

The position ensures all human resource and administrative support functions including policy advice with regards to effective and efficient Records Management is provided to all staff of the Ministry in a timely manner.

### Key Responsibility

Ensure accurate folio marking of relevant correspondence of all staff in the correct Personal Files (PF) to the respective desk officers for action within 24 hours of receiving the correspondence.

1. Ensure file away of Personal Files in the file rack which had been actioned and returned from desk officers within 48 hours of receiving actioned PFs.
2. Open / create New Personal Files for new appointees for all staff.
3. Conduct weekly file census to determine file location and update PF Transit Card and File Management on the Human Resource Information System [HRIS].
4. Provide customer service at the counter and via telephone.
5. Retrieve closed files from archives as and when requested.
6. Actively contribute to all corporate functions of the Ministry.

### Key Performance Indicators

1. Ensure accurate folio marking of relevant correspondence of all staff in the correct Personal Files (PF) to the respective desk officers for action within 24 hours of receiving the correspondence.
2. Timely Receipt of Personal Files back in Registry and updating of manual and electronic records management information system for effective record keeping within the agreed timeframe – 48 hours.
3. Location of all files are recorded within the agreed timeframe – weekly basis.
4. Customer service at the counter and through telephone.

### Selection Criteria

#### The Person

In addition to a Form 7 Pass or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

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**Knowledge and Experience**

1. Knowledge of records management
2. Experience in use of IT software such as Microsoft Office
3. An understanding of the human resource management
4. Understanding of the relevant legislations governing terms and conditions of employment
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

**Skills and Abilities**

1. Ability to maintain confidentiality
2. Ability to establish excellent rapport with staff
3. Demonstrated ability to work in a team, with people from diverse backgrounds
4. Demonstrated ability to communicate effectively, both written and verbal
5. Ability to multitask to meet deadlines
6. Good customer service skills.

**Personal Character and Eligibility**

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

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# MOHMS 05/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,089.61 - \$15,489.35 per annum
<b>Location:</b>	Head Quarters
<b>Duration</b>	3 years
<b>Unit/Division:</b>	Accounts Unit/Corporate
<b>Reports to:</b>	Assistant Accounts Officer - Salaries
<b>Subordinates:</b>	None

### The Position

The position prepares inputs for Established Officers on fortnightly basis, Temporary Relieving Officers on weekly basis and provides assistance to the Accounts Officer through the Assistant Accounts Officer by providing necessary support to the Accounts Section to ensure that the officers receive their salaries accordingly.

### Key Responsibilities

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

1. Update master file & confirmation of salary for established officers and temporary relieving officers.
2. Re-activation of salary, change of bank, change cost centre and adjustment to salary grades for established officers and temporary relieving officers.
3. Activate/recovery & cease – quarters rent, overpayment, remote & consolidated allowance for established officers and temporary relieving officers.
4. Activate /modify & cease – deductions for unions & insurance dues for established officers and temporary relieving officers.
5. Raising & checking of manual payment voucher – salary arrears, annual leave & resignation for established officers and temporary relieving officers.
6. Ensure efficient raising and forward of relevant forms to salary section [Ministry of Economy] established officers and temporary relieving officers.
7. Attend to salaries queries – confirmation of job & eligibility for deduction for credit unions, banks, Finance & insurance companies, other lending institutes for established officers and temporary relieving officers.
8. Filing of inputs & correspondence established officers and temporary relieving officers (weekly paid).
9. Filling & punching of timesheets every Thursday for weekly paid officers.
10. Checking of batch edit report against timesheet, preparation of journal vouchers for project officer's salary and wages reconciliation for weekly paid officers.
11. Attend to any other duties assigned by supervising officer and Management.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Efficient and Timely raising of input for Payroll.
2. Timely filing of input & correspondence.
3. Quality of report submitted and proper record.

## **Selection Criteria**

### **The Person**

In addition to a Form 7 Pass or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 2 years' experience in a similar work environment
2. Good understanding of General Orders, Financial Management Act, Employment Relations Promulgation, 2007 (Amendment) Act 2015, Financial Instructions, Civil Service & Ministry of Economy circular and other Standing Instructions.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
4. Knowledge of payroll functions and procedures

### **Skills and Abilities**

1. Excellent interpersonal skills and good communications skills
2. Demonstrate good computer skills including the ability to operate computerized accounting spreadsheet and word -processing programs
3. Ability to analyse and solve problem
4. Demonstrated ability to show attention to detail and high level of accuracy
5. Demonstrated ability to work independently with minimum supervision
6. Demonstrated ability to carry out tasks in order to meet deadlines set by the supervisor
7. Demonstrated ability to work cooperatively and effectively within a team environment

### **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.

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# MOHMS 06/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,089.61 - \$18,897.01 per annum
<b>Location:</b>	Namosi House
<b>Duration</b>	3 years
<b>Unit/Division:</b>	Environmental Health
<b>Reports to:</b>	Chief Health Inspector
<b>Subordinates:</b>	None

### The Position

The role of the position is to provide effective administrative and financial support services in accordance with the Civil Service policies and Regulations in the achievement of the Division's business plans. The position also requires to assist and perform any task given by their supervisor and ensure that all legislative and regulatory requirements are upheld and compliance of financial procedures are maintained at all times

### Key Responsibilities

The key duties of the position are:-

1. Ensure that all revenue and expenditures are accurately recorded and accounted
2. Ensure all revenue management activities are carried out in a timely manner
3. Submission of weekly, monthly and quarterly financial return are prepared and submitted in a timely manner
4. Provide regular updates for reporting purposes.
5. Perform task that are assigned by the supervisors on a timely manner.
6. Any other duties assigned by the supervisors

### Key Performance Indicators

1. Effectively participate in all financial activities of the Ministry in timely manner when required
2. Timely filing of input & correspondence.
3. Quality of report submitted and proper record.

### Selection Criteria

#### The Person

In addition to a Form 7 Pass or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Sound and proficient knowledge of Accounting Systems.
2. Good understanding and knowledge of Accounting Concepts and principles.
3. Knowledge and experience of computer programs to support daily operations

#### Skills and Abilities

1. Similar work experience
2. Ability to comprehend and deal appropriately with confidential information
3. Excellent interpersonal skills and good command of communication
4. Analytical, problem solving skills and ability to work in a team environment
5. Attention to details with a high level of accuracy and to meet deadlines

**Personal Character and Eligibility**

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

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

## MOHMS 07/2020



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	Lautoka/Yasawa, Rakiraki, Tavua
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate/ Western Health Services
<b>Reports to:</b>	SDMO
<b>Subordinates:</b>	GWE's

#### The Position

The position is responsible for the implementation of all Financial, General Services and HR issues within the subdivision.

#### Key Responsibilities:

The position will achieve its purpose through the following:

1. Provide Human Resource and Finance Support and advice to the subdivision
2. Ensure that support staffs perform all delegated tasks and are met within the given timeframe.
3. Prepare and submit Human Resource, Finance and General Services reports according to the standard reporting structures and in a timely manner
4. Actively contribute to the ministry's corporate functions and activities.
5. Monitor all HR and Admin issues within the Sub Divisions.
  - Updating Personal Files for GWE's according to their leave,
  - Submit Absence and Late Arrival returns for the Sub Divisions
  - Updating of Monthly reports on Quarters, Vehicle, License Books, Establishment/ GWE Returns and Trust Fund if any.
  - Entering of Timesheets of GWE's & Overtime of Staffs and prepare rosters for GWE's (Maid & Drivers)
6. Ensure the availability of fuels, stores stationeries and rations are in stock.
7. Issuing of LPO's upon SDMO's endorsement to local suppliers and following up on Invoices for payments and submitting of unpaid LPO returns
8. Updating of Commitment & Expenditure Ledgers and process payments for bills (Telecom/ FEA/ Water/ Local Suppliers/ Fuel) and any other services provided in the Sub Division.
9. Ensure that Board of Survey is carried out within the Sub Division once a year and updating of tally cards and registers is maintained
10. Arrangements of patients on referrals to Lautoka Hospital.
11. Prepare Bank Lodgement & daily entering of Cash Analysis daily for timely submission to HQ, issuing of Requisition upon request, daily monitoring of official transport

#### Key Performance Indicators:

Performance will be measured through the following:

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1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements
3. All relevant Health facilities in the subdivision are compliant with the Health and Safety at Work Act and its related regulations and policies.
4. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

## **Selection Criteria**

### **The Person**

In addition to a Form 7 Pass or equivalent, the officer must have the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years' experience in the similar field or equivalent;
4. Thorough knowledge of General Orders, Finance Instructions/MOH Finance Manual, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.

### **Skills and Abilities**

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and to follow instructions and meet targets and timelines;
3. Demonstrated ability to communicate effectively with good listening skills;
4. Ability to analyse situation and act accordingly to provide best practical outcome;
5. Ability to maintain confidentiality and neutrality, in a sensitive environment;
6. Demonstrate ability and efficiency to achieve customer expectations.

### **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.

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**Ministry of Health & Medical Services**  
**Role Description**

**Corporate Information**

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	Human Resources/Nursing - Western Health Services
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Administration Department
<b>Reports to:</b>	Executive Officer (HR)
<b>Subordinates:</b>	-

**The Position**

The position reports directly to the Executive Officer. The primary role of this position is to be responsible for the administration of leaves, retirements, resignations, transfers, terminations and all other human resources related issues for the nursing cadre.

**Key Responsibilities**

1. Manages all leaves, retirements, resignations, transfers, contracts and termination for all nurses of the hospital.
2. Ensure the updating and filling of correspondences, leave and overtime records to individual personal files
3. Ensure the opening and closure of PF's
4. Update nurses Establishment
5. Provide human resource advice to nurses when needed
6. Provide monthly report to EO personnel and attend monthly HR meetings with the Medical Superintendent
7. Any other tasks delegated by Manager Nursing, Executive Officer, SAS, DON and DMO.

**Key Performance Indicators**

1. Provision of Human Resources services and support for all Nurses
2. Efficient administration of nurses personal files
3. Assigned work to be completed in a timely manner
4. Completion of other tasks assigned by EO, SAS, PAO, DON and the Divisional Medical Officer

**Selection Criteria**

**The Person**

In addition to a Form 7 pass (or equivalent) relevant to human resource and industrial relations, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Clerical Officer Nursing:

**Knowledge and Experience**

1. Knowledge of HR policies, relevant HR acts and regulations.
  2. Experience in handling great number of staff and be able to work under pressure
  3. Knowledge and experience in handling officers' complaints and queries.
  4. Advance knowledge of computer programs, specifically Word and Excel. Access and PowerPoint would be an advantage.
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5. Contribute to the overall service of the unit by ensuring that opportunities for continued improvement are identified and addressed
6. A quality customer service focus is applied to all interactions with both internal/ external customers
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

#### **Skills and Abilities**

1. Demonstrated ability to effectively work within a team;
2. An excellent written and verbal communications skill.
3. Ability to act appropriately with matters of confidentiality
4. Demonstrate ability to formulate official reports efficiently and effectively
5. Ability to analyse and contribute to solutions to complex problems in a resource constrained environment
6. Service oriented approach with a commitment to supporting the human resources unit

#### **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.

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# MOHMS 09/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	Accounts Section - Divisional Medical Office Northern
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Northern Health Services
<b>Reports to:</b>	Assistant Accounts Officer, Northern
<b>Subordinates:</b>	None

### The Position

The position is responsible for the timely processing of wages working closely with the Assistant Accounts Officer in preparation of wages for the government wage earners.

### Key Responsibilities

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

1. Receiving timesheets from Labasa Hospital and Sub-Divisional Offices
2. Receiving of contract letters / appointment letters/ extension letters for GWE from HR
3. Raising of FS forms for updating of master-files for GWE
4. Data entry of masterfiles into the GWE payroll
5. Verifying of master-files for GWE
6. Data entry of timesheets in the payroll system
7. Processing wages vouchers & submit to HQ
8. Weekly reconciliation of wages payroll
9. Compiling and despatching of processed vouchers to Labasa Hospital.
10. Processing of transfer allowance.

### Key Performance Indicators

1. Provide timely Finance support to the Department
2. To ensure that proper Financial Instruction and Finance Regulation in regards to all Finance matters are strictly followed.
3. Actively contribute to all corporate requirements of the Ministry's selection activities where required.

### Selection Criteria

#### The Person

In addition to an appropriate qualification (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

#### Knowledge and Experience

1. At least 3 years related work experience with constantly good reports and assessed potential and capabilities
  2. Knowledge and understanding and be proficient with the Financial Management Information System (FMIS)
  3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
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4. Knowledge of payroll Functions and Procedures

**Skills and Abilities**

1. Ability to work under minimum supervision and meet deadlines.
2. Good computing skills
3. Good oral communication skills including the ability to establish good working
4. Have good relationship externally and internally within the ministry.

**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.

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# MOHMS 10/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$ 15,489.35 per annum
<b>Location:</b>	Registry - Lautoka Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Human Resource/Lautoka Hospital
<b>Reports to:</b>	Administration Officer
<b>Subordinates:</b>	None

### The Position

The position provides and maintains effective communication with Administration Officer, Hospital Administrator and sub-ordinates staff to enhance the delivery of information and quality health services concerning Human Resources. Ability to maintain information and systems of the Health services where all incoming and outward mails are recorded.

### Key Responsibilities

1. Providing a record of all incoming and outgoing of mails, whether it is internal and external.
2. Inward all mails received and forward to Medical Superintendent in inward folder.
3. Receipt & inward all cheques received in RED ink in the cheques register and dispatch to Senior Accounts Officer.
4. Storing of all subjects and confidential files and also of all closed files by the Department.
5. Centrally places to facilitate movement of files.
6. Promptly circulate all inward and outward correspondences and filing in appropriate files.
7. Maintaining of all current operating subject, personal and confidential files.
8. Efficient systems of tracing down files and to ensure of follow ups and bring up dates are taken.

### Selection Criteria

#### The Person

In addition to an appropriate qualification (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

#### Knowledge and Experience

1. Have good command in English ability to work with minimal supervision and willingness to work as a team.
2. Should have knowledge of the role of HR in a large organization
3. Experience working within a customer service delivery environment
4. Understanding of the relevant legislations governing terms and conditions of employment, OHS, industrial relations
5. Have Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

#### Skills and Abilities

1. Ability to maintain confidentiality.
  2. Must have a high level of interpersonal skills to handle sensitive and confidential information.
  3. Ability to establish excellent rapport with staff, employment applicants, and the general public.
  4. Ability to work effectively with a variety of personalities and to interact and communicate with individuals at all levels of the organization
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5. Ability to understand and carry out detailed written and oral instructions
6. Must be able to work in an environment with many interruptions and deadlines
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

**Personal Character and Eligibility**

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment. The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.

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# MOHMS 11/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$ 15,489.35 per annum
<b>Location:</b>	Lautoka Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Human Resource/Lautoka Hospital
<b>Reports to:</b>	Administration Officer
<b>Subordinates:</b>	None

### The Position

The role of the position is to provide effective administrative and financial support services in accordance with the Civil Service policies and Regulations in the achievement of the Division's business plans. The position also requires to assist and perform any task given by their supervisor and ensure that all legislative and regulatory requirements are upheld and compliance of financial procedures are maintained at all times

### Key Responsibilities

The key duties of the position are:-

1. Ensure that all revenue and expenditures are accurately recorded and accounted
2. Ensure all revenue management activities are carried out in a timely manner
3. Ensure all payment and procurements are carried out and processed in compliance to the regulations
4. Submission of weekly, monthly and quarterly financial return are prepared and submitted in a timely manner
5. Provide regular updates for reporting purposes.
6. Perform task that are assigned by the supervisors on a timely manner.
7. Any other duties assigned by the supervisors

### Key Performance Indicators

1. Effectively participate in all financial activities of the Ministry in timely manner when required
2. Timely filing of input & correspondence.
3. Quality of report submitted and proper record.

### Selection Criteria

#### The Person

In addition to a Form 7 Pass or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Sound and proficient knowledge of Accounting Systems.
2. Good understanding and knowledge of Accounting Concepts and principles.
3. Knowledge and experience of computer programs to support daily operations

#### Skills and Abilities

1. Similar work experience
  2. Ability to comprehend and deal appropriately with confidential information
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3. Excellent interpersonal skills and good command of communication
  4. Analytical, problem solving skills and ability to work in a team environment
  5. Attention to details with a high level of accuracy and to meet deadlines
  6. Customer focused and ability to deal appropriately with confidential information
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### **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.

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# MOHMS 12/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Position Title:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	Sigatoka Hospital
<b>Unit/Division:</b>	Western
<b>Reports to</b>	Executive Officer
<b>Subordinates:</b>	None

### The Position

The position is responsible for the implementation of all financial and HR issues within the subdivision. Ensure that all stations have a timely supply of stores and are well equipped with all tools needed for efficient and effective delivery of service to the community.

### Key Responsibilities

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

1. Generating PO's & Issuing upon SDMO's endorsement to local suppliers and following up on Invoices for payments
2. Processing All Subdivision Payments
3. Processing Staffs overtime & Meals
4. Punching Monthly AR into FMIS System
5. Preparing Monthly Revenue AR
6. Preparing Weekly Wages Reconciliation
7. Ensure the Commitment & Expenditure Ledgers are maintained.
8. Ensure that all Tally cards and registers are maintained and updated at all times.
9. Revenue Lodgement to the Bank every day.
10. Receipting of Revenue in the abstinence of Executive Officer
11. Any other duties assigned by the Supervisor from time to time.

### Selection Criteria

#### The Person

In addition to Form 7 pass education qualifications (or equivalent); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

#### Knowledge and Experience

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years' experience in the similar field or equivalent. Computer literate
4. Thorough knowledge of General Orders, Finance Instructions/MOH Finance Manual, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.

#### Skills and Abilities

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1. Demonstrated ability to work as a team and assist staff when required
2. Demonstrated ability to communicate effectively with good listening skills
3. Ability to follow instructions and meet targets
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Demonstrate ability and efficiency to achieve customer expectations.
6. Demonstrated ability to manage and work long hours as and when required

### **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.

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## MOHMS 13/2020



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary range:</b>	\$12,081.69-\$14,095.31 per annum
<b>Location:</b>	Rotuma Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Human Resources/Eastern Health Services
<b>Reports to:</b>	Sub Divisional MO Rotuma
<b>Subordinates:</b>	Government Wage Earners

#### The Position

The position manages and provides support in matters of human resources and financial functions of the Sub Divisional & Divisional Office to enable the delivery of quality and timely services.

#### Key Responsibilities

1. Provide Human Resources & Finance Support and advice to the SDMO.
2. Ensure that the support staff are performing and that all delegated duties are met.
3. Identify and coordinate all maintenance and stores requirements and activities.
4. Organise and arrange all logistic.
5. Compile and Submit HR and Financial Report.
6. Actively contribute to Ministry requirements including planning budgeting selection activities when required.

#### Key Performance Indicators

1. All agreed Human resources and financial support services, function advice are delivered with timeframes and specific deadlines are met.
2. Time management and regular monitoring of staff performance and attendance to enable quality service delivery.
3. Quality report are provided and output are actioned in a timely manner.

#### Selection Criteria

##### The Person

In addition to Form 7 pass education qualifications (or equivalent); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

#### Knowledge and Experience

1. Knowledge of HR Policies, 2011 GO, relevant HR acts and regulations, updated circulars and internal memorandums.
  2. Experience in handling great number of staff and be able to work under pressure.
  3. Knowledge and understanding of handling officer's complaints and queries.
  4. Advance knowledge of computer programs, specifically Word and Excel. Access and Power point would be an advantage.
  5. Contribute to the overall service of the unit by ensuring that opportunities for continues improvement are identified and addressed
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6. A quality customer service focus is applied to all interactions with both internal/external customers
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Ability to analyse and contribute to solutions to complex problems in a resource constrained environment.
2. Service Oriented approach with a commitment to supporting the human resources unit.
3. Demonstrated ability to effectively work within a team;
4. An excellent written and verbal communications skill
5. Ability to act appropriately with matters of confidentiality
6. Demonstrate ability to formulate official reports efficiently and effectively.

### **Personal Character and Eligibility**

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment. The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.

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## MOHMS 14/2020



### Ministry of Health & Medical Services Role Descriptions

#### Corporate Information

<b>Role:</b>	Typist
<b>Salary Band:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	Tamavua Twomey Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Administration/ Central Division
<b>Report to:</b>	Executive Officer
<b>Subordinates</b>	none

#### The Position

The primary purpose of this role is to provide professional and efficient secretarial services to the Medical Superintendent.

The incumbent will also be actively involved in the management of the Administration office as determined by the Executive Officer.

#### Key Responsibilities

1. Provide an efficient and professional secretarial services required by the Medical Superintendent, Executive Officer and Management.
2. Photocopy and scan letters, memos and correspondences required by the Medical Superintendent.
3. General typing and attend to telephone calls for the Medical Superintendent.
4. Ensures that adequate and timely submission of reports from respective Unit Heads.
5. Assist heads of units with compilation of monthly, quarterly and annual reports
6. Compiling and typing of monthly reports and returns submitted by all heads of department.
7. Compile Annual report and Business plan for the hospital and submit to Planning Unit HQ.
8. Preparation and documentation of minutes for senior management and Board of Visitors meeting.
9. Preparation of refreshments for VIP's and delegates to attend meetings, conferences with the Medical Superintendent.
10. Attend to any other duties assigned by the Executive Officer or the Medical Superintendent.

#### Selection Criteria

##### The Person

In addition to relevant academic qualification 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 typist.

#### Knowledge and Experience

1. Experience as 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.
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3. Proven experience in effective management and maintenance of records, correspondence and filing systems, both manually and electronically.
4. Experience in the provision of Secretariat services for senior management meetings.

### **Skills and Abilities**

1. Demonstrate ability to effectively work within a team
2. Demonstrate ability to work under minimal supervision and longer hours
3. Ability to have discretion in dealing with confidential information.
4. Effective verbal and written communication skills
5. Effective time management skills
6. Excellent customer service skills.

### **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.

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# RE-ADVERTISED POSITIONS

## MOHMS 15/2020



### Ministry of Health & Medical Services

#### Role Description

#### Corporate Information

<b>Position Title:</b>	Stores Officer
<b>Salary Band:</b>	Band E
<b>Salary range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Nadi Subdivisional Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate/ Western Health Services
<b>Reports to:</b>	Executive Officer, SDMO Nadi
<b>Subordinates:</b>	None

#### The Position

The position is responsible for the supervision of stores on consumables, stationery, domestic rations, medical gas and donations enhancing quality efficient and effective health services.

#### 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. Identify and plan purchasing need for hospital general stores and rations, pharmaceutical and clinical products with relevant stakeholders and the FPBS.
2. Raising of Indents & Local Purchase Orders (LPOs) and working with suppliers regarding order enquiries.
3. Monitor, update and communicate with program managers on estimated time of arrival of pharmaceutical & clinical products.
4. Ongoing liaison in consultation with Fiji Procurement Office Logistic Management Unit and relevant stakeholders for procuring of goods.
5. Assist the Tender team with Tender activities.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All purchasing needs are identified, and the Purchasing plan is implemented within the agreed timeframes, compliant to specifications, processes, legislations and policies.
2. All indents & LPOs are processed with appropriate suppliers within the timeframe to ensure timely delivery of products to hospital facility departments.
3. Accurate and timely reports are submitted, including outcomes and action items.
4. Active participation in the corporate activities of the Ministry as and when required.

#### Selection Criteria

##### The Person

In addition to a Diploma in Accounting/Economics/Finance /Management/Business or equivalent; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

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**Knowledge and Experience**

1. At least three (3) years' experience in a procurement setting conducting mass purchasing
2. Sound knowledge and understanding of procurement processes and supply chain management
3. Knowledge and understanding of the relevant procurement laws.
4. An understanding of Occupational and Health & Safety at the Work Place.

**Skills and Abilities**

1. Demonstrated ability to effectively work within a team
  2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
  3. Must possess sound analytical and problem solving skills
  4. Service oriented approach, with a commitment to supporting department business plan
  5. Capacity to utilize basic computer programs to support operations of the department/health facility
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**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.

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# MOHMS 16/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Senior Technical Officer- Laboratory
<b>Salary Band</b>	Band H
<b>Salary Range</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location</b>	Tamavua Twomey Hospital
<b>Unit/ Division</b>	Mycobacterium Reference Laboratory/ Central
<b>Report to:</b>	National TB Control Officer
<b>Subordinates:</b>	Laboratory Technicians, Laboratory Assistant & Phlebotomists

### The Position

The position will manage the National TB Reference Laboratory (also known as Daulako Mycobacterium Reference Laboratory). The position will provide technical supervision of the mobile TB laboratory (2), administering external quality assurance (EQA) for the Ministry of Health and Medical Services for TB, manage TB Laboratory consumable and TB laboratory processes at all divisions and sub divisions. Train laboratory officers on TB Microscopy, Gene Expert, Culture and DST. Manage the overall laboratory services for the institution (TB, Leprosy, Dermatology and Rehabilitation).

### Key Responsibilities

1. Support to the implementation of the TB Programmed strategies in line with the National TB Strategic Plan 2015-2020
2. Support the management in planning, implementation and advocacy all activities assigned to NTP
3. Manage the overall laboratory services for the institution
4. Supports resources mobilization and partnership building
5. Effective communication and facilitation of knowledge building and sharing
6. Conduct training and mentoring

### Key Performance Indicators

1. Guiding clinicians in selecting the best treatment for patient
  2. To accumulate epidemiological information on the Multi-Drug Resistant TB that is of health importance within the community
  3. Maintain good inventory management practices for the National TB Reference laboratory
  4. Review technical specifications of laboratory consumables on annual basis with counterparts at the Fiji Pharmacy Biomedical Services.
  5. Prepare, participate in internal and external quality assessment program and provide oversight to divisional laboratory technician
  6. Coordinate laboratory quality management systems for the reference laboratory and the TB component of the peripheral labs
  7. Assist in the re-training of technical staff on AFB Microscopy, Florescent Microscopy, Gene Expert – MTB/Rif, Liquid and Solid Culture and Drug Sensitivity Testing or any other relevant training
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## **Selection Criteria**

### **The Person**

In addition to a Bachelor in Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities with valid practicing certificate in laboratory practice are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 10 years' experience working in a microbiology setting
2. Working knowledge of the laboratory supervisor's function, and how these functions contribute to the achievements of organization goals;
3. Sound knowledge of personnel filing system, information management, procurement and supply management;
4. Practical, working knowledge and experience in human resource management.
5. Sound knowledge or understanding of the different modalities of technical protocols and best practice principles

### **Skills and Abilities**

1. Demonstrated ability to communicate effectively with staff of diverse background in order to achieve daily goals and objectives of the laboratory;
2. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture;
3. Demonstrated organizational skills to assist laboratory Superintendent and Consultant Pathologist in organizing the laboratory process changes when needed;
4. Demonstrated ability to analyse, prioritize and solve complex work problems with available resources;
5. Good computer skills and the capacity to utilize computer programs to support the operations of the laboratory;
6. Service oriented approach with a commitment to supporting the operational goals and values of the organisation.

### **Personal Character and Eligibility**

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment. The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.

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