MOHMS 36/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Accounts Officer Ledgers (HQ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$22,258.74 - $28,883.00</td>
</tr>
<tr>
<td>Location:</td>
<td>Headquarters</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Accounts Unit/ Corporate</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Accounts Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Assistant Accounts Officer/Clerical Officers</td>
</tr>
</tbody>
</table>

The Position
The position incumbent is responsible for the efficient management and operations of the Accounts Departments of Ministry of Health & Medical Services (HQ). Ensure commitment and compliance to good financial practises to enable the efficient and effective Operations of the financial Services for the staffs of Ministry of Health and Medical Services with quality service delivery.

Key Duties
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 all payments in accordance to the financial practises.
2. Ensure timely preparation and submission of RIE’s.
3. Ensure released funds are correctly upload expensed and reported.
4. Oversee the efficient and effective management of the operations of financial services in the section ensuring staffs meeting the deadlines.
5. Provide timely and expert advice on all financial matters to the Senior Management.
6. Ensure all financial reports and reconciliations are timely submitted to senior managers for decision making.
7. Ensure adherence and guidance to policies, finance instructions.
8. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

Key Performance Indicators
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:
1. Effectively to provide financial services to the internal and external clients.
2. Provide timely advice to management on financial activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.
3. Timely & effective management of the unit’s performance to enable business continuity, and delivery of services.
Selection Criteria

The Person
In addition to an appropriate qualification, the following Knowledge, Experience, Skills and Abilities are required for the role.

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 and 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.
Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Dental Officer</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$34,760.31 - $44,564.50</td>
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<tr>
<td>Location:</td>
<td>Seqaqa Health Centre</td>
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<td>Duration:</td>
<td>5 years</td>
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<td>Unit/Division:</td>
<td>Northern Health Service</td>
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<td>Reports to:</td>
<td>SDMO / DDON</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Dental Therapist / Dental Hygienist / Dental Technician</td>
</tr>
</tbody>
</table>

The Position

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

2. A Dental Officer conducts the duties to the post with integrity and honesty while being an innovative member of a Dental Team unit providing support, training, coaching and mentoring to other Oral Health Staff and other members of the Health Team.

3. The Dental Officer oversees the daily functions of a Dental Clinic from the frontline desk obligations to the operations of the clinic, accountability of resources and consumables with the monitoring and evaluation of the various speciality areas assigned to them.

4. The Dental Officer monitors and reports staff whereabouts on a daily basis in the form of the time book, ensures that adequate staff and materials are in the clinical setup for usage each day and communicates well with the frontline staff on the situation of a day.

Key Duties

1. The Dental Officer demonstrates collective accountability for actions within the position and is able to make clinical, operational, with critical administrative decisions compatible with his/her level of training and experience.

2. Demonstrates commitment to working to improve short and long term Oral Health outcomes in the facility and the wider community through active collaborative participation and involvement with the Private Partners to achieve the Oral health Outcomes in the Strategic Plan 2016-2020.

3. Works collaboratively with other health professionals in the multidisciplinary team to ensure optimal Oral Health patient outcomes and patient satisfaction.

4. Facilitates and Monitors the usage of Standard operating procedures, policies, regulations and standards which impact upon the position, including contemporary Human Resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies.

5. Comply and enforce the usage of guidelines on management of government resources, equipment, consumable, finances and data management and usage.

6. Sustaining and managing a workforce with discipline, etiquette and good customer focus.

Key Performance Indicator

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

3. Effective patient management and services are provided in compliance with relevant legislation, policy, and guideline within agreed time frame.

4. Effective and timely management of staff performance, consumable orders and equipment maintenance requirements.

**Selection Criteria**

**The Person**

In addition to a Bachelor in Dental Surgery from a recognised tertiary institution, registered with a valid practicing License as a Dental Practitioner with the Fiji Dental Council (FDC), the following knowledge, experience, skills and abilities are required for the role.

**Knowledge and Experience**

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

**Skills and Abilities**

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

**Personal Character and Eligibility**

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