Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Superintendent Radiographer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band J</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$51,132.98 - $65,555.10</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Radiology Department.</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Consultant Radiologist</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Supervisors - 2</td>
</tr>
</tbody>
</table>

The Position
The purpose of the position is to support the Colonial War Memorial Hospital business plan through good administration of Radiological HR, Equipment and Consumables.

Key Responsibilities
The position will achieve its purpose through the following:
1. Effectively manage HR and available resources in carrying out effective and efficient services.
2. Ensure radiological practices are compliant with Radiation Safety standard SOPs, guidelines and protocols.
4. Undertake all requires activities in maintaining equipment and consumables.
5. Actively contribute and participate to Ministry and corporate requirements by attending relevant stakeholder meetings and workshops.

Key Performance Indicators
Performance will be measured through the following indicators:
1. All Human Resource Management and resources are conducted in compliance with protocols and guidelines.
2. Effective and timely management of practices are delivered on a schedule time.
3. Monthly/Quarterly reports outcomes are actioned in a timely and effective manner.
4. All agreed activities in maintaining equipment and consumables meet specific requirements with business objectives aligned with the Ministry through a scheduled timeframe.

Selection Criteria
The Person
In addition to a Bachelor in Medical Imaging Science, (or equivalent) and licenced under the Fiji Radiation Health Board, and Fiji Society of Medical Imaging Technologist, the person should also possess management qualification. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. At least 15 years work experience in Radiology.
2. Sound knowledge of management and human resources policies and guidelines.
3. Sound knowledge in radiological practices, Safety standards, equipment, protocols and guidelines.

**Skills and Abilities**
1. Demonstrated good leadership skills to manage people of diverse background and work effectively within a team environment.
2. Excellent communication skills and the ability to tactfully deal with employees within the legislative and policy framework.
3. Demonstrate ability to follow guidelines and set timeframes in particular with HR administrative activities.
4. Demonstrate ability to maintain confidentiality.
5. Capacity to utilise computer programs to support the operations of the organization.

**Personal Character and Eligibility**
Applicants for employment must be Fijian Citizens, under Age of 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. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.
Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Medical Imaging Technologist High Grade - CT Scan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Level:</td>
<td>Salary Band H</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$34,760.31-$44,564.50</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Radiology/Central</td>
</tr>
<tr>
<td>Reports:</td>
<td>Supervisors</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Medical Imaging Technologist - HW06</td>
</tr>
</tbody>
</table>

The Position

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.

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. Schedules patients appropriately and performs CT examinations in accordance with CT scan protocols and guidelines.
2. Ensure equipment technical faults, structural defects and consumables are reported to Supervisors in a timely manner
3. Collect and submits the units weekly and monthly reports to supervisors.
4. Actively conducts supervision for subordinates and students and participates in Continuous Professional Development

Key Performance Indicators

Performance will be measured through the following indicators:
1. All agreed activities under examinations are completed and delivered in a scheduled time.
2. Ensure equipment and machines are operational and safe practices are carried out at all times.
3. Quality reports are provided and outcomes are actioned in a timely manner.
4. Effective and timely supervision of subordinates and students to ensure individual work plans are met.

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science (or equivalent), registered and licenced under the Fiji Radiation Health Board, and Fiji Society of Medical Imaging Technologist with an understanding of management, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. At least 10 years of working experience in general radiography and CT scan and sound knowledge of work processes and protocols
2. Sound knowledge of medical imaging equipment quality assurance and control.

Skills and Abilities
1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
2. Demonstrated ability to analyse and resolve complex problems.
3. Appropriate Microsoft office skills suitable for the role and level to be able to collect and compile data.
4. Demonstrated supervisory and training skills to be able to effectively train subordinates.
5. Demonstrated ability to promote best use of resources and time to achieve work outcomes.

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.
Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Technical Officer High Grade Specials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary range:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$34,760.31-$44,564.50</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Radiology/Central</td>
</tr>
<tr>
<td>Reports:</td>
<td>Supervisors (2)</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Medical Imaging Technologist - HW06 (5)</td>
</tr>
</tbody>
</table>

The Position

The purpose of the position is to support Radiological clinical activities for efficient and effective delivery of services aligned with the Ministry plans.

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. Schedules patient appropriately and performs special examinations in accordance with special radiological protocols and guidelines and ensures that they are adhered to.
2. Record and report equipment technical faults, structural defects and consumables to Supervisors for rectification in a timely manner.
3. Collect and submits the units weekly and monthly reports to supervisors.
4. Actively conducts supervision and training for subordinates and students and participates in Continuous Professional Development.

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. All agreed activities under examinations are completed and delivered in a scheduled time.
2. Ensure equipment and machines are operational and safe practices are carried out at all times.
3. Quality reports are provided and outcomes are actioned in a timely manner.
4. Effective and timely supervision of subordinates and students to ensure individual work plans are met.

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science, registered and licenced under the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience
1. More than 10 years of technical working experience in general radiography and ultrasound with good knowledge of the units work processes to be able to carry out the organizational activities required of this position.

2. Excellent knowledge and experience of Radiology equipment and Picture Archiving and Communication System along with Radiology Information System.

3. Good experience in supervision and training.

4. Good knowledge of radiological equipment quality assurance and control.


**Skills and Abilities**

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.

2. Appropriate Microsoft office skills suitable for the role and level to be able to collect and compile data.

3. Demonstrated supervisory and training skills to be able to effectively train subordinates.

4. Demonstrated ability to analyse and resolve complex problems.

5. Demonstrated ability to promote best use of resources and time to achieve work outcomes.

**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.
Corporate Information

<table>
<thead>
<tr>
<th>Role: Medical Imaging Technologists High Grade - Paediatrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band: Band H</td>
</tr>
<tr>
<td>Salary Range: $34,760.31 - $44,564.50</td>
</tr>
<tr>
<td>Location: CWM Hospital</td>
</tr>
<tr>
<td>Duration: 5 years</td>
</tr>
<tr>
<td>Unit/Division: Radiology/Central</td>
</tr>
<tr>
<td>Reports to: Directly to Supervisor MIT – General and Ultrasound Indirectly to Superintendent MIT, Consultant Radiologist. Liaises with: Radiology Registrars, Clinicians, Nurses, Attendants (See attached organizational Structure)</td>
</tr>
<tr>
<td>Subordinates: Medical Imaging Technologist - HW06</td>
</tr>
</tbody>
</table>

The Position

The position is in charge of the Paediatric imaging unit, performs x-ray and ultrasound examinations and supervisors subordinates and students. The position is also responsible for the planning, organizing and monitoring of the units operational activities for efficient service delivery and interacts with other cadres in the hospital for this purpose.

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. Schedules patient appropriately and performs special examinations in accordance with Paediatric radiological protocols and guidelines and ensures that they are adhered to.
2. Record and report equipment technical faults, structural defects and consumables to Supervisors for rectification in a timely manner.
3. Collect and submits the units weekly and monthly reports to supervisors.
4. Actively conducts supervision and training for subordinates and students and participates in Continuous Professional Development.

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. All agreed activities under examinations are completed and delivered in a scheduled time.
2. Ensure equipment and machines are operational and safe practices are carried out at all times.
3. Quality reports are provided and outcomes are actioned in a timely manner.
4. Effective and timely supervision of subordinates and students to ensure individual work plans are met.

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science, registered and licenced under the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.
Knowledge and Experience
1. More than 10 years of technical working experience in general radiography and ultrasound with good knowledge of the units work processes to be able to carry out the organizational activities required of this position.
2. Excellent knowledge and experience of Radiology equipment and Picture Archiving and Communication System along with Radiology Information System.
3. Good experience in supervision and training.
4. Good knowledge of radiological equipment quality assurance and control.

Skills and Abilities
1. Demonstrated ability to effectively work within a team
2. Demonstrated organizational and communication skills to be able to interact with people of diverse background
3. Appropriate Microsoft office skills suitable for the role and be able to collect and compile data.
4. Demonstrated ability to analyse and resolve complex problems.

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

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Pharmacist – Essential Medicines Authority</th>
</tr>
</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>
</tr>
<tr>
<td>Location:</td>
<td>Fiji Pharmaceutical &amp; Biomedical Services Centre</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Essential Medicines Authority (EMA)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Pharmacist – Essential Medicines Authority</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The position is responsible for the facilitation of programs and activities which promote the rational and quality use of medicines in Fiji and also takes the lead role in the selection and quantification of line items under the Medicines Category to be procured by the Fiji Pharmaceutical & Biomedical 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. Coordinate the formulation and review of Standard Treatment Guidelines (STGs), Essential Medicines List (EML) and processes to improve and ensure continuity of quality, safe and effective use of medicines
2. Coordinate & implement programs, initiatives and activities to improve practices in health services in relation to maintenance of the EML, adherence to STGs, Clinical Pharmacy service and Stock management.
3. Conduct selection, forecasting, quantification & oversee the distribution of medicines to be procured and supplied to health facilities.
4. Provide Medicine Information to health professionals and conduct public awareness on Rational Use of Medicines
5. Provide secretariat support to the Fiji National Medicines and Therapeutics Committee
6. Ensure Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

1. Clinical Targets (with reference to IWPs) are achieved to ensure that Oral Health Services in the following specified areas: Extractions, Conservative Treatment, Preventive Treatment, Minor Surgical Procedures and Endodontic Treatment; and that these are provided as per the Oral Health Business Plan and in accordance with approved MOHMS Dental Clinical Practice Guideline and Infection Control procedures and guidelines to maintain patient safety and comfort.
2. Dental Interns will complete the Minimum Clinical Requirements as per the Log Books of the Fiji Dental Council.
3. Attend and provide Oral Health Services to Community and School Programs as outlined in the Divisional Business Plan.
4. Provide relevant and timely submission of Oral Health information and data to their immediate Supervisors as required.

Selection Criteria
The Person
In addition to Bachelor of Pharmacy degree or equivalent relevant experience (Diploma with at least 10 years’ work experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. At least 5 years’ experience in a supervisory or management role or can demonstrate the ability to lead a team.
2. Current registration with the Fiji Pharmacy Profession Board
3. A sound understanding and conscientious application of the Quality Use of Medicines
4. Sound knowledge and application of all relevant pharmaceutical laws and policies

Skills and Abilities
1. Demonstrated ability to effectively work within a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computer programs to support the daily operations
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility
All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public 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 taking up duty.

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

<table>
<thead>
<tr>
<th>Role:</th>
<th>Dental Interns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>G</td>
</tr>
<tr>
<td>Salary range:</td>
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<tr>
<td>Location:</td>
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</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Oral Health Department</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Instructor Dental Therapist, Senior Dental Officer Clinical</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Dental Therapist, Dental Officer, Senior Dental Officer;</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Receptionist, ward assistant, cleaner</td>
</tr>
</tbody>
</table>

The Position

The Dental Intern works under the supervision of a Dental Officer at the Subdivisional Hospital and Divisional Hospital, to prevent, diagnose and treat Oral Health conditions in patients in the community and also those who present to the Dental Clinic.

Key Responsibilities

1. The Dental Intern work under direct supervision of the Dental Officer and their performance is guided and assessed according to the Minimum Clinical Requirement of the Fiji Dental Council.
2. To provide clinical assessment, diagnosis and treatment of patients through Preventive, Conservative, Prosthetic or Curative Treatment modules as per the Scope of Practice Guidelines 2011.
3. To carry out simple surgical procedures including the identification and referral of oral pathology and complex surgical cases to the Oral Surgery Department.
4. To help with the implementation of Community Outreach Programs as well as report accordingly for the Clinical Monthly Report.
5. Assist and participate in facilitating with Special Projects planned for by the Oral Health Department, Allied Health departments and other Government Organizations.

Key Performance Indicators

1. Clinical Targets (with reference to IWPs) are achieved to ensure that Oral Health Services in the following specified areas: Extractions, Conservative Treatment, Preventive Treatment, Minor Surgical Procedures and Endodontic Treatment; and that these are provided as per the Oral Health Business Plan and in accordance with approved MOHMS Dental Clinical Practice Guideline and Infection Control procedures and guidelines to maintain patient safety and comfort.
2. Dental Interns will complete the Minimum Clinical Requirements as per the Log Books of the Fiji Dental Council.
3. Attend and provide Oral Health Services to Community and School Programs as outlined in the Divisional Business Plan.
4. Provide relevant and timely submission of Oral Health information and data to their immediate Supervisors as required.
Selection Criteria

The Person
In addition to a Bachelor of Dental Surgery from a recognised University, registration with the Fiji Medical and Dental Council and a valid Annual License to Practice, the following knowledge, experience, skills and abilities are required for the effective performance of the position.

Knowledge and Experience
2. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
3. Familiar with relevant Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.
4. Maintain privacy and confidentiality of all patient or staff information.
5. Demonstrate effective and developing professional level communications in all interactions with clients, families, co-workers and other stakeholders. (2013) and applicable finance laws of Fiji.

Skills and Abilities
1. Demonstrate accountability for all actions and use approved clinical guidelines and evidence base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrate professionalism and commitment to developing role as a dentist, to learn to work as a member of the Oral Health Team and to the expected standards reflecting the MOHMS values.
3. Demonstrate ability to communicate respectfully, effectively and positively with all patients, their families, and colleagues.
4. Work toward gaining competent ability to write comprehensive and analytical reports to a professional level.
5. Work toward gaining competent ability to analyse and contribute solutions to complex problems, especially in a resource constrained environment.

Personal Character and Eligibility
All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public 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 taking up duty.

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

<table>
<thead>
<tr>
<th>Role:</th>
<th>Dental Hygienist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary range:</td>
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<tr>
<td>Location:</td>
<td>Labasa Hospital</td>
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<tr>
<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Oral Health Department</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Instructor Dental Therapist, Senior Dental Officer Clinical</td>
</tr>
<tr>
<td>Liaises with</td>
<td>Dental Therapist, Dental Officer, Senior Dental Officer;</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Receptionist, ward assistant, cleaner</td>
</tr>
</tbody>
</table>

The Position

The position is accountable for the delivery of high quality care to prevent oral diseases through non-surgical treatment of periodontal disease, and with oral health education to promote healthy oral behaviour. In addition, the Dental Hygienist assist in the daily running of the clinic in managing, replenishing, controlling the usage of consumables, and facilitates maintenance and hygiene of the dental clinic, all instruments and equipment, and ensures that the environment adheres to OHS and infection control protocols at any settings encountered.

Key Responsibilities

1. To provide quality preventive oral health procedures e.g. Atraumatic treatment (ART) and non-surgical periodontal procedures such as oral prophylaxis and scaling, and other prescribed dental care as directed as well as provide education to patients on self-care.
2. Deliver Oral health promotion in Maternity and Child Health Care Clinics (MCH), Ante Natal Care Clinic (ANC,) and Special Outpatient Clinics, schools and community outreaches.
3. Provide clinical Chair side assistance to dentist/therapist in all dental procedures including mounting of x rays; to prepare patients and ensure a safe and efficient environment for patients receiving dental care.
4. Work as an effective and professional member of the oral health team.
5. Assist in administrative responsibilities for documentation of all records, and collection of revenue.
6. Execute approved Infection Control protocols and guidelines by maintaining clean working environment, and the preparation and sterilization of instruments and equipment, and safe disposal of waste.
7. Participate in collection and reporting of Monthly data reports.

Key Performance Indicators

1. Maintain patient data, information, history and all dental procedures performed is collected and stored using approved MOHMS methods.
2. Ensure that all Dental Hygiene activities (examinations, observations and treatments) are provided within the approved scope of practice and experience level of the hygienist and as prescribed by the dental officer or dental therapist (including arrangements for antibiotic cover as required).
3. Provide appropriate oral health information, motivation and patient education in line with recommendations or prescription of the dental officer or dental therapist, and dental hygiene
The guidelines of MOHMS, suited to individual patient requirements (knowledge, awareness and interest are assessed).

4. Ensure clinic is prepared for every session prior to each and every dental appointment (including for prosthetics and surgery); sterilised and correct instruments set up, patients records, required materials and supplies arranged); post appointment all instruments gathered, accounted, cleaned and sterilised; waste disposed appropriately. Clinic left in readiness for following day.

5. Provide chair side assistance to the dentist and support patient throughout all procedures.

6. Gather and record data as relevant to the dental clinic (number of programs conducted per month; total patients assisted per hygienist; number of patient records documented; revenue - fees collected, receipted and recorded as per the Hospital Dispensary Act; percentage of unplanned return visits and post-operative infections recorded and reported against Oral Health Business Plan targets).

7. Ensure infection Prevention and control MOHMS approved protocols and guidelines are implemented, documented and reported at least monthly to promote patient safety and reduce cause or transmission of infection during or post procedure (includes hand washing technique promoted and monitored, instruments and equipment are cleaned, sterilised and set up; waste disposed appropriately and safely; primary and secondary working zones are cleaned and disinfected between each patient all following approved MOHMS procedures.

Selection Criteria

The Person

In addition to a Certificate in Dental Hygiene from a recognized tertiary institution with a valid Annual Practising License with the Fiji Dental council, the following Knowledge, Experience, Skills and Abilities are required to perform the role of the post.

Knowledge and Experience

1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Hygienist.

2. A minimum qualification of Certificate in Dental Hygiene (essential).

3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.

4. Familiar with relevant dental hygiene Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.

5. Demonstrate ability and experience to work independently and accept responsibility to set priorities for dental surgery assistant tasks.

6. Maintain privacy and confidentiality of all patient or staff information and data.

7. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.

Skills and Abilities

1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental hygiene services.

2. Demonstrate technical competence in line with the recognised scope of practice for dental hygienist and effective capacity to carry out oral health promotion and education activities with clients.

3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.

4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.

5. Ability to identify and refer any Risk Management Issues; and to work with minimal supervision.

Personal Character and Eligibility

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public 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 taking up duty. The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.
Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Instructor Dental Therapist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$34,760.31 - $44,564.50</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital(2), LAUTOKA Hospital(1)</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Divisional Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Dental Officer CWM/Lautoka Hospital</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Senior Dental Officers, Dental officers, Senior Dental Technician, Dental Logistics Officer FPBS, Biomedical and Hospital Support Services, School Teachers, and other stakeholders.</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Dental Therapists, Dental Hygienists, Dental Technicians, Dental Attendants</td>
</tr>
</tbody>
</table>

The Position

The role seeks to achieve improved Oral Health outcomes through effective management, and support strategies for effective and efficient Oral Health Services as per Strategic and Corporate plans of Ministry of Health and Medical Services.

Key Responsibilities
1. Provide managerial and leadership role in the management of Oral Health Service operations, programs and coordinate maintenance of stores and equipment requirements.
2. Responsible for planning, implementation, monitoring and evaluation of sanctioned Oral Health programs through consultations, data collation, analysis, audits and report writing.
3. Supervise, monitor and assess staff performance to enable continuous improvement of business process, and the delivery of quality services and outcomes.
4. Assist in health information, research and development of Oral Health promotional programs through effective negotiation, advocacy as per the Oral Health Business Plan.

Key Performance Indicators
1. Effective patient management and services are provided in compliance with relevant legislation, policies, and guidelines, and within agreed timeframes.
2. Timely achievement of agreed targets of planned activities as per the Oral Health Business Plan.
3. Provide regular and timely assessment of team member’s performance in delivery of Oral Health Services and professional development and to communicate feedback, and appraisal.
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Selection Criteria

The Person
In addition to a Diploma in Dental Therapy or a Bachelor in Oral Health from a recognised university and be registered as a dental practitioner with a valid Annual Practice Licence with the Fiji Medical &
Dental Council, the following Knowledge, Experience, Skills and Abilities required to successfully undertake these roles are:

**Knowledge and Experience**
1. At least 15 years’ experience as a Registered Dental Therapist.
2. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Practitioner.
3. Ability to initiate, design and conduct relevant training development programmes for staff and reporting to management on application of learning outcomes, return on investment and improvements required.
4. Practical and sound knowledge and experience in all aspects of Oral Health Service and with the Fiji Medical & Dental Practitioners Act (amended) 2017 and other relevant legislation (required to practice dentistry in Fiji)

**Skills and Abilities**
1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing Dental Therapy services.
2. Demonstrate technical competence and capacity to effectively carry out Oral Health promotion activities and programs.
3. Demonstrate effective and professional level communications in all collaborations with clients, families, co-workers and other stakeholders and promotes best use of resources to achieve planned organisation outcomes
4. Effective service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
5. Demonstrated ability to effectively work within a Team.

**Personal Character and Eligibility**
All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public 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 taking up duty.

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

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<thead>
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<td>Salary Range:</td>
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<td>Unit/Division:</td>
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<td>Reports to:</td>
<td>Principal Supplies Officer</td>
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<tr>
<td>Subordinates:</td>
<td>Storeman II (SK05) and Packers</td>
</tr>
</tbody>
</table>

The Position

The position is responsible for the purchase of pharmaceutical and clinical products for all programs at the FPBS, ensuring that all products are purchased from authorized providers, compliant with requirements, and processed to meet program requirements.

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 pharmaceutical and clinical products and other specialized consumable products in consultation with the FPBS Logistic Management Unit.
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 with Fiji Procurement Office on arrival and consignments.
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

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 FPBS programs.
3. All consignments are cleared on time and goods are dispatched to FPBS within agreed timeframes, including timely advice to all program managers on delivery times of goods.
4. Accurate and timely reports are submitted, including outcomes and action items.

Selection Criteria

The Person

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

Skills and Abilities
1. Demonstrated ability to work within a team and meeting competing deadlines
2. Capacity to use computer programs to support the daily operations
3. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization

Personal Character and Eligibility
All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public 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 taking up duty.
The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.
READVERTISED POSITIONS
NOTE: THOSE WHO HAD ALREADY APPLIED for the re-advertised positions NEED NOT RE-APPLY

MOHMS 47/2020

Ministry of Health & Medical Services
Role Description

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<td>Duration:</td>
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<tr>
<td>Unit/Division:</td>
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<tr>
<td>Reports to:</td>
</tr>
<tr>
<td>Subordinates:</td>
</tr>
</tbody>
</table>

The Position
The position provides strategic advice and oversees the implementation of Environmental Health Services at Central Division which includes national overall planning, management, enforcement, coordination and monitoring of environmental health programs and the 9KRAs in the Central Division. Further to that the position requires effective communication with all people in the workplace, including internal and external customers. Demonstrate effective Team work through appropriate and strong leadership with professionalism upholding MOHMS values and code of conduct.

Key Responsibilities
1. Responsible to the Chief Health Inspector through Divisional Medical Officer for the planning, management, supervision, delivery and control of environmental health services in the Division.
2. Advise Chief Health Inspector on the affairs of the Rural Local Authorities in the Division and facilitate funding from CBH to offices which do not have Local Authorities.(Nadi Airport Health Office)
3. Collaborate with other relevant government agencies and NGO’s that have equal interest on Environmental Health in the Division.
4. To contribute to the achievement of the overall goals and objectives of the MOHMS as contained in the Divisional BP, ACP and the NSP.
5. Responsible for the periodic inspections of all Sub-divisional Health Offices in relation to attendance, inspections of registers, notebooks, journals, inventories and technical equipment, Rural Local Authority grants, revenue collection, book keeping, staff capacity building and team motivational programs.
6. Responsible for the preparation and submission of quarterly and annual reports to the Divisional Medical Officer and Chief Health Inspector
7. May from time to time deputize, attend or delegate for the Divisional Medical Officer Western at various council or committee meetings on matters relating to the management and delivery of health service in the division.
Key Performance Indicators
1. All activities and targets in the Annual Corporate Plan and Environmental Health Business Plan are implemented and achieved in a timely manner.
2. Ensure all legal obligations towards enforcement are carried out within the agreed timeline by all Sub divisions.
3. All reports, external correspondence, Business Plan progress are submitted within agreed timeframes, and meet the standard reporting requirements.
4. All public complaints and issues within the division are addressed within the ambit of the Law and in an agreed timeline.

Selection Criteria
The Person
In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Divisional Health Inspector Central, Eastern and Northern.

Knowledge and Experience
1. At least 10 years’ experience at Senior Management level would be desirable.
2. Understanding of basic sequence in enforcement litigation procedures and legislative/policy approaches designed to protect the environment and public health.
3. Knowledge of Sustainable development goals, Healthy Island settings and WASH (Water, Sanitation and Hygiene) to enhance population health.
4. Experience in community mobilization concept and working with multiple partners in a constructive manner to address unhealthy living condition and lifestyle as a social responsibility.
5. Experience in post disaster response coordination and basic understanding of Monitoring and Evaluation.
6. Fair knowledge on entomology, microbiology and control of Communicable and non-communicable disease in the Division.

Skills and Abilities
1. Ability to carry out disease outbreak response, investigation of cases and instigate prosecution.
2. Ability to write project proposals, prepare Divisional unit reports and work plans.
3. Ability to give technical advice to Supervisors, clients and communities on environmental health issues.
4. Good organizational skills and ability to analyse situations, decision making and initiating actions.
5. Good Management skills and ability to build and motivate team, work long hours, cope with pressure and setbacks.
6. Ability to adapt and respond to changes within the organisation effectively and responsive to innovations.

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.

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and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Health Inspector-Food</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
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<tr>
<td>Salary Range:</td>
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<tr>
<td>Location:</td>
<td>Headquarters</td>
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<tr>
<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Environmental Health-Food Unit</td>
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<tr>
<td>Reports to:</td>
<td>Senior Accounts Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>8 SAHI directly and coordinates with 40 Food safety Authorised officers in the Districts under CBH</td>
</tr>
</tbody>
</table>

The Position

This is a Specialised Senior Management position and will take the leading role in planning, and management and enforcement of the Fiji’s Food safety management and enforcement system to achieve its regulatory objectives define in the food safety legislations. The position will also contribute to the overall achievement of the Ministries corporate plan and global health outcomes.

Key Responsibilities

1. Responsible to the CHI for the planning, management, supervision, delivery, control and implementation of all Food Safety program at National, Divisional and Sub-divisional levels to the Food Authorities including Regional and International level.
2. Responsible in providing sound regulatory and food safety technical advices to senior executive of the Ministry of Health & Medical Services, Food Business Operators and other Government and non-governmental stake holders.
3. Responsible to formulate Policies and Laws in regards to Food Safety in Fiji and also provide policy direction to CHI and CBH in all matters pertaining to food safety.
4. Responsible for investigation of food related incidents including food poisoning and other food incidents with appropriate mitigations including prosecutions.
5. Responsible for enforcement of the Food Safety Act and the Food Safety Regulation and subsequent amendment including licensing and Grading of food establishments and approval procedures.
6. Responsible for the Import and export permits of Food items, Container inspection and clearance at Boarder Controls using Asycuda World System (AW)
7. Responsible for the implementation of the Fiji’s Food Safety Emergency Response and recall Plan.

Key Performance Indicators

1. Ensure standard operating procedures for inspections, sampling, analysis, and food safety training are developed, organised and implemented to food authorities in timely manner.
2. Ensure appointment of authorised officers and provide training on the application of right skill for the effective implementations of food standards.
3. All Staff individual work plans, attendance registers, journals and other performances standards are regularly monitored, verified to meet targets and deadlines.

4. Ensure Coordinated food safety activities are effectively implemented and reports are submitted on agreed timeframe for evaluation purposes to improve deliveries within and with other stakeholders at Border Control.

Selection Criteria

The Person
In addition to a Bachelor in Environmental Health, or equivalent work experience and consistent with the environmental health officer requirement prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake

Knowledge and Experience
1. At least 10 years’ extensive experience as a Health Inspector or in a similar role with a strong leadership skills and competency in management of staffs and administration of Food Safety measures are required to maximise the achievement of organisational goals and objectives.

2. Good understanding of Legal enforcement procedures and prosecution of offenders including knowledge of existing legislative/policy and standard designed to protect Food and the public health is essential.

3. Strong knowledge of Fijis Food Safety Act and Regulations, Codex, different food safety management system operations at global and regional level including Hazard Analysis Critical Control Point (HACCP), traceability and recall procedures and mechanism.

4. Have basic knowledge on World Trade Organisations (WTO) issues including market access requirements on Fiji’s trading partners and have certain experiences in providing technically and sound advices to key trade Partners, ministries and food industries including market access requirements.

5. Responsible for verification of Fish and Fisheries products processing to EU and Non EU markets, record keeping and ensure effective control across in the country to facilitate trade and export keeping in consideration Fiji’s economy and trade.

Skills and Abilities
1. Ability to Develop, deliver and evaluate Food Safety training with basic prosecution skills are essential.

2. Skills in writing cabinet papers providing media information’s on Food safety and ability to contribute to the review of Food Safety legislations would be desirable.

3. Skills and abilities to carry out Food establishment audits, Grading’s, HACCP, Critical Control Point (CCP) and Pre Requisite Plan (PRP) audits and reviews.

4. Ability to effectively mobilise team work within and analyse and contribute to solutions to complex problems, in a resource constrained environment.

5. Demonstrated Ability to work at stressful situation and show high level of commitment and sacrifice.

6. Demonstrated ability to understand system operations and how to effectively handle weak links within the systems.

7. Good organisational and Management including human resources management with strong oral and written communications skills, problem solving and customer focused skills and abilities are required.

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.

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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Health Inspector-Pollution Control &amp; Waste Management</th>
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<tbody>
<tr>
<td>Salary Band:</td>
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<tr>
<td>Salary Range:</td>
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<td>Location:</td>
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<td>Durations:</td>
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<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Coordinates with 4 DHI's and 16 SDHI's via CBH</td>
</tr>
</tbody>
</table>

The Position
This is a National senior management Technical position that provides strategic advice and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Pollution Control/Waste Management.

Key Responsibilities
1. Responsible to the Chief Health Inspector/ National Advisor Environmental Health for the planning, management, supervision, delivery, control and implementation of all Pollution Control and waste management and Public Health Nuisance at National, Divisional and Sub-divisional levels.
2. Responsible for enforcement of the relevant Laws and Regulation and subsequent subsidiary Legislations of Pollution control and waste management.
3. Provide technical support to clinical services in the area of Healthcare Waste Management.
4. Collaborate with other relevant government agencies and NGO’s that have equal interest on pollution control waste management issues
5. Provide policy direction to the unit in all matters pertaining to pollution control/waste management
6. Vetting and processing of all offensive trade applications, new waste water treatment designs and drinking water systems for CBH approval

Key Performance Indicators
1. Ensure standard operating procedures for inspections, sampling, analysis, and food safety training are developed, organised and implemented to food authorities in timely manner.
2. Ensure appointment of authorised officers and provide training on the application of right skill for the effective implementations of food standards.
3. All Staff individual work plans, attendance registers, journals and other performances standards are regularly monitored, verified to meet targets and deadlines.
4. Ensure Coordinated food safety activities are effectively implemented and reports are submitted on agreed timeframe for evaluation purposes to improve deliveries.

Selection Criteria
The Person
In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role.

**Knowledge and Experience**
1. At least 10 years’ experience at a senior management level with good Understanding of legislative/policy approaches, enforcement/litigation and responsibilities designed to protect the environment and public health
2. Knowledge of World Health Organisations Sustainable development Goal and Healthy Island settings to enhance community health including Knowledge on Water, Sanitation and Hygiene (WASH) implementation in the communities.
3. Good knowledge on pollution, climate change, control measures and impact on health including public health response to natural phenomena’s.
4. Experience in working with multiple partners and communities to address pollution and waste affecting living condition and lifestyle as a social responsibility.

**Skills and Abilities**
1. Excellent oral and written communication skills, computer skills and ability to write project proposals, annual reports and business plan.
2. Ability to facilitate enforcement work and provide technical advice to clients or communities on pollution control, waste management, climate change and health.
3. Ability to analyse situations, decision making and initiating actions and motivate team while working long hours, cope with pressure and setbacks.
4. Strong Leadership and organisational skills to plan and work with stakeholders to meet deadline; and ability to adapt and respond to changes within the organisation effectively.

**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.

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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Health Inspector (Vector Control, Quarantine, Burial &amp; Cremation)</th>
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</thead>
<tbody>
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<td>Salary Band:</td>
<td>Band H</td>
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<td>Duration:</td>
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<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Health Inspector (CHI)</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Coordinates with 4 DHIs and 16 SDHIs and Vector Control Unit Staff</td>
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</table>

The Position
This is a National Senior Management Technical position provides strategic advice and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Vector Control, Quarantine, Burial & Cremation and CDs at (HQ)

Key Responsibilities
1. Responsible to the Chief Health Inspector/ National Advisor Environmental Health. (CHI/NAEH) for the planning, management, supervision, delivery, control and implementation of Health Quarantine, Burial and cremations at National level and also provide support at Divisional and Sub-divisional levels.
2. Responsible for the coordination and enforcement of the Quarantine Act Burial and cremations Act and subsequent subsidiary Legislations.
3. Develop and provide policy advice to the Chief Health Inspector in all matters pertaining to enforcement of relevant Laws for control of vectors of disease, Port Health Quarantine, International Health Regulations (IHR) Burial and cremations in Fiji.
4. Collaborate with other relevant government agencies and NGO’s that have equal interest vector control, Port Health Quarantine, burial and cremations.
5. Formulate Policies and Laws in regards to vectors of disease, Port Health for Boards and Cabinet approval.
6. Provide technical advice to all Local Authorities and stakeholders on the matters pertaining to vector control, Port Health Quarantine, burial and cremations.
7. Provide technical support to Staffs at operation level to facilitate proper surveillance of mosquito vectors, clearance of Vessels and Aircrafts at ports of entries, burial and repatriation of human remains as required by Law.

Key Performance Indicators
1. All Vector Control/ Quarantine/Burial and Cremations activities and targets in the Annual Corporate Plan and Environmental Health Business Plan are implemented and achieved in a timely manner.
2. All reports, cabinet paper, external correspondence, Business Plan progress and draft garbage by-
laws are submitted within agreed timeframes, and meet the standard reporting requirements.
3. Effective support provided for prevention and control of Leptospirosis, Typhoid and Dengue
programs.
4. Effective and timely management of budgetary allocation for the Program.

Selection Criteria
The Person
In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work
experience and consistent with the environmental health officer qualification prescribed under the Allied
Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required
to successfully undertake the role.

Knowledge and Experience
1. At least 10 years’ experience at a senior management level with clear understanding of relevant
legislations, enforcement/litigation, policy approaches and responsibilities designed to prevent
Vector Borne diseases and implementation of Health quarantine at the Boarder.
2. Good Knowledge on basic Entomology especially mosquitos, house fly and other pests and rodents
that spread or carry human disease and general understanding of human diseases and its
pathogenesis especially communicable diseases and IHR.
3. Knowledge and experience in working with multiple partners and understanding community
mobilization concept of addressing vector control activities and Health quarantine.
4. Experience in post disaster and Public health response coordination, Monitoring and Evaluation

Skills and Abilities
1. Good Leadership and management skills with excellent written and oral Communication
including drafting policy documents, circulars, Cabinet papers, making public speeches and
press conferences.
2. Ability to contribute to Entomological, and epidemiological research studies, facilitate process
of Case investigation skills in enforcement work.
3. Skills and ability to write project proposals, annual reports, business plan using various computer
programs.
4. Ability to provide technical advice to clients or communities on vector management and
environmental health issues while analysing situations for decision making and initiating actions.
5. Ability to build and motivate team work, demonstrates commitment, work long hours, cope
stressful situations and setbacks.
6. A service oriented person with strong Multi-skills coordination ability to plan, execute and meet
deadlines including abilities to adapt and respond to changes within the organisation effectively.

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.
Role Description

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</tr>
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<td>Subordinates:</td>
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</table>

The Position

The position provides advice to the Chief Health Inspector and oversees at national level the planning, management of the enforcement and compliance activities related to Water, Sanitation and Hygiene and all other laws administered under Central Board of Health (CBH) Regulatory Authority. The position is also responsible for management and coordination of the Fiji WASH Cluster in the context of National Disaster Management or Humanitarian effort.

Key Responsibilities

1. Effective coordination of the enforcement and compliance activities pertaining to safe water, sanitation and hygiene (WASH) in accordance with the requirements of relevant Acts and Regulations administered under Central Board of Health (CBH) / Regulatory Authority.
2. Oversee and monitor the implementation of Drinking Water Safety Planning program and national drinking water monitoring program in accordance with the National Drinking Water Quality Standards and Water Authority Act 2007
3. Provide advice to the Chief Health Inspector in all matters pertaining to enforcement and compliance of relevant Laws for safe water, sanitation and hygiene (WASH) in Fiji and other laws administrated under CBH/Regulatory Authority.
4. Assist Chief Health Inspector in the development and formulation of cabinet papers, policies, guidelines and Laws in regards to WASH for CBH/Regulatory Authority consideration.
5. Facilitate quarterly meeting for the Fiji National Drinking Water Quality Committee and Fiji WASH Cluster.
6. Effective management of funding allocations (donor and government) given to the program.
7. Provide lead supportive role in the National WASH Cluster set up with a purpose of ensuring mainstreaming of WASH Cluster Activities.
   - Representative of the WASH Cluster to the Inter Cluster Meeting / Forum (National Disaster Management Office - NDMO).
   - Representative of the Ministry to the Pacific WASH Coalition Meeting
8. Conduct cluster meetings on a quarterly basis during normal period and revert to weekly meeting during emergencies and disasters.
10. Facilitate capacity building on WASH Cluster Coordination and WASH Emerging Issues.
Key Performance Indicators
1. All targeted activities on WASH as Planned are implemented and achieved.
2. All training reports, cabinet paper, external correspondence, cluster plans, guidelines are submitted within agreed timeframes, and meet the standard reporting requirements.
3. Ensure effective coordination of the enforcement and compliance activities pertaining to safe water, sanitation and hygiene (WASH) in accordance with the requirements of relevant Acts and Regulations administered under Central Board of Health (CBH) / Regulatory Authority.
4. All reports and minutes from WASH Cluster and National Drinking Water Quality Meeting are provided, and outcomes are actioned in a timely and effective manner.

Selection Criteria
The Person
In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role.

Knowledge and Experience
1. At least 10 years’ of experience at a senior management level and a clear understanding of existing national and international legislations and policies, guidelines on Water, Sanitation and Hygiene (WASH)
2. Knowledge and experience in Fiji Cluster system, National Humanitarian Policy and the international corresponding frameworks.
3. Knowledge and understanding of Sustainable development goals (SDG), Climate Change, and its impact on population health.
4. Knowledge and Understanding of National WASH Indicators, WASH Cluster Core Functions and Cluster Coordination in Fiji.
5. Knowledge and experience with disease outbreak response and WASH disaster management.
6. Good understanding of WASH implications and population health.

Skills and Abilities
1. Proven ability to implement WASH and Cluster Coordination and Management Skills in disasters, Health Care facilities, Schools and communities.
2. Ability to achieve results personally and through effective team leadership
3. Ability to write project proposals, humanitarian action plan, annual reports and business plan
4. Ability to analyse situations, make decisions and initiating actions during disasters.
5. Demonstrated ability to lead, plan and organize activities/projects and work cooperatively within a team environment.

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

<table>
<thead>
<tr>
<th>Role:</th>
<th>Health Inspector/High Grade – Development Control/Head Quarter.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$28,605.45-$38,140.60</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Location:</td>
<td>Headquarters</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Coordinates with 4 DHIs and 16 SDHIs via CBH</td>
</tr>
</tbody>
</table>

The Position

The position provides supports and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Development Control at (HQ) for Central Board of Health (CBH)

Key Responsibilities

1. Responsible to the Chief Health Inspector for the administration, planning, management, delivery of all Development control and Planning activities of environmental health services.
2. Act in accordance with the policies, delegated authority and instructions of the Central Board of Health and Chief Health Inspector specifically focused on Public Health Act Building & Regulations and National Building code, Town Planning Act, Town Planning General, Provisions and Sub Division of Land Act.
3. Oversee development activities and provide technical advice to the Local Authorities on matters pertaining to development on both health and structural matters. Also ensure effective planning, management, monitoring, and control of developments with Towns, Cities and Rural Local authorities.
4. Collaborate with other relevant government agencies and NGO’s that have equal interest on Development control in Fiji and oversee compliance and timely approvals are granted.
5. Develop and review appropriate Laws, policies, guidelines and procedures for Development control and provide policy direction to the unit, urban and Rural Local Authorities, in all matters pertaining Development control and Litigation.
6. Act in accordance with the policies, delegated authority and instructions of the Central Board of Health, Chief Health Inspector, to the achievement of the overall goals and objectives of the MOH as contained in the EH BP, ACP and the NSP.
7. Oversee development activities and provide technical advice to the Local Authorities on matters pertaining to development on both health and structural matters. Also ensure effective planning, management, monitoring, and control of developments with Towns, Cities and Rural Local authorities.
Key Performance Indicators
1. Ensure all development control applications received by CBH are processed and properly filed in accordance with the relevant Laws in a timely manner.
2. Ensure all reports are submitted within the agreed timeframes, and meet the standard reporting requirements as per EH monitoring matrix.
3. Provide timely assistance and advice to Divisional and sub-divisional Health Inspectors on development control activities and follow up issues raised by other stakeholders and clients in a timely manner.
4. Coordination with all other relevant departments for efficient and timely approvals of all development control applications and provide timely feedbacks to clients and Sub divisional officers.

Selection Criteria
The Person
In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Divisional Health Inspector Central, Eastern and Northern.

Knowledge and Experience
1. At least 8 years’ experience as a Health Inspector or management level with good understanding of different legislations, enforcement and policy approaches designed towards development control and sustainable development would be desirable.
2. Knowledge and experience in enforcement process and litigation procedures.
3. Knowledge and experience working with donor funding agencies to enhance community health.
4. Good knowledge on offensive trades, approval process, impact and mitigations of Environmental Impact Assessment and (EIA) and Health Impact Assessment (HIA) is essential.

Skills and Abilities
1. Good Leadership, management skills with written and oral Communication Skills and abilities including Innovative skills in Computer programs and report generation.
2. Ability to contribute to team work and work with other stakeholders on Development control.
3. Good Ability to facilitate process of drafting policy documents, circulars, Cabinet papers, write project proposals, annual reports and business plan
4. Ability to give technical advice to clients on development control activities and analyze situations, decision making and initiating actions.
5. Ability to adapting and respond to changes within the organization effectively.
6. Service oriented people with strong Multi-party coordination ability to plan execute and meet deadlines.

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.

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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Health Inspector High Grade – Vector Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$28,605.45-$38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>Headquarters</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Divisional Health Inspector, Central</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Coordinates with 4 DHI’s and 16 SDHI’s</td>
</tr>
</tbody>
</table>

The Position

The position provides support to oversee from national level the planning, management, enforcement, coordination and monitoring of vector control activities and more specific to research and innovation in the integrated vector management programs to specific disease.

Key Responsibilities

1. Responsible to the Chief Health Inspector through Divisional Health Inspector Central and Senior Health Inspector Vector Control at Headquarters for the surveillance and monitoring of vector control activities in Fiji.
2. Provide vector surveillance and monitoring support to urban and Rural Local Authorities in Fiji.
3. Collaborate with other relevant government agencies and NGO’s that have equal interest on vector surveillance and control of vector borne disease in Fiji.
4. Ensure that all vector control equipment’s and chemicals are in place and maintained in a working conditions.
5. Develop polices and SOPs of pesticide application and handling and safe storage of equipment’s and chemicals.
6. Develop Training materials and capacity building for Local Authority officers on vector control
7. Lead all operational matters in the field for vector control activities and provide technical support to all local authorities on matters pertaining to threats of vector borne diseases.

Key Performance Indicators

1. Ensure monthly larval surveillance reports are made available to a Chief Health Inspector and Central Board of Health on a timely manner.
2. Ensure all planned vector source reduction campaigns are coordinated with other stakeholders in a consistent and timely manner.
3. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements as per EH monitoring matrix.
4. Provide timely assistance and advice to Chief Health Inspector, Divisional Health Inspector Central on vector control activities.
Selection Criteria

The Person

In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role.

Knowledge and Experience

1. At least 8 years’ of experience at a Health Inspector or management level would be desirable with good understanding of legislations and enforcement process/policy approaches and responsibilities designed to prevent Vector Borne diseases.
2. Experience in working with multiple partners, stakeholders and donor funding agencies to enhance community health.
3. A general understanding of human diseases and its pathogenesis especially communicable diseases including basic Entomology especially mosquitoes, house fly and other pests and rodents that spread or carry human disease.
4. Experience and understanding of community mobilization concept, Public Health response coordination and Monitoring and Evaluation.

Skills and Abilities

1. Good Leadership, management and communication skills and abilities.
2. Ability to contribute to Entomological, and epidemiological investigations, research, analyze, situations for decision making and initiating actions.
3. Ability to support drafting policy documents, circulars, Cabinet papers, public speeches, press conferences, project proposals, annual reports and business plan.
4. Ability and skills in case investigations, enforcement and to provide technical advice to clients or communities on vector management and environmental health issues.
5. Ability to build and motivate team work with good organizational skills and demonstrates commitment to work long hours, cope with pressure and setbacks.
6. Ability to adapting and respond to changes within the organization effectively with Innovative ideas and skills.
7. A service oriented person with strong Multi-party coordination ability to plan execute and meet deadlines.

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.

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MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Corporate Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position:</strong></td>
<td>Ward Assistant</td>
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<tr>
<td><strong>Salary Band:</strong></td>
<td>Band B</td>
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<tr>
<td><strong>Salary range:</strong></td>
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<tr>
<td><strong>Location:</strong></td>
<td>Colonial War Memorial Hospital</td>
</tr>
<tr>
<td><strong>Duration:</strong></td>
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<td><strong>Unit/Division:</strong></td>
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<tr>
<td><strong>Reports to:</strong></td>
<td>Team Leader/NUM</td>
</tr>
<tr>
<td><strong>Subordinates:</strong></td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

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

Key Responsibilities

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

1. Assist with patient care in accordance with patient safety and care regulations and in compliance with occupational health & safety standards.
2. Ensure that patient bedding, linen and surrounding is clean at all times.
3. Assist with the carriage of patients within the health facility.
4. Actively contribute to the Ministry corporate activities

Key Performance Indicators

1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
4. Active participate in corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Work experience in a similar environment
2. Experience in basic housekeeping duties
3. Basic knowledge of recepive applicable laws of Fiji.

Skills and Abilities

1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively.
3. A good team player and able to work with minimum supervision.
4. Customer focused approach with commitment to supporting the operational goals of the organization.
**Personal Character & Eligibility:**
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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

ROLE DESCRIPTION

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<th>Ward Assistant</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$5.37 - $6.89 per hour</td>
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<tr>
<td>Location:</td>
<td>Lautoka Hospital</td>
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<tr>
<td>Duration:</td>
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<td>Unit/Division:</td>
<td>Post Natal Ward</td>
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<td>Reports to:</td>
<td>Team Leader</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

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

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

1. Assist with patient care in accordance with patient safety and care regulations and in compliance with occupational health & safety standards.
2. Ensure that patient bedding, linen and surrounding is clean at all times.
3. Assist with the carriage of patients within the health facility.
4. Actively contribute to the Ministry corporate activities

Key Performance Indicators

1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
4. Actively participate in corporate activities of the Ministry as and when required.

Selection Criteria

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

Knowledge and Experience

1. Work experience in a similar environment providing patient care to the sick or aged.
2. Experience in basic housekeeping duties
3. Sound knowledge of Occupational Health & Safety at the workplace and patient care and safety regulations

Skills and Abilities

1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively.
3. A good team player and able to work with minimum supervision.
4. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility:
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear
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