NEWLY ADVERTISED POSITIONS - FIJI SUN 15 FEBRUARY 2020

MOHMS 67/2020

Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Registered Midwife</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60</td>
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<tr>
<td>Location:</td>
<td>CWM Hospital, Lautoka Hospital, Labasa Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Major Hospitals</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager, Labour Ward</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses, Enrolled Nurses, O&amp;G Interns, Student nurses and Ward Assistants</td>
</tr>
</tbody>
</table>

The Position

The registered Midwife is recognised as a responsible and accountable professional who works in partnership with women and families to provide midwifery care and advice during pregnancy, labour, birth, puerperium period and to their newborn.

Key Responsibilities

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

1. Provides proper assessment of clients in conformity to the Midwifery Scope of Practice, Nursing standards and clinical practice guidelines.
2. Provide quality interpretation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
3. Execute nursing care plans and specialist team orders ensuring that it conforms to national nursing policies, facilities internal protocols and infection control guidelines.
4. Makes sound clinical nursing decisions in the provision of client care and advocates for patients to specialist teams and families.
5. Nurse and monitor high risk and critical patients; and ensure timely escalation of clinical issues beyond competent level to experts.
6. Mentor Registered Nurses, Medical Interns, junior staff during the provision of care to client needing Intensive Nursing care.
7. Maintain accurate documentation on client’s folder at all levels of care inclusive of the Patient Information system.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Full compliance and adherence with the midwifery scope of practice and other relevant policies and practice guidelines to ensure safe delivery of quality midwifery services and practices.
2. Provision of efficient, effective and timely advice and professional decisions that comply with the operational and business plans of the unit.
3. Ensures efficient and appropriate responses to obstetric emergencies and timely referrals wherever warranted.
4. Meet Individual goals as stipulated in Individual Work Plans including ongoing contribution to midwifery nursing care sustainability in a timely and efficient manner.

Selection Criteria
The Person
In addition to a Diploma in Nursing with a Post graduate qualification in midwifery or equivalent, together with a valid practicing license in nursing and midwifery from the Fiji Nursing Council and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Comprehensive understanding of the registered nurses and midwifery scope of practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
2. Has sound knowledge and competence on the following: Emergency Obstetrics Neonatal Care Certification, Neonatal Resuscitation, and HIV in pregnancy.
3. Has broad knowledge on Infection Prevention and Control, quality improvement systems and clinical risk management.

Skills and Abilities
1. Demonstrates ability to effectively work in a team and shows good leadership skills
2. Demonstrates good/sound clinical judgement and decision-making
3. Ability to work under minimum supervision.
4. An assertive self-starter Excellent communication skills (verbal & written)
5. Ability to practice ethically within the framework of the Midwifery Scope of Practice.
6. Demonstrates commitment and accountability in the execution of delegated responsibilities

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 of 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 & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Splint Maker</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$22,528.74 - $28,883.00</td>
</tr>
<tr>
<td>Location:</td>
<td>Tamavua Twomey Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Prosthetic and Orthotic Department/Central Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Technician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Assistant Splint Maker(2)</td>
</tr>
</tbody>
</table>

The Position
The position is to assist the Technician in planning and monitoring the unit in regards to measuring, fabricating, fitting and clinical repairs in order to provide quality Prosthesis and Orthotic services nationally.

Key Responsibilities
1. Support Prosthetic and Orthotic technician in ensuring that all orthosis and prosthesis are ready and delivered on time.
2. Ensure upholstery works are ready and delivered on time.
3. Ensure quality and safe equipment are fabricated and fitment done in a timely manner.
4. Ensure tools are maintained and report any faulty or damaged equipment.
5. Maintain cleanliness in the workshop at all times
6. Ensure monthly report are submitted on time
7. Support Prosthetic and Orthotic Technician in outreach program
8. Actively contribute to the Ministry corporate requirements.

Key Performance Indicator
1. Timely availability of Prosthetic and Orthotic services at all time.
2. Ensuring quality report is submitted on monthly basis
3. Undertake maintenance of tools and machinery in the department and timely reporting of faulty equipment to supervisor.
4. Actively support the outreach program and undertake clinical responsibilities under the supervision of Head of Department.

Selection Criteria
The Person
In addition to a recognized trade certificate in Carpentry, Joinery and Upholstery and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. Experience in a similar work environment
2. Must have knowledge and experience in ordering, procuring, managing stock and tally cards
3. Knowledge in operating and maintaining power machines.
4. Basic knowledge of using different types of leather and its purpose
5. Adequate knowledge and ability to fabricate and fit splints.
6. Basic knowledge of occupational health and safety in the workplace

**Skills and Abilities**
1. Ability to plan and organize work on a daily basis
2. Demonstrate ability to work in a team
3. Good oral and written communication skills
4. Good computer skills
5. Service oriented approach with commitment to supporting the operational/corporate environment of the organisation.

**Personal Character and Eligibility**
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READVERTISED POSITIONS

NOTE: THOSE WHO HAD ALREADY APPLIED for the re-advertised positions NEED NOT RE-APPLY as their applications are actively considered.

MOHMS 69/2020

Ministry of Health & Medical Services
Role Description

<table>
<thead>
<tr>
<th>Corporate Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Role:</td>
<td>Driver</td>
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<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Colonial War Memorial Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Transport</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures the safe transportation of staff and patients from one facility to another.

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

1. Maintain Cleanliness of the vehicle at all times;
2. Use Motor Vehicle for Official purposes upon instructions from supervisor
3. Drive Motor Vehicle safely in accordance with all traffic laws and regulations of Land Transport Act or Fiji Police Force;
4. Complete and submit the daily running sheet for every trip taken, and submit to the respective Transport Officer at the end of the day for review and verification;
5. Take responsibility of the Motor Vehicle maintenance and regular servicing in consultation with the respective Transport Officer on:
   a. Oil, fuel and lubrication service;
   b. Tyre, battery and air conditioning servicing;
   c. Motor Vehicle washing and cleaning;
   d. Daily checks of vehicle tools, spare tyres
6. Efficiently report all minor or major accident to the vehicle under your care using the standard vehicle accident report form.

Key Performance Indicators
Performance will be measured through the following indicators:

1. Ensure that vehicle, are in good running condition (clean, water, oil are sufficient) before moving the vehicle
2. Hospital runs are well planned;
3. Running sheets & fuel receipts, are submitted on daily basis;
4. Defects are reported and addressed in a given timeframe;
Selection Criteria

The Person
In addition to the completion of Secondary School Education or similar, along with a Group 2,4 & 6 Driving License, a valid Certificate of Defensive Driving Course, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. Experience in a similar work environment
2. Good knowledge of vehicle maintenance
3. Well versed with road Regulations and Acts;
4. Basic knowledge of receptive applicable laws of Fiji.

Skills and Abilities
1. Ability to drive safely and effectively
2. Good communication skills in both verbal and written
3. Ability to work effectively with a team
4. Time management skills
5. Ability to work as a team

Personal Character and Eligibility
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Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Duration</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit</td>
<td>Transport Pool</td>
</tr>
<tr>
<td>Reports to</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Nil.</td>
</tr>
</tbody>
</table>

The Position

The position is jointly responsible for planning and organizing of transport services through Liaising with the Executive Officer with daily running of the vehicle.

Key Responsibilities

1. Responsible for transporting staff as and when required.
2. Assist to ensure vehicle registration and general servicing is updated according to schedule.
3. Comply with the Land Transport Regulations.
4. Carrying out driving instructions without delay.
5. Carry out service on a daily basis to maintain vehicle safety and cleanliness.
7. Ensure that the vehicle running sheets are recorded on a daily basis with the relevant authorizing signatures.
8. Prepare and submit running sheets and fuel receipts and submit timely to the immediate supervisor.
9. Actively contributes to the ministry’s corporate functions and activities.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Full compliance with Land Transport Regulations and Ministry Instruction Policy.
2. Vehicles are well maintained, clean and fully operational.
3. All vehicle records are updated and submitted within agreed timeframes.

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, along with a Group 2,4 & 6 Driving License, a valid Certificate of Defensive Driving Course, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 2-3 years’ experience as a driver.
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
4. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.
Skills and Abilities
1. Excellent communication skills both verbal and written
2. Analytical thinking while driving and ability to work with minimum supervision
3. Capable of working according to the given timelines
4. The ability to be creative and to act quickly and decisively in a crisis to create opportunities or avoid problems
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character and Eligibility
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<thead>
<tr>
<th>Role:</th>
<th>Driver</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
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<tr>
<td>Salary Range:</td>
<td>$5.37-$6.89 per hour</td>
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<tr>
<td>Location:</td>
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<td>Duration:</td>
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<tr>
<td>Unit/Division:</td>
<td>Transportation Pool</td>
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<tr>
<td>Reports To:</td>
<td>Administrative Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures the safe transportation of staff and medicines from one facility to another with integrity, confidentiality and a sense of responsibility.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Maintain Cleanliness of the vehicle at all times;
2. Use Motor Vehicle for Official purposes upon instructions from supervisor
3. Drive Motor Vehicle safely in accordance with all traffic laws and regulations of Land Transport Act or Fiji Police Force;
4. Complete and submit the daily running sheet for every trip taken, and submit to the respective Transport Officer at the end of the day for review and verification;
5. Take responsibility of the Motor Vehicle maintenance and regular servicing in consultation with the respective Transport Officer on:
   a. Oil, fuel and lubrication service;
   b. Tyre, battery and air conditioning servicing;
   c. Motor Vehicle washing and cleaning;
   d. Daily checks of vehicle tools, spare tyres
6. Efficiently report all minor or major accident to the vehicle under your care using the standard vehicle accident report form.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure that vehicle, are in good running condition (clean, water, oil are sufficient) before moving the vehicle
2. Daily runs are well planned;
3. Running sheets & fuel receipts, are submitted on daily basis;
4. Defects are reported and addressed in a given timeframe;

Selection Criteria
The Person
In addition to the completion of Secondary School or similar with a valid driving license classifications 2, 4 & 6 and a valid Defensive Driving Certificate, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:
Knowledge and Experience
1. At least 3 years working experience in a similar role
2. Good knowledge of vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Well versed with road Regulations and Acts;
5. Fair understanding of the Fijian Constitution (2013) and applicable laws of Fiji;

Skills and Abilities
1. Ability to drive safely and effectively
2. Ability to communicate in both verbal and written
3. Ability to work effectively with a team
4. Ability to do read and calculate mileage
5. Ability to manage time effectively

Personal Character Eligibility
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Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Recorder</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>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Medical Records Department</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Assistant Statistician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
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</table>

The Position
The primary role of this position is to be responsible for organizes data for patient medical records, review medical records and patient health information for accuracy and completeness in a hospital setting, ward and clinical environment.

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:

2. Create records for new patients and computer index and maintain filing statistics
3. Provide customer care service and responding to customer queries.
4. Facilitate the distribution and retrieval of patient folders and laboratory reports to/from responsible medical officers;
5. Request relevant information from various departments as required by medical officers
6. Actively contribute to the Ministry corporate activities

Key Performance Indicators
1. Patient records are updated on a regular basis.
2. Filing index and statistics are well maintained
3. Efficient distribution and retrieval of patient folders and the proper filing of folders as per filing system
4. Actively contribute to the Ministry corporate activities as and when required.

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

Knowledge and Experience
1. Working knowledge of Medical Records and Patient Information in a clinical setting or similar environment
2. Experience with basic computer skills such as Microsoft Office
3. Basic understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
Skills and Abilities
1. Sound administrative skills including the ability to communicate effectively
2. Ability to effectively work within a team
3. Ability to act appropriately with matters of confidentiality
4. Able to effectively and sensitively manage complaints
5. 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 of 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
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MOHMS 73/2020

Ministry of Health & Medical Services
Role Description

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<table>
<thead>
<tr>
<th>Position</th>
<th>Recorder</th>
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<tr>
<td>Salary Band</td>
<td>Band B</td>
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<td>Salary Range</td>
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<tr>
<td>Location</td>
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<td>Duration</td>
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<tr>
<td>Unit/Division</td>
<td>Labasa Hospital</td>
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<tr>
<td>Reports to</td>
<td>Transport Officer</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position contributes to organizing of data for patient medical records, review medical records and patient health information for accuracy and completeness in a hospital setting, ward and clinical environment.

Key Responsibility Areas
1. Attend to all patients requesting to visit General Outpatient Department/Accidental & Emergency & Surgical Outpatient Department clinics on a daily basis
2. Collate, proper retrieval and filing of all hospital records and attending to all telephone queries on issues pertaining to medical records with proper handing over of duties
3. Ensuring timely entries of General Outpatient Department/Accident & Emergency, Surgical Outpatient Department, PRG, ATD data with up to date Coding of hospital morbidity records
4. Participate in all Corporate Social responsibility Activities planned by Labasa Hospital and the Ministry of Health & Medical Services

Key Performance Indicators
1. To provide quality medical records services for all our clients in accordance to the standard operating procedure and policies.
2. To maintain highest data integrity and working towards achieving goals and objectives of the unit and organisation
3. Actively contribute to the Ministry and/or corporate requirements

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. Experience in a similar work environment
2. Experience in basic computing applications and information systems
4. Basic understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Sound administrative skills including the ability to communicate effectively
2. Ability to effectively work within a team
3. Ability to act appropriately with matters of confidentiality
4. Able to effectively and sensitively manage complaints.
5. Customer focused approach with commitment to supporting the operational goals of the organization

**Personal Character & Eligibility:**
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Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Ward Assistant</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
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<tr>
<td>Salary Range:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Station:</td>
<td>Various</td>
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<tr>
<td>Reports to:</td>
<td>Team Leader</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position provides assistance to nurses with non-clinical duties including patient care, patient movement within the hospital, ward housekeeping, and food service while maintaining integrity with a sense of confidentiality and responsibility.

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 participates in corporate activities of the Ministry and/or Labasa Hospital 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 providing patient care to the sick or aged.
2. Good understanding of basic life support in times of emergencies
3. Experience in basic housekeeping duties
4. 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 both written and verbal
3. A good team player and ability to work with minimum supervision.
4. Good customer services skills
5. Customer focused approach with commitment to supporting the operational goals of the organization

**Personal Character & Eligibility:**
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Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Tobacco Control Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$22,528.74 - $28,883.00</td>
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<tr>
<td>Duration:</td>
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<tr>
<td>Location:</td>
<td>Northern Health Services</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Manager Tobacco Control &amp; Divisional Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
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</table>

The Position
The Tobacco Control Enforcement Officer will be responsible for the running of the divisional enforcement offices and report directly to Manager Tobacco Control and Divisional Health Inspectors West and North. The officer is responsible for developing the required divisional work plan and ensure its implementation, monitoring and surveillance.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Organize and carry out inspections, investigations and booking of offenders
2. Command and control enforcement operations
3. Develop plan for divisional enforcement operations
4. Train and prepare Assistant Enforcement Officers on enforcement procedures and field investigation methods
5. Daily monitoring of Assistant Enforcement Officers
6. Work closely with other law enforcement agencies on matter of equal interest
7. Assist in community awareness programs related to tobacco-free initiatives
8. Filing of legal documents in and obtaining case updates from court registries within the Division
9. Conduct prosecutions in the Magistrates Court
10. Submit monthly reports of enforcement, prosecution and community awareness programs conducted within the Division

Key Performance Indicators:
1. Standard operating procedures for all bookings and charging of persons violating the Tobacco Control Act and Regulations are followed;
2. All reports and case files provided to supervisors in a timely manner to the required standard;
3. Community awareness programs related to tobacco-free initiatives are conducted to the required standards and timeline; and
4. Contributions to all corporate requirements of the Ministry, including planning, budgeting and selection activities are actively undertaken where required.
Selection Criteria
The Person
In addition to a tertiary qualifications of Diploma in Environmental Health, legal Enforcement, or equivalent work experience the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and experience
1. At least 3 years’ experience in law enforcement, management or exposure at similar field.
2. Experience in preparation of court documents and prosecution.
3. Experience in conducting community awareness or similar activity.
5. Thorough knowledge of the Tobacco Control Decree (TCD) and Tobacco Control Regulation (TCR) and health impact would be desirable.
6. Good knowledge of World health Organization Frame work convention on Tobacco control and population health.

Skills and abilities
1. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.
2. Proficient in investigations and prosecution skills and demonstrate ability to confidently present self in court for formal proofs and cross examinations.
3. Strong oral and written communications skills and capacity to utilize computer programs to support the operations of complex organization
4. Demonstrate ability to present in public settings such as community, schools or villages.
5. Skills and abilities to manage staffs and work cooperatively within the team and other stakeholders and enforcement agencies.
6. Ability to follow instructions, meet set deadlines and work long hours under stressful situation.
7. Demonstrated ability to maintain confidentiality, in a public sector environment within the required legislative framework.

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 of 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.
MOHMS

Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Project Officer, Assistant Enforcement Officer</th>
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<tr>
<td>Salary Band:</td>
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<td>Salary Range:</td>
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<td>Location:</td>
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<td>Unit/Division:</td>
<td>Environmental Health Unit</td>
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<td>Reports to:</td>
<td>Tobacco Control Enforcement Officer</td>
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<td>Subordinates:</td>
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</tr>
</tbody>
</table>

The Position
This is a specialized position in Tobacco enforcement and will provide support to the Tobacco Control enforcement unit in the implementation and enforcement of the Tobacco Control Act and Regulations.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Ensure standard operating procedures are followed for all bookings and charging of persons violating the Tobacco Control Act and Regulations;
2. Organize and carry out inspections, investigations and booking of offenders;
3. Work closely with other law enforcement agencies on matters of equal interest including filing and execution of legal documents and obtaining case updates from court registries within the Division and preparation of Witnesses Statements;
4. Appear for formal proof and cross examination in the Magistrates Court;
5. Assist in conducting community awareness programs related to tobacco-free initiatives;
6. Ensure all Tobacco licenses and Registration applications are recorded and facilitated for processing within the agreed time line;
7. Submit reports of enforcement, prosecution and community awareness programs conducted within the Division as required;
8. Provide a high level of customer service to clients and the general public; and
9. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators
1. Standard operating procedures for all bookings and charging of persons violating the Tobacco Control Act and Regulations are followed;
2. All reports and case files provided to supervisors in a timely manner to the required standard;
3. Community awareness programs related to tobacco-free initiatives are conducted to the required standards and timeline; and
4. Contributions to all corporate requirements of the Ministry, including planning, budgeting and selection activities are actively undertaken as required.
Selection Criteria

The Person
In addition to a Certificate, Diploma in Environmental Health, Law, or equivalent work experience, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and experience
1. At least 1 years’ experience in a legal enforcement, prosecution, or Environmental Health field;
2. Practical working experience in field operations working with communities / conducting community awareness;
4. Understanding of the various Laws and relevant legislation related to Tobacco products and prosecution.
5. Good knowledge of World health Organization Frame work convention on Tobacco control and its impact on population health.

Skills and abilities
1. Strong oral, written communications and Computer skills to support the operations of a complex organization;
2. Ability to deal with people within the required legislative framework and to present self in court with confidence.
3. Demonstrate ability to present in public settings such as community, schools or villages whilst maintaining confidentiality.
4. Demonstrated ability to work cooperatively within a team, follow instructions, and meet deadlines whilst working in a stressful situations including long hours.
5. Proficient skills and abilities in investigations and prosecution skills.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character & Eligibility:
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