Corporate Information

Role: Manager IT  
Level: Band I  
Salary range: $43,296.63 - $55,508.50 per annum  
Location: Headquarters  
Unit/Division: Digital Health  
Reports to: Head of Finance, Asset Management and Digital Health  
Subordinates: Product Managers, Systems Analysts, Project Manager, IT Officers, PATIS Plus Project Officers, Free Medicine Officers

The Position
To provide IT Support to the Permanent Secretary for Health & Medical Services, and research, analyse and initiate projects that will help to strengthen Health Systems in Fiji Islands; manage and administer all IT Equipment’s, Infrastructure, Services and Resources;

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. Prepare Business and Individual Plans for ICT; recommend, oversee and assist day to day transactions for the Unit; Attend meetings and workshops to support or get consulted for the areas where ICT can assist to improve the other business units in the Ministry.
3. Prepare and present Reports to various Stakeholders which includes Head of Finance and Asset Management, National Health Information Committee, other Medical and Admin Officers, Vendors and Information Technology & Communication Services (ITCS).
4. Communicate with internal and external customers, Vendors, Information Technology & Communication Services (ITCS), International Health Organisations (WHO, PHIN, AeHIN, UNICEF, etc) for ICT Services and Technology enhancements in the Ministry.
5. To ensure high uptime of ICT Services in the Ministry. This includes expanding of ICT Services to other Health Facilities based on constraints and need. To also promote the use of ICT at all levels in the Ministry.
6. To research and innovate the new technologies that Ministry can adopt to better it’s Health Services in both Clinical and Public. To conduct appropriate trainings to ICT Consumers to ensure end to end implementations.

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

1. Preparation, Monitoring and Evaluation of ICT Business Plan and its alignment to Annual Corporate Plan;
3. Reporting and Presentation of ICT Projects, Updates and Learning Materials to various stakeholders; Updating of ICT Documentations;
Selection Criteria
The Person
In addition to a Master’s degree in Computing Science or Information Technology from a recognized university and/or Certifications in ICT and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Vast experience in Project Management;
2. Experience in preparing business plan and individual plans and further monitoring day to day ICT activities.
4. Experience in Managing Communication to Internal Customers, External Customers and Stakeholders;
5. Experience in developing, delivering and evaluating training and staff development programs
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities
1. Demonstrated ability to effectively manage, motivate and work within a team;
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment;
3. Demonstrated ability to think strategically and make sound decisions;
4. Demonstrated knowledge on new technologies that can be used to strengthen the Health Information systems;
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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.
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MOHMS 76/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Laboratory Superintendent</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 per annum</td>
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<tr>
<td>Location:</td>
<td>CWM Hospital</td>
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<tr>
<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory/Central</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Consultant Pathologist</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Laboratory team (Nationally), Clinical team, CWMH Hospital Administration, National Blood Services Manager, Fiji Pharmaceutical and Biomedical Supplies, Donor organisation, External Service Providers local and abroad</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Supervising Laboratory Technician, Technical Officer Higher Grade, Technical Officer, Laboratory Assistant, Phlebotomist, Laboratory Attendant</td>
</tr>
</tbody>
</table>

The Position
The purpose of this position is to oversee overall management, consistency and standardization of services of Government clinical laboratories in the Central Division as well as other laboratories in Fiji that support the Fiji Health System and Ministry objectives.

Key Responsibilities
The position will achieve its purpose through the following:

1. Plan, Manage and develop the laboratory services within Division and adapt to changing needs and requirements in consultation with Consultant Pathologist and Health Facility Management teams.

2. Identify, quantify and map appropriate resources required for laboratories in Fiji, actively participate in human resource recruitment & selection, technical evaluation for laboratory equipment, reagents and consumables when required.

3. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health and Medical Services.

4. Drive all laboratories towards Laboratory Quality Management System to ensure continuity, consistency and standardization of laboratory services in Fiji.

5. Identify risks and threats to service delivery, resolve or make necessary recommendation in a timely and holistic manner for good quality service continuity.

6. Provide timely professional advice to customers, donors, stakeholders that are within guidelines and represent interests of MOHMS and contribute to good work outcomes.

7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

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

1. All Laboratory plans are developed, approved and implemented within the agreed timeframes.
2. Ability to monitor and evaluate Laboratories performance by use of various reports, audit tools and make evidence based decisions and link outputs to objectives.
3. Complete compliance with relevant MOHMS and laboratory policies, SOP requirements within the department.
4. Effective and timely management and regular monitoring of staff performance and attendance to enable service continuity, and delivery of quality laboratory services.

Selection Criteria
The Person
In addition to a Bachelor in Medical Laboratory Science, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Vast work experience in Medical Laboratory; preferably extensive experience as a Laboratory Supervisor/ Quality Manager/ Laboratory Logistics officer with good performance.
2. Knowledge of relevant policies and available literature specific to responsibilities of this job.
3. Identify and manage resources required to be able to perform assigned duties with due economy and conduct monitoring and evaluation.
4. Working knowledge of Laboratory services in Fiji, Laboratory safety and advocacy.
5. Sound knowledge or understanding of the different modalities of technical protocols and best practice principles.

Skills and Abilities
1. Demonstrate leadership and management capabilities including justified holistic decisions and recommendations with reference from policies, standards and guiding documents.
2. Ability to analyse statistics and forecast improvement needs for laboratory services.
3. Demonstrated ability to communicate and negotiate with staff and stakeholders of different diverse background in order to achieve daily goals and objectives of the laboratory.
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Multi-tasking ability with good planning and time management skills, flexibility to be able to work beyond normal hours.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility
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Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Systems Analyst</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
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<tr>
<td>Salary Range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
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<tr>
<td>Location:</td>
<td>Headquarters</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Digital Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Manager IT and Product Manager PATIS Plus</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>IT Officers, Free Government Scheme, Network Administrator</td>
</tr>
</tbody>
</table>

The Position
The incumbent will be responsible for management of all systems and the projects being carried out for strengthening the health information systems in Ministry of Health and Medical Services.

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

1. Provide network and server support and enhancements to existing hardware, define system requirements, priorities, and viable alternatives.
2. Assist project managers in network & server projects for successful completion.
3. Coordinate with business, development, testing teams and other stakeholders and leverages relevant process and technology proficiency to propose optimal solution(s) options delivering required business capabilities.
4. Perform as a project lead and to direct, assist and liaise with system analysts to assist with quality assurance, program logic, data processing and reporting;
5. Workforce management to meet professional expectations of performance including overseeing all aspect of disciplinary process and performance management of Digital Health staff to ensure delivery of quality services/ outcomes.
6. Ensure compliance for networks, servers and service-desk through various methods as defined in ICT compliance policies and provide technical training, guidance, and resource support for end users and departmental staff.
7. Contribute to the IT strategy development and planning process in alignment with the units and Ministries 5 year strategic plan.
8. Research for new technology that can be used to boost the performance of healthcare services in Fiji.

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

1. Ensure that all server and network projects are completed as planned and ensure at higher system uptime for all application.
2. Effective and timely management and regular monitoring of systems and network to enable continuity, and delivery of quality services.
3. All agreed Human Resource and finance support services, functions and advice are delivered within agreed time frames, and meet specific requirements.
4. Quality reports and secretariat services are provided, and outcomes are actioned in a timely and effective manner.
Selection Criteria
The Person
In addition to Postgraduate diploma in Computing Science or Information Technology from a recognized institution the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Vast experience in system applications management and project management.
2. Experience in management of database and Windows servers.
3. Experience in applying new technologies to strengthen Information Systems (software development, database administration, server administration).
4. Knowledge in Scheduling work assignments, settings priorities, and directing the work of subordinates.
5. Knowledge in developing, delivering and evaluating training and staff development programs and reporting to management on application of learning outcomes, return on investment and improvements required.
6. Experience in writing proposals, reports, documentation and project updates.
7. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
8. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Demonstrated ability to effectively manage a team
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
4. Ability to maintain confidentiality of information.
5. Demonstrated innovative skills with attention to detail.
6. Communicate clearly and concisely, both orally and in writing.

Personal Character and Eligibility
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MOHMS 78/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Cleaner</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
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<tr>
<td>Salary:</td>
<td>$4.60-$5.90 per hour</td>
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<tr>
<td>Location:</td>
<td>Lakeba Hospital</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clerical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures provision of effective and safe cleaning services at the hospital whilst maintaining a sense of integrity and responsibility.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Ensure cleanliness of premises in adherence to the Infection Control Guideline
2. Ensure proper and safe use of appropriate cleaning agents for the respective areas within the facility.
3. Perform and document routine inspection and maintenance activities.
4. Ensure sufficient stock of cleaning agents and appliances is maintain.
5. Actively contribute to all corporate functions of the ministry.

Key Performance Indicators
1. Ensure that improvements to office cleanliness are implemented and completed in a timely manner
2. Timely recording and reporting of reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service
3. Ensure Occupational Health Safety (OHS) compliance
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where 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. Some experience in a similar working environment.
2. Basic knowledge of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures.
3. Knowledge in record management and proper disposal.

Skills and Abilities
1. Ability to plan and organise work on a daily basis
2. Ability to communicate effectively both verbally and written
3. Ability to work with minimum supervision and with attention to details
4. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character & Eligibility:
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MOHMS 79/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Cook</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary:</td>
<td>$5.37 - $6.89 per hour</td>
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<tr>
<td>Location:</td>
<td>Vunisea Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Supervisor Dietician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures the timely preparation and provision of meals for patients at the Hospitals.

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. Reports directly to the Supervisor Dietician on a day to day basis.
2. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals
3. Responsible for preparing and cooking a well-balanced nutritious meal for all inpatients and staffs according to the menu.
4. Ensure food items to be used for day is available
5. To assist in the cost effective management of the food budget.
6. To identify and participate in any training appropriate to the position.
7. Ensure to be transparent with work and punctuality
8. Actively contribute to all corporate requirements of the Ministry

Key Performance Indicators
1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Selection Criteria
The Person
In addition to the completion of Secondary School qualification and a Certificate in Cookery or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Knowledge of quality food preparation and presentation methods
2. Must have knowledge of food safety and hygiene
3. Experience in a similar work environment
4. Basic knowledge of occupational health and safety in the workplace
Skills and Abilities
1. Ability to work effectively within a team and manage time
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time
3. Demonstrate a high standard of personal appearance and good personal hygiene
4. Demonstrate ability to work under minimal supervision
5. Ability to communicate both verbally and written

Personal Character & Eligibility:
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**Corporate Information**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Laundry Hand</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>Lakeba Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>NUM Lakeba Hospital/Clerical Officer Lakeba Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**The Position**

The position ensures the safe, proper management, cleanliness and storage of all linen in line with policies to prevent infection.

**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. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments.
3. Ensure the adequate supply of washing detergent at all times.
4. Ensure and maintain the cleanliness of the Laundry Room.
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition.

**Key Performance Indicators**

1. Adherence to infection control standard.
2. Availability of clean linen at all times.
3. Adequate supply of washing detergent.
4. The laundry machines is well maintained and in good serviceable condition at all times.
5. Cleanliness of working environment is maintained at all times.

**Selection Criteria**

**The Person**

In addition to the completion of Secondary School qualification 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. Knowledge of cleaning services and infection control.
4. Basic knowledge on record keeping and basic inventory management.

**Skills and Abilities**

1. Ability to operate and use laundry machines.
2. Ability to manually provide laundry services in case of break downs or machine failure.
3. Ability and skills to meet timeline.
4. Ability to communicate both verbally & written
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

**Personal Character and Eligibility**

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<tr>
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<tbody>
<tr>
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<td>Band B</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Lomaloma Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>NUM Lomaloma Hospital/Clerical Officer Lomaloma Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position ensures the safe, proper management, cleanliness and storage of all linen in line with policies to prevent infection.

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. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments.
3. Ensure the adequate supply of washing detergent at all times.
4. Ensure and maintain the cleanliness of the Laundry Room.
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition.

Key Performance Indicators
1. Adherence to infection control standard
2. Availability of clean linen at all times
3. Adequate supply of washing detergent
4. The laundry machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained at all times

Selection Criteria
The Person
In addition to the completion of Secondary School qualification 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. Knowledge of cleaning services and infection control
3. Knowledge of Occupational Health & Safety requirements
4. Basic knowledge on record keeping and basic inventory management

Skills and Abilities
1. Ability to operate and use laundry machines
2. Ability to manually provide laundry services in case of break downs or machine failure
3. Ability and skills to meet timeline
4. Ability to communicate both verbally & written
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

**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.

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<tr>
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<tbody>
<tr>
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<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>Rotuma Hospital</td>
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<tr>
<td>Duration:</td>
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<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>NUM Rotuma Hospital/Clerical Officer Rotuma Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
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</table>

The Position
The position ensures the safe, proper management, cleanliness and storage of all linen in line with policies to prevent infection.

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. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments
3. Ensure the adequate supply of washing detergent at all times
4. Ensure and maintain the cleanliness of the Laundry Room
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition.
6. Support corporate responsibilities of the institution

Key Performance Indicators

1. Adherence to infection control standard
2. Availability of clean linen at all times
3. Adequate supply of washing detergent
4. The laundry machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained at all times

Selection Criteria
The Person
In addition to the completion of Secondary School qualification 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. Knowledge of cleaning services and infection control
3. Knowledge of Occupational Health & Safety requirements
4. Basic knowledge on record keeping and basic inventory management

Skills and Abilities

1. Ability to operate and use laundry machines
2. Ability to manually provide laundry services in case of break downs or machine failure
3. Ability and skills to meet timeline
4. Ability to communicate both verbally & written
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

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.

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<td>$5.37 - $6.89 per hour</td>
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<tr>
<td>Location:</td>
<td>Vunisea Hospital</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
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<tr>
<td>Reports to:</td>
<td>NUM Vunisea Hospital Clerical Officer Vunisea Hospital</td>
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<td>Subordinates:</td>
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</table>

The Position
The position ensures the safe, proper management, cleanliness and storage of all linen in accordance with policies to prevent infection.

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. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments.
3. Ensure the adequate supply of washing detergent at all times.
4. Ensure and maintain the cleanliness of the Laundry Room.
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition.

Key Performance Indicators

1. Adherence to infection control standard.
2. Availability of clean linen at all times.
3. Adequate supply of washing detergent.
4. The laundry machines is well maintained and in good serviceable condition at all times.
5. Cleanliness of working environment is maintained at all times.

Selection Criteria
The Person
In addition to the completion of Secondary School qualification 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. Knowledge of cleaning services and infection control.
4. Basic knowledge on record keeping and basic inventory management.

Skills and Abilities
1. Ability to operate and use laundry machines.
2. Ability to manually provide laundry services in case of break downs or machine failure.
3. Ability and skills to meet timeline.
4. Ability to communicate both verbally & written.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

**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.
Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Laundry Hand</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>Levuka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>NUM Levuka Hospital</td>
</tr>
<tr>
<td></td>
<td>Clerical Officer Levuka Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Role:</th>
<th>Hospital Attendant</th>
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<tr>
<td>Salary Band:</td>
<td>Band A</td>
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<tr>
<td>Salary Range:</td>
<td>$4.60 - $5.90 per hour</td>
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<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>Administration</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 provides assistance and quality patient care at Rehab Ward, TB Ward and Leprosy Ward at all times.

Key Responsibilities

1. Consistent excellent patient care
2. Assist in the bathing, dressing, feeding, manicure and pedicure of patient
3. Reposition and transfer patients from wheelchair to bed and bed to wheelchair
4. Ensure beddings are clean and dry at all times
5. Assisting patients to the physiotherapy session, clinic at CWM Hospital, Pacific Eye Institute, Dental, St Giles and also when they discharged.
6. Provide basic care and assist patients with daily activities
7. Actively contribute to the Ministry corporate activities.

Key Performance Indicator

1. Effectively and timely of bathing, dressing, feeding manicure and pedicure of patients
2. Effectively and timely repositioning and transfer of patients and assisting when they discharged.
3. Ensuring that patients bedding are clean at all times
4. Participate in all corporate activities of the Ministry in a timely manner when required.

Selection Criteria

The Person

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

Knowledge and Experience

1. Knowledge and experience in caring for patients with special needs
2. Knowledge of patient safety and care
3. Basic knowledge of occupational Health and Safety at the work place
4. Understanding of the 2013 constitution

Skills and Abilities

1. Demonstrate ability to work as a team
2. Effective verbal and written communication skills
3. Ability to plan and organise work on a daily basis
4. Excellent customer service skills.
Personal Character and Eligibility
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<table>
<thead>
<tr>
<th>Role:</th>
<th>Handyman</th>
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<tbody>
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<td>Salary Band:</td>
<td>Band B</td>
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<tr>
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<tr>
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<td>Reports to:</td>
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<td>Subordinates:</td>
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</tr>
</tbody>
</table>

The Position
The position is to provide timely maintenance of minor carpentry and plumbing works for the hospital and the Institutional quarters of Tamavua Twomey Hospital.

Key Responsibilities
1. Ensure that hospital and quarter’s maintenance is attended to in a safety and timely manner upon request and according to the job sheet.
2. Attend to emergency issues such as burst pipe/line, blocked toilets etc.
3. Repair minor carpentry works – especially door locks, broken chairs, shelves, gauzing
4. Repair of leaking PVC pipes and taps (basic plumbing works)
5. Ensure that all tools under your possession are operated in a proper and safely manner in compliance with OHS regulation.
6. Actively contribute to the Ministries corporate requirements.

Key Performance Indicator
1. Effective and timely response to maintenance works and emergency requests of carpentry and plumbing works as per job specifications and in accordance with standard procedures and guidelines
2. Tools properly maintained, stored and used in accordance with standard procedures
3. Timely attending to emergency issues such as burst water pipe, overflowing of septic tank, block sink and toilet.
4. Participate in corporate activities of the Ministry as and when required in a timely manner.

Selection Criteria
The Person
In addition to trade qualifications in carpentry, plumbing or equivalent, the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience
1. Possess basic experience in carpentry and plumbing work
2. Experience as a handyman in a similar working environment
3. Basic knowledge of occupational health and Safety at the Workplace
4. Knowledge and experience in the maintenance of carpentry and plumbing tools and equipment.
**Skills and Abilities**

1. Ability to assess and provide scope of work for task to be undertaken
2. Ability to make accurate estimates of materials for work to be undertaken
3. Ability and skills to carry out the assigned duties
4. Good communication skills
5. Demonstrate ability to effectively work as a team with minimal supervision.

**Personal Character and Eligibility**

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The Position

The position provides safe, secure and timely transportation services to the staff and patients at Tamavua Twomey Hospital.

Key Responsibilities

1. Ensure that vehicle are kept secure, clean and in good working condition at all times
2. Daily runs and outreach programs for the hospital and drop off deceased body at CWM Hospital mortuary
3. Drop patients at their door steps when they are discharged and assist in the loading and unloading of their belonging
4. Transporting rostered officers for weekend, public holidays and afternoon shift.
5. Assist the executive officer to ensure vehicle insurance and the registration is updated according to schedule
6. Prepare and submit vehicle report including records of vehicle operations, maintenance, and mileage at end of the month
7. Actively contribute to the Ministries corporate requirements.

Key Performance Indicator (KPI)

1. All vehicle runs authorized and carried out in accordance with Transport regulations
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports
3. Daily maintenance and cleanliness of vehicle to ensure vehicle is in excellent working condition.
4. Active participation in corporate activities of the Ministry

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, along with a Group 6 Driving License, a valid Certificate of Defensive Driving Course 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. 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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