NEWLY ADVERTISED POSITIONS - FIJI SUN 1 FEBRUARY 2020

MOHMS 56/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Director of Nursing
Salary Band:	Band K
Salary Range:	$59,945.18 - $97,603.06
Location:	Western Health Services
Duration:	3 years
Report To :	Divisional Medical Officer
Liases with:	Chief Nursing, Director of Nursing Services Eastern, Northern and Director of Nursing Services of the 3 Divisional hospitals and 2 specialised hospitals; Divisional dietician, health inspector, human resources manager, dental officer and senior admin officer. Also Project Officers for Non Communicable Disease, Child Heath, EPI, Reproductive Health and Rheumatic Heart Disease, Community Health Worker, and Divisional Risk Manager
Subordinates:	SDHN, SDNM, TM Leader Clinical, Team Leader Public Health, Nurse Practitioners

The Position

The position provides leadership and strategic directions to the Nursing Officers who deliver a wide range of community health and clinical nursing services including: well child health , immunization, integrated management of childhood illnesses, wellness screening, dormcillary care, maternal health – ante natal clinic, delivery, post natal, cancer screening, family planning, health promotion activities, general out patients – treatment, triaging & emergency, school health, adolescents health- in and out of school programs, disease outbreak ,disaster management, special outpatient- foot care, home Based care, health education, community health workers programs and in patients . This position also works to ensure that these services meet agreed nursing competency standards and are delivered according to approved MOHM policies, protocols and scope of practice. A key element is to establish, develop, review and update appropriate and relevant guidelines to reflect currency in practice, using quality assurance process, for community nursing services to achieve planned health services at the health facilities in the Division.

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. Leads the process to develop, support, implement, monitor and evaluate the nursing business plans to ensure public health nursing services are provided to meet expected targets and outcomes of the mission and vision of the Division and Ministry of Health & Medical Services.
2. Develop, implement and monitor divisional nursing polices that will enhance the delivery of quality public health nursing services in compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Administers proper workforce management processes and procedures to secure adequate safe staffing levels in the division, supervision of performance of senior nursing staff and overseeing all relevant processes including disciplinary processes to ensure the delivery of quality and safe public health nursing services and programs
4. Ensures a well-trained and qualified divisional nursing workforce by development and review of training plans, administration of Continuing Professional Development programs that meets

legislative standards and the Ministry of Health & Medical Services workforce development objectives.

5. Actively contribute to the Ministry and/or corporate requirements including planning, budgeting and recruitment activities where required
6. Maintain and promote relationships and communication with public health external partners and stakeholders on public health nursing initiatives and community projects

Key Performance Indicators

1. Divisional operational nursing leadership, direction and supervision of the execution of public health nursing programs is provided through development and implementation of supervisory plans with coaching and mentoring programs in place.
2. Divisional Nursing Business Plan that reflects and supports the overall Divisional and National Nursing Business Plans is developed, approved, implemented and monitored on a timely basis.
3. Timely auditing of nursing standards and compliance to public health nursing policies and practice guidelines to enhance safe and quality delivery of public health nursing services and relevant activities throughout all subdivisions within the division.
4. Effective and timely management of workforce activities including recruitment/expressions on interest, posting orders and regular monitoring of senior staff performance to enhance the delivery of quality public health services to the satisfaction of external and internal customers.
5. Timely consolidation, analysis of nursing reports to inform the overall divisional public health indicators

Selection Criteria

The Person

In addition to a Bachelor of Nursing and relevant post graduate Diploma in Management or Public Health/Midwifery, meets the requirement to be registered with the Fiji Nursing Council, the following knowledge, experience, skills and abilities are necessary to carry out the role of the post.

Knowledge and Experience

1. At least 5 years nurse workforce management experience in a diverse and cross cultural settings.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice.
3. Demonstrated understanding and application of the Fiji Nursing Decree and Nurses Code of Conduct.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Proven substantial senior management experience and ability to effectively manage a large health workforce to a professional standard
2. Previous experience in strategic planning and leadership particularly in resource constrained environments.
3. Demonstrated ability to effectively lead teams to achieve planned outcomes and implement change.
4. Demonstrated ability to plan, organise, develop, and implement organisation goals, objectives, policies and procedures that are necessary for providing quality care.
5. Ability to respond and promote new approved methods and principles and be willing to incorporate them into existing nursing practices.
6. Demonstrated ability to report and utilise health information /evidence-based data, and analyse and draft solutions to complex problems to provide quality health care.
7. Demonstrated financial management skills and proven experience undertaking processes to secure staffing, nursing resources, budgets, assets, infrastructure and stores.
8. Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.

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.

MOHMS 57/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Deputy Director of Nursing Paediatrics
Salary range:	$43,296.63 $55,508.50
Location:	Colonial War Memorial (CWM) Hospital Paediatric Unit
Unit/Division:	Nursing
Reports to:	Director of Nursing CWM Hospital
Subordinates:	Nurse Unit Managers-, Team Leaders, Registered Nurses, Trainee Nurses & Midwives, Support Staff
Liases With	Wing DDONs & HODs

The Position

The purpose of this position is to manage staff and resources of the Paediatric Wing of CWM Hospital hence providing the planned range of curative services to Paediatric patients within the Suva peninsula as well as the peripheries. The service has a focus on child health, promoting healthy nutritional values, wellness and early referral to specialist hospital overseas.

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. Oversee the operational (staff/consumables) activities of the wards and special units of the Paediatric Unit.
2. Ensure compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Degree (2011), Nursing Guidelines and Scope of Practise for Nurses (2017).
3. Oversee the provision of quality and safe deliverance of care to patients/clients.
4. Maintain the highest professional level of open and effective communication across all cadres of medical/nursing personnel in Paediatric Unit & CWMH as a whole.
5. Participate in the updating of Institutional Nursing Policies, Protocol, Guidelines and Procedures through the Nursing Advisory Committee.
6. Ensure that wing reports are compiled and submitted as per time timeline. Included is the Annual Performance Assessment (APA) and the annual licensing practice for nurses.

Key Performance Indicators

1. Coordinating and controlling the daily operational activities of the wards/special unit by leasing with ward managers and wing supervisors to ensure that ward coverage is maintained in all shifts and ensuring adequate stock of consumables is available by leasing with support services such as stores/laundry/pharmacy and health housekeeping.
2. Develop unit business plan aligned to AOP and ensure that deliverables are met in the agreed timeframes.
3. Coordinate the orientation of nursing interns deployed to the Unit every 3 months, nurses on transfer yearly to enhance their knowledge with adherence to health policies, guidelines, Nursing Degree, Scope of Practise and nursing standards.

4. Facilitate quarterly audits in the unit and recommend changes for improvement.
5. Maintain disciplinary process in the unit. Coordinate counselling sessions for improvement.
6. Reviews existing policies, protocols, guidelines and procedure every quarter to ensure nursing practise is within the scope.
7. Facilitating and Monitoring Annual Performance Assessment (APA) and Annual Practising Licence annually ensuring that it is valid and nurses practice is within required standard of the scope and in line with other Institutional policies and guidelines. Submit wing quarterly reports within the timeline.

Selection Criteria

The Person

In addition to being registered nurse with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with post graduate qualifications in nursing, health management/leadership or similar. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years working experience as a nursing manager in Paediatric Unit
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Act (2011) and Nurses Code of Conduct.
3. Understands the applicable legislation or policies/procedures with regards to the Ministry of Health & Medical services policies, other policies governing the safety of children and Public Service as a whole
4. Has broad knowledge on donor policies and support for visiting paediatric team teams

Skills and Abilities

1. Demonstrated the ability to work and manage a multidisciplinary team in the most restrictive environment.
2. Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.
3. Capacity to utilise computer programs to support the operations of complex organisation;
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character and Eligibility

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MOHMS 58/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Position Title:	Senior Technical Officer Laboratory
Salary Band`:	Band I
Salary Range:	$43,296.63 - $55,508.50
Duration:	5 years
Location:	Lautoka Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Consultant Pathologist
Subordinates:	Laboratory Supervising Technical Officer, Quality Manager West, Technical officer Higher Grade, Laboratory Attendant

The Position

The purpose of this position is to oversee overall management of Government clinical laboratories in the Western Division.

Key Responsibilities

The position will achieve its purpose through the following:

1. 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.
2. Drive Western Division laboratories towards Laboratory Quality Management System.
3. Plan, Manage and develop the laboratory services within Western Division and adapt to changing needs and requirements in consultation with Consultant Pathologist and Health Facility Management teams.
4. Identify risks and threats to service delivery, resolve or make necessary recommendation in a timely and holistic manner for good quality service continuity. Ensure continuity, consistency and standardization of laboratory services in Western Division.
5. Identify, quantify and map appropriate resources required for laboratories in Western Division, actively participate in human resource selection and technical evaluation for laboratory equipment, reagents and consumables when required. Ensure best use of resources and time to achieve work outcomes.
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 the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Complete compliance with relevant MOHMS and laboratory policies, SOP requirements within the department.
2. Ability to monitor and evaluate Western Division Laboratories performance by use of various reports, audit tools and make evidence based decisions and link outputs to objectives.
3. Ability to approach and resolve non-conformances in a holistic manner to maximize the time and resources invested. Ability to conduct root cause analysis and implement corrective action.
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 (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Vast work experience in Medical Laboratory as a supervisor.
2. Knowledge of relevant policies and available literature specific to responsibilities of this job and understand and receptive to applicable laws of Fiji.
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.

Skills and Abilities

1. Demonstrate leadership and management capabilities including justified holistic decisions and recommendations with reference from policies, standards and guiding documents.
2. Have attention to detail, perform under pressure, and meet targets and deadlines.
3. Multi-tasking ability with good planning and time management skills, flexibility to be able to work beyond normal hours and standby supervisory duties.
4. Proactive, demonstrate ability to analyse and contribute to solutions to complex problems, monitor and evaluate interventions.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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 59/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Senior Technical Officer Laboratory - Logistics
Salary Band:	Band I
Salary Range:	$43,296.63 - $55,508.50
Duration:	5 years
Location:	Fiji Pharmaceutical & Biomedical Services, Jerusalem Road
Unit/Division:	Logistics Management Unit
Reports to:	Director - Fiji Pharmaceutical & Biomedical Services
Subordinates:	

The Position

The position is responsible for analysing utilisation trends, evaluating demand and ensuring availability and accessibility of quality laboratory supplies at all public health laboratory facilities in Fiji.

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. Prepare key sections of the operational plans of the Logistics Management Unit and ensure implementation of the unit activities
2. Manage the processes of technical evaluation, selection, quantification, and distribution of laboratory supplies procured by the FPBS for all public health laboratory facilities in Fiji, in consultation with stakeholders and within regulatory frameworks and guidelines
3. Provide technical advice and assistance to the Procurement Unit on laboratory supplies
4. Monitor and report on utilisation through facility audits, stock-takes and updating the inventory system to ensure consistent supply of laboratory items and supplies; and to facilitate process improvements
5. Conduct market research on availability of alternative products when necessary to ensure continuity of business and service
6. Facilitate inventory management training to relevant stakeholders and health professionals in relation to the utilisation of laboratory items to ensure good inventory management practices
7. Provide operational advice to the ministry of health pertaining to Laboratory supplies and services
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

All laboratory items procured meet acceptable quality standards, technical specifications, and are accessible to all

1. Quality reports on utilisation and stock levels are available for analysis and process improvements
2. Training plan aligned with core skills/needs of the department
3. Timely & effective management of the unit's performance to enable business continuity, and delivery of services.

Selection Criteria

The Person

In addition to a Bachelor's degree in Medical Laboratory Science (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. Vast work experience in a medical laboratory and similar work experience as a Logistics officer.
2. Sound knowledge and understanding of Laboratory services, clinical products terminology and use

Skills and Abilities

1. Highly developed organisational skills and ability to communicate with people at different levels and from different backgrounds
2. Demonstrated analytical ability and to contribute to solutions to complex problems, in a medium to large organisation
3. Capacity to use computer programs (MS Office products, word processing, spread sheets, internet, e-mail) to support the daily operations
4. Demonstrated ability to work within a team environment and to meet competing deadlines
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 60/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Technical Officer Higher Grade - Cytology
Salary Band:	Salary Band H
Salary range:	$34,760.31 - $44,564.50
Duration:	5 Years
Location:	CWM Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Subordinates:	Technical Officer, Laboratory Assistant

The Position

The purpose of this position is for efficient and effective management and deliverance of timely Cytology test results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Cytology Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Quality results and Cytology services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

Selection Criteria

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Vast work experience in a Medical Laboratory with similar work experience in Cytology technical work;
2. Knowledge in the appropriate use of Cytology tests, interpretation of results, and the follow up investigations that may be required;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
4. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
5. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and Standard Operating Procedures (SOPs).

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and 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 61/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Technical Officer Higher Grade - Hematology
Salary Band:	Band H
Salary range:	$34,760.31 - $44,564.50
Duration:	5 years
Location:	Lautoka Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Subordinates:	Technical Officer, Laboratory Assistant

The Position

The purpose of this position is for efficient and effective management and deliverance of timely Haematology results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Haematology Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Quality results and Haematology services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

Selection Criteria

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Vast work experience in a Medical Laboratory with similar experience in Haematology technical work;
2. Experience in screening and interpreting blood film morphology and able to teach other staff;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
4. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
5. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and 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 62/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Registered Nurse
Salary Band:	Band F
Salary Range:	$22,528.74 -$28,883.00 per annum
Location:	Health Centre/Sub-Divisional Hospitals/Hospitals
Duration:	5 years
Reports To:	Team Leaders/Sub Divisional Nurse Manager
Subordinates:	Nurse Intern/Community Health Worker

This position

The position provides and implements quality nursing care to all patients in accordance with nursing at a health facility.

Key responsibilities

The position will achieve its purpose through the following key responsibilities.

1. Maintain high quality nursing care at all levels in accordance with nursing standards and legislative requirements.
2. Serve patients and customers in an efficient, effective and friendly manner.
3. Ensure all pharmaceutical commodities and consumables are available in adequate supply at all times.
4. Provide reports to supervisors in accordance with reporting procedures in a timely manner.
5. Actively participate in all corporate activities of the Ministry to achieve its objectives.

Key Performance Indicators

1. Ensure that clinical practice is adhered to the National Nursing Standard.
2. Clients are monitored and referred for specialized services in a timely manner
3. All reports submitted in accordance with reporting structures and formats within the given time frame
4. At least 90% of pharmaceutical commodities and consumables are available at all times.
5. Participation in all corporate activities of the Ministry as and when required in a timely manner.

Selection Criteria

The Person

In addition to a Bachelor's Degree in Nursing or equivalent, valid annual practising Licence and registered as a general nurse under the Fiji Nursing Council; the following knowledge, experience, skills, and abilities are required to successfully undertake this role;

Knowledge and Experience

1. Experience in nursing at a major hospital, community health or similar nursing environment.
2. Sound knowledge of basic nursing principles and clinical practices
3. An understanding of the 2011 Nursing Decree, Occupational Health & Safety Act and relevant legislations.

Skills and Abilities

1. Exceptional clinical nursing skills and the ability to treat patients in accordance with nursing standards
2. Ability to plan and manage the supply of pharmaceutical and consumables.

3. Ability to maintain confidentiality of patient or client information
4. Exceptional communication skills both written and verbal
5. Exceptional customer service skills
6. Service oriented approach with a commitment to achieving corporate objectives.

Personal Character & Eligibility

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READVERTISED POSITIONS

NOTE: THOSE WHO HAD ALREADY APPLIED for the re-advertised positions NEED NOT RE-APPLY

MOHMS 63/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Supervising Dental Technician
Salary Band:	Band G
Salary Range:	$28,605.45 -$38,140.60
Location:	Labasa Hospital
Duration:	5 years
Unit/Division:	Dental Prosthetic Laboratory
Reports to:	Dental Officer, Principal Dental Officer
Subordinates:	Dental Technicians, and other dental cadres

The Position

The Supervising Dental Technician oversees and ensures that high quality laboratory prosthetic services are delivered in accordance with the Oral Health Business Plan.

Key Responsibilities

1. Actively manage/monitor and assess staff performance to enable delivery of quality prosthetic services.
2. Plans/ Organize and conducts outreach prosthetic tours (Districts and Maritime)
3. Identify/Propose area of training need/staff development.
4. Manage/Ensure equipment and procurement of adequate supply of prosthetic material/ resources and consumables ensuring timely delivery of service.
5. Monitor and analyse data collection process and review for accuracy on professional level report.
6. Actively contribute to the Ministry and/or corporate requirement.

Key Performance Indicators

1. Effective and timely management and monitoring of staff performance and attendance to enable business continuity and delivery of quality service in line with the Oral Health Business Plan.
2. Plan and participate in organization and delivery of prosthetic outreach services in accordance with the Oral Health Business Plan under agreed timeframes.
3. Effective and timely management of maintenance, stores, logistic request and requirements.
4. All reports are submitted within agreed timeframes to ensure quality data analysis and reporting for the betterment of prosthetic and orthodontic services in line with the Oral Health Business Plan.

Selection Criteria

The Person

In addition to Certificate of Dental Technology or equivalent with a valid Annual Practicing License registration the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and experience

1. Sound knowledge and 5 years minimum experience in a similar role
2. Sound knowledge with relevant legislations.
3. Proven knowledge of relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to contemporary dental technology practice.
4. Maintain privacy and confidentiality of all patient or staff information and data.
5. Demonstrate experience in professional level communications (written, oral and interpersonal)

Skills and Abilities

1. Demonstrate ability to lead and accountability for all actions and use approved clinical practice guidelines and evidence-base data in working with dental prosthetics, appliances and providing orthodontic services.
2. Demonstrate technical competence in line with the recognized scope of practice for dental technologist and to meet targets.
3. Demonstrate ability to use high level analysis and solve complex issues and problems in often resource constrained environments and budgets.
4. Demonstrate ability to manage and work effectively and cooperatively and ensure expected standards met

Personal Character and Eligibility

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MOHMS 64/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Dental Technician
Salary Band:	Band F
Salary Range:	$20, 163.22-$28,883.00
Location:	Several
Duration:	5 years
Unit/Division:	Prosthetic Laboratory Unit/Department Of Oral Health
Reports to:	Supervising Dental Technician / Clinical Supervisor
Subordinates:	Other Cadre

The Position

The Dental Technician will provide laboratory removable dental prosthetic and orthodontic services within the 3 divisional hospitals and large dental clinics across the Ministry of Health and outreach services in rural and maritime areas.

Dental technician, acts as a member of the clinical team to provide the highest quality of removable prosthetic and orthodontic services under the guidance, coaching and mentoring of the Supervising Dental technician

Is part of the team within the health care setting in providing dental removable prosthetic and orthodontic services to our community.

Key Responsibilities

1. The dental technician demonstrates individual accountability for actions within the position and is able to make clinical and administrative decisions compatible with their level of training and experience.
2. Demonstrates commitment to working to improve long term oral health outcomes in the community through the provision of high quality of removable prosthetic and orthodontic appliances and advise.
3. Works collaboratively with other health professionals in the multidisciplinary team to ensure optimal oral health patient outcomes.
4. Comply with and use procedures, policies, regulations and standards which impact upon the position, including contemporary human resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies. Comply with guidelines on management of government resources of dental equipment, instruments and materials / consumables.
5. *Participates in outreach activities*

Selection Criteria

The Person

In addition to Diploma in Dental Technology from a recognised tertiary institution, be a registered Dental Technician with the Fiji Dental Council (FDC) and a valid current Annual Practice Licence if mandatory along with the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Demonstrate appropriate personal and professional behaviour in line with position and code of conduct
2. Promote best use of resources and time to achieve work outcomes.

3. Recognize and work within the limits of competence of a dental technician
4. Experience in and understanding of self-development; and approaches to effective continuous professional training.

Skills and Abilities

1. Demonstrate clinical competency according to the prescribe scope of practice.
2. Contribute towards Quality Improvement Programs
3. Effective communication.
4. Occupational skills
5. Ability to follow instructions and meet set targets and demonstrated ability to work cooperatively within a team environment.
6. Effective 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.

MOHMS 65/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Pharmacy Assistant
Salary Band:	Band E
Salary Range:	$19,041.75-$30,515.63
Location:	Central(6)-LamiHC,Nausori,Navua,Raiwaqa,Valelevu, Vunidawa Western(11) – Ba Mission(2),Ba HC, Nadi Hospital(3), Balevuto HC, Namaka HC, Rakiraki, Sigatoka, Tavua Northern(6) – Seaqaqa(2), Wainikoro HC, Nasea HC,Savusavu , Nabouwalu Hospital
Duration:	5 years
Unit/Division:	Central/Western/Northern
Reports to:	Senior/Supervising Pharmacy Technician
Subordinates:	Nil

The Position

The position is responsible for assisting the Senior Pharmacy Technician in the delivery of pharmacy service to Outpatients and Inpatients including medicine ordering, storage & distribution.

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. Preparation of the dispensary ensuring cleanliness and adherence to Good Pharmacy Practice standards & Good Storage conditions to maintain quality of medicines
2. Replenishment of medicine stock from the Bulk Store to the dispensary
3. Pre-packing, labelling and maintaining a record of pre-packed medicines for the dispensary
4. Distribution of medicines & supplies to the clinics
5. Collection of data for workload analysis
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicators

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner

Selection Criteria

The Person

In addition to a pass in the Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognized institution or equivalent; the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. 3-6 months of experience in a pharmacy set-up or demonstrate ability to acquire the skill quickly on the job
2. Have some knowledge or understanding of Basic inventory management skills

Skills and Abilities

1. Demonstrated ability to effectively work within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Good computer skills
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character Eligibility

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MOHMS 66/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Recorder
Salary Band:	Band B
Salary Range:	$5.37 - $6.89 per hour
Location:	Colonial War Memorial Hospital
Duration:	3 Years
Unit/Division:	Medical Records Department
Reports to:	Assistant Statistician
Subordinates:	Nil

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:

1. Maintain patients' medical folders using of manual and Patient Information System.
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:

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