Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Nurse Unit Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>St Giles Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Men’s Ward</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Deputy Director Of Nursing Services</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader, Registered Nurse, Enrolled Nurse, Medical Orderly</td>
</tr>
</tbody>
</table>

The Position

The position supervisors nursing staff, proactively monitors patient care case loads and ensures all aspects of the Men’s Ward activities are conducted in a timely manner and in accordance with standard operating procedures and protocols. Additionally the position provides clinical and managerial leadership to subordinates and ensures that practitioner skills are matched to clinical mental health needs through the provision of learning and development opportunities in accordance with all applicable policies, clinical guidelines, protocols and nursing standards.

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 clinical leadership and guidance to ensure mental health services are delivered as per approved plan, policies, guidelines and staff work within their scope of practice and meeting nursing standards or competencies.
2. Coordinate efficient and effective management of the ward and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
3. Ensure that resources requirements of the ward (equipment, drugs, and consumables) are met to provide mental health nursing care effectively, and to ensure that the work place is in compliance with OHS at the Workplace Act.
4. Ensures effective documentation of patient nursing care plans and proper patient records management including the daily update of the Patient Information System (PATIS).
5. Contributes to continuous quality improvement through appropriate learning and development opportunities related to critical cardiac nursing, Infection Prevention and control, and other related clinical practice guidelines.
6. Provides reports in accordance with reporting standards and within the agreed timelines.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities, performance management and discipline.

Key Performance Indicators

1. Maintain compliance and adherence to professional nursing care practices, compliant with the legislative framework and agreed scope of practice and timeframes of the nursing service deliverables and plans.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely management, professional development, and regular monitoring of staff performance and expected outcomes, and attendance to enable business continuity, and delivery of quality services.
4. Efficient and timely management of resources, budgetary allocations, and assets that support meeting hospital work plans, and department objectives.
5. Active participation in the corporate functions of the Ministry as and when required which must be documented accordingly.

The Person
In addition to a Diploma in Nursing and a Post Graduate Certificate in Mental Health, the post holder must be a registered nurse with the Fiji Nursing Council with a valid practising licence with at least five (5) years’ experience working in the area of mental health. The following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

Knowledge and Experience
1. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
2. Demonstrated competence in mental health nursing practice in accordance with the Mental Health Act
3. Prove experience in a supervisory or management including the supervising and assessing the work performance of a team and its members.
4. Knowledge and understanding of relevant employment related legislations such as OHS Act, Mental Health Act, and the Registered Nurses Scope of Practice.

Skills and Abilities
1. Demonstrated ability to make sound decisions on patient cases based on clinical knowledge and experience.
2. Ability to think creatively and innovatively and implement these to achieve outcomes within timelines.
3. Demonstrated ability to manage and assess employee performance and provide feedback in a timely manner
4. Exceptional communication skills both written and verbal
5. Proficient in the use computers and Microsoft and other IT applications to enhance work productivity.
6. Demonstrated ability to lead and work cooperatively in a team environment
7. Ability to prioritise work and to make prudent use of human and capital resources available.
8. Service oriented approach with a commitment to supporting the operational and corporate environment of the organization

Personal Character and Eligibility
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Systems Analyst - CMRIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>HQ, Dinem House, Suva</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Digital Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Product Manager PATISplus</td>
</tr>
</tbody>
</table>

The Position
The position holder analyses the Consolidated Monthly Return Information System (CMRIS), hardware and the wider IT system. Additionally, the incumbent writes, implements and monitors improvements made to the CMRIS system to ensure that it meets the needs of Ministry of Health and Medical Services.

Key Responsibilities
1. Manage overall Consolidated Monthly Return Information System (CMRIS) and explore new ideas for improvement.
2. Work closely with Product Managers, Project Stakeholders and other teams to ensure activities from Annual Business Plan are executed on time
3. Gather software and hardware requirements and proceed with procurements or design for site rollouts or new modules.
4. Brief staff of the Health Information Unit and Information and Communication Technology Unit and perform appropriate tests before deployments.
5. Provides technical training, guidance, and resource support for end users and departmental staff.
7. Report, Train and Present Consolidated Monthly Return Information System (CMRIS) to various audiences as and when required and advocate for electronic Information Systems.
8. Participate in the corporate activities of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Project management reports are compiled and submitted on time while ensuring high uptime (90%) for all Consolidated Monthly Return Information System (CMRIS).
2. Take project lead and report to various stakeholders.
3. Ensure that CMRIS database management (bug fixing, user acceptance testing and deployment) are done on timely manner to meet expectations of relevant stakeholders.
4. Ensure to provide best solutions for integration of new modules to CMRIS while adhering to SDLC, internal policies and conduct regular training for end-users to strengthen the usage of CMRIS.
5. Active participation in corporate activities as and when required.

The Person
In addition to Bachelor’s degree in Computing Science or Information Technology or equivalent from a recognized institution the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:
Knowledge and Experience
1. Proven experience in systems analysis and/or systems administration
2. In-depth knowledge of Software Development Life Cycle and Database.
5. Experience in prioritising work assignments in a resource constrained environment in or
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities
1. Proficient in the use of IT systems and to manage change to achieve organisational goals.
2. Demonstrated innovative skills with the ability to for attention to detail in order to make improvements to IT systems.
3. Demonstrated ability to effectively work in a team.
4. Ability to maintain confidentiality of information.
5. Ability to communicate clearly and concisely, both orally and in writing.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with a high level of customer satisfaction

Personal Character and Eligibility
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<table>
<thead>
<tr>
<th>Role:</th>
<th>Systems Analyst (PATISPlus - Patient Information System)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band G</td>
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<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
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<td>Location:</td>
<td>HQ, Dinem House, Suva</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Digital Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Product Manager PATISPlus</td>
</tr>
</tbody>
</table>

The Position
The position holder analyses the Patient Information System (PATISPlus), hardware and the wider IT system. Additionally, the incumbent writes, implements and monitors improvements made to the PATISPlus system to ensure that it meets the needs of Ministry of Health and Medical Services.

Key Responsibilities
1. Carry out PATISPlus maintenance and support work to ensure system availability.
2. Analyse additional functional requirement for the system and data as and when required.
3. Support the ICT in managing the administration of servers (PATISplus) for uptime.
4. Assist the Digital Health unit in planning out the development and enhancement of applications for Health Information and preparation of project management, updates on timely manner.
5. Support the unit in research for new technology that can be used to boost the performance of healthcare in Fiji.
6. Ensure compliance for back-ups, data cleaning, data restoration and Replication.
7. Monitoring and Performance tuning for PATISPlus and interfaced applications ensuring a security adherence.
8. Participate in the corporate activities of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Assist Product Manager (PATISplus) in planning and completion of PATISPlus projects within the timeframe.
2. Project management reports are compiled and submitted on time while ensuring high uptime (90%) for PATISPlus application.
3. Ensure that PATISPlus database management; bug fixing, user acceptance testing and deployment are done on timely manner to meet expectations of relevant stakeholders.
4. Ensure to provide best solutions for integration of applications with PATISPlus while adhering to SDLC, internal policies and conduct regular training for end-users to strengthen the usage of PATISPlus.
5. Active participation in the corporate activities of the Ministry as and when required.

The Person
In addition to Bachelor’s degree in Computing Science or Information Technology or equivalent from a recognized institution the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:
Knowledge and Experience
1. Proven experience in systems analysis/systems administration
2. In-depth knowledge of Software Development Life Cycle and Database.
5. Experience in prioritising work assignments in a resource constrained environment to meet strict deadlines.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities
1. Proficient in the use of IT systems and to manage change to achieve organisational goals.
2. Demonstrated innovative skills with the ability to for attention to detail in order to make improvements to IT systems.
3. Demonstrated ability to effectively work in a team.
4. Ability to maintain confidentiality of information.
5. Ability to communicate clearly and concisely, both orally and in writing.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.

Personal Character and Eligibility
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Systems Analyst – Service Desk</th>
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<tbody>
<tr>
<td>Level:</td>
<td>Band G</td>
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<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>HQ, Dinem House, Suva</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Digital Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Product Manager PATISPlus and Manager IT</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Network Administrator, IT Officers</td>
</tr>
</tbody>
</table>

The Position
The incumbent will be responsible for management of ICT Service Desk and Applications in Ministry of Health and Medical Services.

Key Responsibilities
1. Manage ICT Service Desk activities, communication with various stakeholders, workloads, escalation, website management, incident management, knowledge base and project management.
2. Gather and analyse software and hardware requirements and initiate procurement procedures or design as and when required.
3. Ensure maximum uptime of ICT Systems and Services and work with ITCS to maintain data integrity and security in Active Directory.
4. Performs as a project lead and provide briefing to and direct ServiceDesk staff on assigned projects; conduct staff performance and ensure staffing and skill levels are maintained.
5. Work closely with Product Managers and other teams to ensure activities from Annual Business Plan are executed on time.
6. Provide technical training, guidance and resource support for end users and departmental staff.
7. Assist the Digital Health Unit in preparation of monthly project update reports as well as financial reports on a timely basis; prepare documentation and procedures for processes and tasks.
8. Participate in the corporate activities of the Ministry

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure smooth management and implementation of ICT Service Desk, hardware, other Support Services within the agreed timeframes.
2. Ensure compliance for ServiceDesk through various methods as defined in ICT Compliance Documents.
3. Ensure minimum turnaround time for all ServiceDesk activities.
4. Timely and effective management, and regular monitoring, evaluation and reporting of ICT Staff and Support Services.
5. Active participation in corporate activities as and when required

The Person
In addition to Bachelor’s degree in Computing Science or Information Technology or equivalent from a recognized institution the following Knowledge, Experience, Skills and Abilities are required to
successfully undertake this role:

**Knowledge and Experience**
1. Proven experience in systems analysis/systems administration
2. Experience in conducting Software Trainings and User Acceptance Testing.
4. Experience in prioritising work assignments in a resource constrained environment to meet strict timelines.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

**Skills and Abilities**
1. Proficient in the use of IT systems and to manage change to achieve organisational goals.
2. Demonstrated innovative skills with the ability to for attention to detail in order to make improvements to IT systems.
3. Demonstrated ability to effectively work in a team.
4. Ability to maintain confidentiality of information.
5. Ability to communicate clearly and concisely, both orally and in writing.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with a high level of customer satisfaction

**Personal Character and Eligibility**
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MOHMS 122/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Steno Typist/Typist</th>
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</thead>
<tbody>
<tr>
<td>Band:</td>
<td>Band C</td>
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<tr>
<td>Salary range:</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Duration:</td>
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<td>Unit/Division:</td>
<td>Nadi Subdivision</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>-</td>
</tr>
</tbody>
</table>

The Position
The position provides effective, efficient, and proficient general administration work and support for the operation of the Nadi Hospital.

Key Responsibilities
1. Working with computers to type and revise documents
2. Answering of telephones
3. Handling enquiries and attending to customers and staffs
4. Use office equipment like photocopiers, faxes and scanner machines
5. Deal with inwards and outward mails and records
6. Filing documents
7. Attend to any other duties assigned by the Executive Officer or the Medical Superintendent.

Key Performance Indicators
Performance will be measured through the following:
1. Ensure effective and timely facilitation of Secretarial work is provided within the anticipated standards.
2. Manage, plan and organize daily calendar.
3. Ensure that the Head of Department and Unit is provided with timely and correct information as and when required.
4. Inward, outward mails and files are maintained in line with registry procedures.

The Person
In addition to Tertiary level or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Typist

Knowledge and Experience
1. Experience as Typist or in the provision of Secretarial services
2. Knowledge and experience in using computer programmes such as Microsoft Office, Word, Excel, PowerPoint, Outlook, internet explorer, etc.
3. Proven experience in effective management and maintenance of records, correspondence and filing systems, both manually and electronically.
4. Experience in the provision of Secretariat services for senior management meetings.
Skills and Abilities
1. Demonstrate ability to effectively work within a team
2. Demonstrate ability to work under minimal supervision and longer hours
3. Ability to have discretion in dealing with confidential information.
4. Effective verbal and written communication skills and excellent customer service skills
5. Effective time management skills

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Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Domestic Officer</th>
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<td>Salary band:</td>
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<tr>
<td>Salary per annum:</td>
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<tr>
<td>Location:</td>
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<td>Duration:</td>
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<td>Unit/Division:</td>
<td>Food Service Department / Northern Division</td>
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<tr>
<td>Report to:</td>
<td>Dietician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>none</td>
</tr>
</tbody>
</table>

The Position

The incumbent is responsible for the supervision and coordination of the activities of the Food Service Department and also participates in the preparation of meals for patients and staff.

The position generally assists Dietician in the organisation of the food service department.

Key Responsibilities

1. Manage kitchen personnel and supervise/coordinate all related culinary activities
2. Establish food presentation technique and quality standards
3. Keep food waste to a minimum
4. Estimate food consumption with reference to the diet lists and meal request figures.
5. Ensure proper equipment operation and maintenance
6. Ensure proper safety and sanitation of the food service department
7. Offer culinary instruction and/or demonstrate culinary techniques for special catering events/festival.
8. Instructs/prepares regular and therapeutic diets in the absence of the Dietician.
9. Maintains routine meal schedules and serving times.
10. Assist in receiving of stocks, check through specifications
11. Report all accidents and emergencies to the Dietician immediately.
12. Ensure Hazard analysis and critical control points (HACCP) is practiced

The Person

In addition to University qualifications (or equivalent) relevant to catering similar the following:

Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Domestic Assistant.

Knowledge and Experience

1. Knowledge of food preparation and presentation methods and techniques
2. Must have knowledge of methods and procedures for serving food, principles of sanitation, and principles of safe food handling
3. Cooking experience in a health care setting with knowledge on operating cooking equipment’s
4. Must be able to instruct or prepare palatable foods that are appetizing in appearance.
5. Understanding the relevant Occupational Health and Safety policy

Skills and Abilities
1. Demonstrate ability to effectively work within a team
2. Demonstrate ability to work longer hours during emergency responses
3. Ability to report accidents, incidents and potential hazards immediately.
4. Effective verbal and written communication skills
5. Effective time management skills
6. Demonstrated a high standard of personal appearance and good personal hygiene and ensure all staff adheres to this, and a positive personal image is presented to co-workers

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