Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role;</th>
<th>Director Fiji Pharmaceutical &amp; Biomedical Services Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band J</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$67,830.20 - $86,961.80 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Fiji Pharmaceutical &amp; Biomedical Services</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Division:</td>
<td>MOHMS HQ</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Permanent Secretary, Ministry of Health &amp; Medical Services</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Other members of MOHMS leadership team, senior health service managers and suppliers</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Senior Accountant, Principal Officers</td>
</tr>
</tbody>
</table>

The Position

This is possibly the most challenging, but also the most rewarding, specialist procurement and supply management role available in Fiji today. The Director role is responsible for the coordination of the procurement, storage and distribution of pharmaceuticals, biomedical equipment and medical supplies/consumables across Fiji’s public health and hospital services. The position is expected to obtain value for money in the purchase of goods, to minimise wastage, to ensure that all products are safe and effective and to meet defined targets for availability of supplies in all facilities.

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. To lead and maintain the effectiveness of procurement, warehousing and distribution activities with the appropriate use of the budget and other resources given.
2. Ensure the availability of standard essential medical supplies & minimum standard equipment’s at all public health facilities within the given resources and framework.
3. Contribute to the development of the MoHMS annual budget in relation to the purchase of medical supplies and new replacement biomedical technology
4. Contribute to the development and implementation of national strategies and plans to procure new technology to support and enhance the delivery of healthcare
5. To serve as an effective and collegial member of the MoHMS leadership team and contribute to the development of the MoHMS corporate and strategic plans
6. Ensure that all business processes are in accordance with relevant regulations, policies and procedures; as well maintain good practices of procurement, warehouse and distributions operations.
7. Report on financial and operational outputs and activities to MoHMS, Boards and other UN agencies to which Fiji has given its commitment
8. To maintain an appropriately skilled and motivated workforce, provide staff with relevant development opportunities and institute counselling or other disciplinary procedures when necessary
Key Performance Indicators
Performance will be measured through the following indicators:
1. More than 90% availability of FPBS inventory items within the warehouse
2. More than 80% availability of “tracer” products within nominated health facilities
3. Wastage factor at FPBS warehouse is less than 3% of the annual inventory expenditure
4. More than 95% execution of the Annual Procurement Plan

The Person
In addition to Bachelor’s degree in Supply Chain and Logistics Management (or equivalent qualification(s) and/or relevant experience) the knowledge, experience, skills and abilities required to successfully undertake this role are:

Knowledge and Experience
1. Minimum of five years’ experience managing warehousing, procurement, distribution and logistics operations at a regional or national level
2. Sound knowledge of contemporary supply chain management practices
3. Sound knowledge of business planning, resource management and quality improvement principles and practices
4. Familiarity with computerised logistic management information systems
5. Sound knowledge of good financial management practices
6. Understanding of the applicable legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire);

Skills and Abilities
1. Demonstrated ability to lead a large warehousing, procurement and distribution organisation
2. Demonstrated Ability to manage and develop the use of a logistics information management system
3. Ability to implement and manage quality improvement development within the organisation
4. Proven capability to manage and motivate a diverse workforce
5. Data analysis skills and planning and forecasting competencies
6. Analytical skills and ability to work effectively with performance metrics, KPI and data
7. Project Management Skills
8. Negotiation skills with suppliers and other key stakeholders to mitigate challenging issues
9. Effective oral and verbal communication skills

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>Senior Pharmacy Officer</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>CWMH</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>CWMH</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Pharmacist-CWM Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Supervising Pharmacist, Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant</td>
</tr>
</tbody>
</table>

The Position
The Senior Pharmacist assists the Principal Pharmacist in the management, operation and delivery of quality pharmacy service ensuring quality use of medicines and provision of medicine advice to produce optimum health outcomes.

Key Responsibilities
1. Allocate duties and supervise the operations of the Outpatients and Inpatients pharmacy services
2. Coordinate hospital specialized services such as Clinical Pharmacy & Oncology, and the dispensing of special category medicines such as anti-retroviral, restricted antibiotics, anti-TB and other restricted medicines
3. Promote rational use of medicine through continuous pharmacy education and awareness to the pharmacy staff and other health care providers
4. Manage the Medicines Information Unit in the hospital including publication and dissemination of medicine information bulletin and patient information leaflets.
5. Coordinate, monitor and assess in-house training of intern pharmacists and pharmacy students
6. Provide secretariat support to the Divisional Medicines & Therapeutics Committee
7. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

Key Performance Indicators
1. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. Medicine information is provided, readily available, and accessible by members of medical staff and the general public
3. Activities of the Divisional Medicines Therapeutics Committee are implemented within the agreed timeframes
4. Assessments for the Internship Program are completed within the agreed timeframes.

The Person
In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:
Knowledge and Experience
1. At least 5 years’ experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies

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

Personal Character and Eligibility
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>Pharmacy Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$19,041.75-$24,412.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>CWMH - Central</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Supervising Pharmacist</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

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

The Person
In addition to a pass in the Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognised 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 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>Senior Health Inspector</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>Central Divisional Office</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Divisional Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Health Inspector, Senior Assistant Health Inspector/Assistant Health Inspector</td>
</tr>
</tbody>
</table>

The Position

The position of the Sub divisional Health Inspector is to oversee of the implementation of the Environmental Health services in the different districts and Sub divisions, which includes the overall planning, management, enforcement, coordination and monitoring of Environmental Health Programs as stipulated in the Environmental Health Operational plan and MOHMS Operational Plans.

Key Responsibilities

The roles of the Sub Divisional Health Inspector involves of a middle management positions at the district level as follows:

1. Ensure that proper coordination and management of office resources with a multi-facet approach is maintained as stipulated in the Annual Operational Plan and mandated by other legislative requirements.
2. Responsible for the planning, management, organising, supervising and controlling of all activities at the sub divisional level to determine the desired end results.
3. Guiding, leading and monitoring team in the implementation of technical activities contained in the Annual Operational Plan under the established 9 Environmental Health Operational Plan as follows; Environmental Risk and Health Protection; Pollution Control; Health promotion; Water and Sanitation; Food Safety and Quality Control; Vector Borne Disease Surveillance and Control; International Quarantine and Port Health Services; Legal Enforcement; Central Board of Health and Local Authority Services.
4. Advise to clients and stake holders on legislative/policy approaches designed to protect the environment and public health
5. Ensure the office financial accounts and transactions are in order, as per the requirements of the CBH Grant Agreement and Fiji Financial Management Act.
6. Management of human resource by daily supervision, guidance, providing opportunities for capacity building and instituting disciplinary actions as may be required.
7. Collaborate with other relevant government agencies and NGO’s that have equal interest on Environmental Health in the sub division.

Key Performance Indicators

1. All planned Environmental Health services are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies and reports submitted meet the
standard reporting requirements, including analytical trends, analysis of data and recommendations for improvement.

2. All regulatory violations are attended to in a timely manner, in accordance with the Environmental Health Standard Operating Procedures and non-compliances are processed for prosecution.

3. All authorised payments are processed within agreed timeframes and compliant with financial management instructions, policies and procedures.

4. Efficient management of resources, databases, budgetary allocations and assets to support work plans, departmental objectives and budget restraints including an on-going contribution to sustainability.

The Person
In addition to a minimum qualification of a Bachelor in Environmental Health and registered as an environmental health officer, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position.

Knowledge and Experience
1. Vast experience in environmental health with management and leadership skills with basic understanding of Public Health Act, Food safety Act, Tobacco Control Act, Quarantine Act and its subsidiary Legislations.
2. Experience in coordination of public health responses to address population Health.
3. Strong understanding in the enforcement and litigation procedures and legislative/policy approaches designed to protect the environment and public health.
4. Knowledge and experience in collaborating with government and non-government agencies to successfully implement and address the environmental Health legislations in the community.
5. Experience in community empowerment and mobilization to alleviate the burden of disease by improving the living conditions of the vulnerable and disenfranchised in partnership with NGOs and other partners.
6. Strong understanding and knowledge in Field Epidemiology, Food safety & microbiology, Water Sanitation and Hygiene (WASH) and Communicable disease and its association with the environment.

Skills and Abilities
1. Skills and Ability to prosecute in any court of Law on behalf of the Central board of Health.
2. Skills in investigating outbreaks of any infectious disease.
3. Ability to offer advice to clients or communities on environmental health issues.
4. Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner.
5. Possess strong and effective communication (Written, Verbal) skills.
6. Proven good organizational skills and demonstrates commitment and management of resources including human resource.

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>Health Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$22,528.74 - $28,883.00 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Korovou Health Office – 1, Nausori H/Office – 1, Lautoka H/Office – 1, Nadi Airport H/Office – 1</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer / Chief Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Senior Assistant Health Inspectors</td>
</tr>
</tbody>
</table>

The Position
The purpose of the job is to provide strategic advice and oversee the implementation of Environmental Health services in the different subdivisions, which includes the overall planning, management, enforcement, coordination and monitoring of Environmental Health Programs.

Key Responsibilities
The roles of the Health Inspector involves a middle management positions at the district level as follows:

1. Ensure that proper coordination and management of office resources with a multi-facet approach is maintained as stipulated in the business plan and mandated by other legislative requirements.
2. Responsible for the planning, management, organising, supervising, and controlling of all activities at the sub divisional level to determine the desired end results.
3. Advise to clients and stake holders on legislative/policy approaches designed to protect the environment and public health.
4. Ensure the office financial accounts and transactions are in order, as per the requirements of the Central Board Health Grant Agreement and Fiji Financial Management Act.
5. Management of human resource by daily supervision, guidance, providing opportunities for capacity building and instituting disciplinary actions as may be required.
6. Collaborate with other relevant government agencies and Non-Government Organisation that have equal interest on Environmental Health in the sub division.

Key Performance Indicators

1. All regulatory violations are attended to in a timely manner, in accordance with the Environmental Health Standard Operating Procedures and non-compliances are processed for prosecution.
2. All authorised Local Authority payments are processed within agreed timeframes and compliant with financial management instructions, policies and procedures.
3. Efficient management of resources, databases, budgetary allocations and assets to support work plans, departmental objectives and budget restraints including an on-going contribution to sustainability.

The Person
In addition to a minimum University qualification of a Degree in Environmental Health and registered as an environmental health officer, the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

**Knowledge and Experience**
1. Vast experience in environmental health with management and leadership skills.
2. Experience in coordination of post disaster public health responses
3. Basic experience in accounting and financial management.
4. Strong understanding in the enforcement and litigation procedures
5. Knowledge and experience in collaborating with government and non-government agencies to successfully implement and address the environmental health legislations in the community.
6. Experience in community empowerment and mobilization to alleviate the burden of disease by improving the living conditions of the vulnerable and disenfranchised in partnership with Non-Government Organisation and other partners.
7. Basic knowledge in field epidemiology
8. Experience and knowledge in development of water sampling plan (drinking and recreational waters) and interpretation of water sampling results and identification of remedial actions.
9. Knowledge and understanding of the monitoring and evaluation Framework.
10. Good knowledge of building and sub division of land approval processes.

**Skills and Abilities**
1. Skills and ability to prosecute in any court of law.
2. Skills in investigating outbreaks of any infectious disease.
3. Ability to offer advice to clients or communities on environmental health issues.
4. Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner.
5. Possess strong and effective communication (Written, Verbal) skills
6. Proven good organizational skills and demonstrates commitment.
7. Ability to work long hours and cope with pressure and setbacks.

**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

Role: Senior Assistant Health Inspector/Assistant Health Inspector  
Salary Band: Band E  
Salary range: $19,041.75 - $24,412.50 per annum  
Location: Central – Suva Health Office – 10, Nausori H/Office – 4, Vector Control – 1, Korovou H/Office – 1, Navua H/Office – 1, Vunidawa H/Office – 1, Western – Rakiraki H/Office - 1  
Unit/Division: Environmental Health Unit  
Duration: 5 years  
Reports to: Health Inspector  
Subordinates: Nil

The Position
The position contributes to the overall goals of the Ministry of Health and Medical Services by ensuring that factors, circumstances, and conditions in the environment or surroundings that can exert an influence on people’s health and well-being are assessed, corrected, controlled and prevented through the proper management of activities and resources outlined in the Subdivisional Business Plan.

Key Responsibilities
1. The implementation of surveillance, enforcement and promotion of Environmental Health activities required under the Local Environmental Health Programs.
2. The preparation of reports to supervisors and maintenance of records of inspections conducted on the Local Environmental Health Programs and its activities and outcomes, along with recommendations for voluntary improvements and/or prosecution under line legislations.
3. Work in collaboration with other health professionals including Government Agencies and Non-Government Organisation in a multidisciplinary team focusing on integrated approach to resolve public health issues and concerns.
4. Proactively provide information and assistance to operators of registered premises and community with guidance and advice in managing their obligations under various Acts.
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators
1. All planned trainings and awareness in the Sub-divisional Business Plan are coordinated and implemented within agreed timeframes.
2. All surveillance and mandatory activities are conducted within agreed timeframes and are compliant with relevant processes, legislations and policies.
3. All essential documents and reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including any recommendations for improvement.

The Person
In addition to a minimum University qualification of a Diploma in Environmental Health and registered as an environmental health officer, the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

**Knowledge and Experience**

1. Working experience in a similar position.
2. Understanding the basic sequence enforcement and litigation procedures.
3. Knowledge on development control especially building plans and construction is relevant.
4. Knowledge of (water, sanitation and hygiene) implementation in the communities.
5. Experience in working with multiple partners to benefit communities and parties involved.
6. Experience in understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
7. Experience in post disaster response coordination.
8. Basic knowledge on field entomology, food science and microbiology is desirable.
9. Knowledge and experience in contact tracing and disease investigation is desirable.

**Skills and Abilities**

1. Skills to investigate cases and instigate prosecution.
2. Demonstrate the skills to conduct literature reviews, stakeholder/key expert interviews and other data gathering methods – including skills in drafting reports based on these.
3. Skills to write project proposals, prepare reports and strong verbal communication skills
4. Ability to give technical advice to clients or communities on environmental health issues.
5. Ability to apply skills in addressing environmental health issues in various settings and clients.
6. Ability to critically analyse situations and initiating actions.
7. Ability to work as a team, and work long hours under minimal supervision, and cope with pressure and setbacks.

**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 130/2020

Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Phlebotomist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$12,081.69 - $15,489.35 per annum</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Nausori Health Centre x 1, Suva Hub Centre x 1</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory/Central/Western/Northern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laboratory Technician</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The purpose of this position is to provide support for blood collection, handling, distribution of laboratory samples and registration of samples in the Laboratory Information System (LIS) that contributes to delivery of accurate, reliable results within a short turnaround time. This position is also required to accompany Blood Donor Services for mobile and home to home blood drives.

Key Responsibilities

1. Ensure patient/blood donor comfort and confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health & Medical Services (MOHMS).
2. Ensure work area is clean at all times and disinfected daily, specimen handling is as per SOP and registration into Laboratory Information System (LIS), liaise with relevant Laboratory sections and disseminate updated information to patients/customers.
3. Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned specific duties in other sections is achieved.
4. Contribute to training, supervision and assessment of new recruits and students
5. Ensure proper handling of samples and registration of sample and test requests into the LIS within the expected turnaround time.

Key Performance Indicator

1. Demonstrate positive communication in all interactions with staff and patients and provide daily Customer Service questionnaire to clients to assess the services provided.
2. Daily cleaning of work areas and filling of the cleaning work sheets.
3. Ensure updated stocktake and ordering of consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
4. Fortnightly attendance or presentation in the Laboratory Scientific Session; assisting in monthly assessment of students or new recruits.
5. Daily usage of Sample Acceptance Criteria and registration of samples in the LIS. Ensuring samples are delivered to various Sections of the laboratory every 20 minutes.

The Person
In addition to University qualifications (or equivalent) relevant to Phlebotomy, the applicant should demonstrate the capacity to learn and adapt to successfully perform duties of a Phlebotomist.

Knowledge and Experience
1. Identify and manage resources assigned to a Phlebotomist in a proper manner
2. Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
3. Understand and be receptive to applicable laws of Fiji.

Skills and Abilities
1. Demonstrated ability to effectively work within a team;
2. Good communication skills both written & verbal
3. Ability to work with minimum supervision

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>Sub Divisional Manager Nursing</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>Navua Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing / Central Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer /Director of Nursing Central</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader, Registered Nurses, Registered Midwives, Ward Assistant, House Keeping Staffs</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

The Position
The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered.

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

1. Provide leadership, management and supervision of the General Ward Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Ensure efficient and effective management of the nursing workforce, and all delegated activities are met.
4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of General Ward reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Provide timely and expert advice on all general ward nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicator:

1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services.
3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.
4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

The Person
In addition to being registered nurse with the Fiji Nursing Council with a valid practicing license, the position holder must have a Bachelor in Nursing with Post-graduate certificate in Nursing/Management/Public Health/Midwifery, the following knowledge, experience, skills and abilities are required for the position:

Knowledge and Experience
1. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing.
2. Knowledge on Effective Infection Control
3. Understanding of the Nurses Decree 2010 is essential
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Makes sound judgement calls ensuring institutional and clients’ interests are upheld at all times.
2. Demonstrates strong supervisory attributes
3. Exhibits excellent communication skills
4. Demonstrated ability to effectively work within a team;
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.

Personal Character and Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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.
The Position
The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

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

1. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
2. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
3. Coordinate and assist with In Service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
4. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
5. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
6. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicator
1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables)

**The Person**
In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing/Public Health with Post Graduate Certificate in Public Health with a minimum of 10 years’ experience in public health nursing. The following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

**Knowledge and Experience**
1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing.
3. Knowledge and understanding of the primary health care and health promotion concepts.

**Skills and Abilities**
1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (Written & Spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the ministry.

**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>Sub Divisional Nursing 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>Korovou Health Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing / Central Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer &amp; Director of Nursing Central</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader Public Health, Community Health Nurses, Community Health Workers</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

The Position

The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

Key Responsibilities

The position will achieve its purpose through the following:

1. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
2. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
3. Coordinate and assist with In Service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
4. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
5. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
6. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicator

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables)

**The Person**
In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing/Public Health with Post Graduate Certificate in Public Health with a minimum of 10 years’ experience in public health nursing. The following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

**Knowledge and Experience**
1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing.
3. Knowledge and understanding of the primary health care and health promotion concepts.

**Skills and Abilities**
1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (Written & Spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the ministry.

**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>Sub Divisional Nursing 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>Suva Health Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing / Central Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer &amp; Director of Nursing Central</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader Public Health, Community Health Nurses, Community Health Workers</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

The Position
The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

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

1. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
2. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
3. Coordinate and assist with In Service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
4. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
5. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
6. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators
1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables)

The Person
In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing/Public Health with Post Graduate Certificate in Public Health with a minimum of 10 years’ experience in public health nursing. The following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

Knowledge and Experience
1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
3. Knowledge and understanding of the primary health care and health promotion concepts.

Skills and Abilities
1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (Written & Spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the ministry.

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.
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Sub Divisional Nursing 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>Vunidawa Health Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing / Central Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer &amp; Director of Nursing Central</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader Public Health, Community Health Nurses, Community Health Workers</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

The Position
The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

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

1. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
2. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
3. Coordinate and assist with In Service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
4. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
5. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
6. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables)

The Person
In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing/Public Health with Post Graduate Certificate in Public Health with a minimum of 10 years’ experience in public health nursing. The following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

Knowledge and Experience
1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
3. Knowledge and understanding of the primary health care and health promotion concepts.

Skills and Abilities
1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (Written & Spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the ministry.

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 136/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Sub Divisional Manager Nursing</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>Korovou Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing / Central Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer /Director of Nursing Central</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader, Registered Nurses, Registered Midwives, Ward Assistant, House Keeping Staffs</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

The Position
The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Provide leadership, management and supervision of the General Ward Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Ensure efficient and effective management of the nursing workforce, and all delegated activities are met.
4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of General Ward reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Provide timely and expert advice on all general ward nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicator:
1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services.
3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.
4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

The Person
In addition to being registered nurse with the Fiji Nursing Council with a valid practicing license, the position holder must have a Bachelor in Nursing with Post-graduate certificate in Nursing/Management/Public Health/Midwifery, the following knowledge, experience, skills and abilities are required for the position

Knowledge and Experience
1. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing.
2. Knowledge on Effective Infection Control
3. Understanding of the Nurses Decree 2010 is essential
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Makes sound judgement calls ensuring institutional and clients’ interests are upheld at all times.
2. Demonstrates strong supervisory attributes
3. Exhibits excellent communication skills
4. Demonstrated ability to effectively work within a team;
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.

Personal Character and Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Sub Divisional Manager Nursing Maternity</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>Nausori Maternity Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing/Central</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Medical Officer in Charge /Director Of Nursing Central</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader Clinical/Maternity; Registered Midwives/Registered Nurses; Ward Assistants &amp; Housekeeping staff</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

The Position
This position promotes efficiency in the leadership, supervision and evaluation of the nursing standard through monitoring of nursing standard. Identifies gap, plan, organize, manage and provide sound leadership to the nursing staff, student nurses and ward assistants to deliver quality care of patients and coordinates the functional activities of nursing of nursing duties in the daily management operation of the ward. Manages and control the resources in the ward for the provision of safe, efficient and effective quality care to our patient.

Key Responsibilities
1. Manage and supervise staff to provide Midwifery care to pregnant and labouring women and immediate neonatal care to their new born babies.
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide Midwifery care effectively.
3. Provide Midwifery/clinical leadership and guidance to ensure midwifery care are delivered as per protocols, policies, guidelines, and that staff work within their scope of practice and meeting midwifery standards/competencies.
4. Provide positive and open communication with all clients/families and members of the communities that are seen as well with other Ministry and external stakeholders.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the services progress against targets, and staff professional development.

Key Performance Indicators
1. Manage the adherence to polices/guidelines of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Nursing Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure.
2. Ensure that all staff are working effectively within Scope of Practice to provide Midwifery care to all women attending ANC and Birthing services (including: develop and review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure staff provide evidence of annual re-license, mentor and support staff with regular ward meetings).
3. Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
4. Provide clinical leadership, manage nurses of the hospital and act as a resource to advise, educate and support nurses to provide high quality nursing care to all patients as per business plan, policies, and guidelines within the nursing scope of practice.

5. Demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates.

6. Ensure that daily ward activity data is collected (accurately) entered in the PATIS (Patient and Information System) and a monthly report to inform on ward activities submitted to assist in meeting the targets of unit Business Plan.

The Person

In addition to being registered and licensed midwifery nurse with the Fiji Nursing Council, a Bachelor in Nursing with Post Graduate certificate in Midwifery with a minimum of 10 years of Midwifery experience, the following Knowledge, Experience, Skills and Abilities are required for to successfully undertake this role:

Knowledge and Experience

1. Demonstrated ability to work in a similar area with knowledge of mother craft, management and how these functions are achieved through the nursing activities.

2. Understands and has sound knowledge of Midwifery and Nurses scope of practice outlined under the Nursing Decree, nursing policies, HIV Decree, Child Welfare Decree and Mental Health Decree guidelines and procedures that govern the Nurses’ practice and code of ethics.

3. Has sound knowledge and competence on the following:

4. Well-developed interpersonal and communication skills and the ability to work as part of a small team.

Skills and Abilities

1. Demonstrate quality communication skills on addressing clinical issues, and motivating staff at different levels for different background and experience.

2. Capacity to utilize computer programs in generating reports, correspondence, updating records and PATIS.

3. Service oriented approach with a commitment to implement the Business plan of the organization in the operations and the delivery of an efficient health care system.

4. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses.

5. Demonstrate the ability to maintain confidentiality.

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>Sub Divisional Nursing Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$34,760.31 - $44,564.50</td>
</tr>
<tr>
<td>Location:</td>
<td>Nadi Health Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing / Western Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer &amp; Director of Nursing Western</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader Public Health, Community Health Nurses, Community Health Workers</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

The Position

The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

Key Responsibilities

The position will achieve its purpose through the following:

1. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
2. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
3. Coordinate and assist with In Service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
4. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
5. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
6. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.
Key Performance Indicators
1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables)

The Person
In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing/Public Health with Post Graduate Certificate in Public Health with a minimum of 10 years’ experience in public health nursing. The following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

Knowledge and Experience
1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
3. Knowledge and understanding of the primary health care and health promotion concepts.

Skills and Abilities
1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (Written & Spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the ministry.

Personal Character and Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Sub Divisional Nursing 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>Rakiraki Health Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing / Western Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer &amp; Director of Nursing Western</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader Public Health, Community Health Nurses, Community Health Workers</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

The Position

The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

Key Responsibilities

The position will achieve its purpose through the following:

1. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
2. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
3. Coordinate and assist with In Service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
4. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
5. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
6. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables)

The Person
In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing/Public Health with Post Graduate Certificate in Public Health with a minimum of 10 years’ experience in public health nursing. The following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

Knowledge and Experience
1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
3. Knowledge and understanding of the primary health care and health promotion concepts.

Skills and Abilities
1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (Written & Spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the ministry.

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>Sub Divisional Nursing 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>Sigatoka Health Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing / Western Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer &amp; Director of Nursing Western</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader Public Health, Community Health Nurses, Community Health Workers</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

The Position

The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

Key Responsibilities

The position will achieve its purpose through the following:

1. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
2. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
3. Coordinate and assist with In Service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
4. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
5. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
6. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicator

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables)

**The Person**
In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing/Public Health with Post Graduate Certificate in Public Health with a minimum of 10 years’ experience in public health nursing. The following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

**Knowledge and Experience**
1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
3. Knowledge and understanding of the primary health care and health promotion concepts.

**Skills and Abilities**
1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (Written & Spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the ministry.

**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>Sub Divisional Nursing 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>Waiyevo Health Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing / Northern Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer &amp; Director of Nursing Northern</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Team Leader Public Health, Community Health Nurses, Community Health Workers</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
</tbody>
</table>

The Position
The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

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

1. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
2. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
3. Coordinate and assist with In Service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
4. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
5. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
6. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicator
1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables)

**The Person**
In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing/Public Health with Post Graduate Certificate in Public Health with a minimum of 10 years’ experience in public health nursing. The following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

**Knowledge and Experience**
1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing.
3. Knowledge and understanding of the primary health care and health promotion concepts.

**Skills and Abilities**
1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (Written & Spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the ministry.

**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>Cleaner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$4.60 - $5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Korovou Hospital/Navua Hospital/ Valelevu Health Centre/Vunidawa Hospital [3]/ Wainibokasi Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Central Health Services</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. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:
1. Ensure the general upkeep and cleanliness of health facility is well maintained at all times;
2. Ensure that all cleaning equipment are operated in accordance with safety standards;
3. Ensure the proper disposal of waste on a daily basis;
4. Report any minor damages to supervisors whilst carrying out duties in a timely manner;
5. Actively contribute to the ministry’s corporate functions and activities.

Key Performance Indicators
1. Cleanliness of the health facility is maintained in compliance with standard procedures and regulations in a timely manner;
2. Cleaning equipment are well maintained and stored appropriately;
3. Minor damages are addressed in a timely manner;
4. Actively contribute to the Ministry corporate activities as and when required;

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. At least 3 years’ experience in a similar work environment;
2. Basic knowledge of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures;
3. Knowledge in record management and proper disposal;
4. Knowledge of Occupational Health & Safety requirements

**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 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>Cook</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>Nausori Health Centre &amp; Navua Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Food Services Unit/ Central Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Dietician/Clerical Officer</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.

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 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 144/2020

Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary Rate:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Central Health Services [3]/Korovou Hospital [2]/Suva Health Office</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Transport Unit/ Central Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clerical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>None</td>
</tr>
</tbody>
</table>

The Position
The position ensures provision of reliable and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

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. Transport patients and officials in a safe, timely and effective manner whilst on official duty.
2. Maintain the vehicle in good working condition.
3. Ensure that vehicle documentation, recordings and reports are in order.
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations.
5. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicator:
1. Passengers reach respective destinations safely and with comfort within agreed time of travel.
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports.
3. Maintenance and daily cleanliness of vehicle ensuring excellent working condition.
4. Active participation in corporate activities of the Ministry.

The Person
In addition to the completion of Secondary School qualification or similar, with a valid driving license classifications 2 & 6 and a valid Defensive Driving Certificate. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Experience in a similar work environment
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable transportation laws of Fiji;

Skills and Abilities
1. Ability to drive safely and comply to instructions
2. Good communication skills both verbal and written
3. Ability to work effectively with a team
4. Ability to plan and manage daily work effectively
5. Good customer service skills with a service oriented approach and commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Labourer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$4.60 - $5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Central Health Services [9]/Korovou Hospital [1]/Nakasi Health Centre [1]/Namuamua Health Centre [1]/Naqali Health Centre [1]/Narokorokoyawa Nursing Station [1]/Navua Hospital[1]/Vunidawa Hospital [1]</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Central Division</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 is responsible for maintaining the cleanliness and minor maintenance of facilities in the Central Division.

Key Responsibilities
1. Assisting the cleaner servant in cleaning the external wall and walkways of the facility
2. Landscaping the compound, planting and trimming of flowers and hedges
3. Proper disposal of green waste
4. Maintains cleanliness of hospital compound – cutting of grass, clearing and scrubbing of drains
5. Attend to major works such as painting of wards or any other hospital projects when needed
6. Ensure working equipment and tools are cleaned, stored in a safe and orderly manner and are in good working conditions properly
7. Attend to any emergency issues such as burst water pipe/line, blocked toilet etc.
8. Ensure the implementation and maintaining of O.H.S act at all times
9. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators
1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarter’s compound is properly maintained in a timely manner
3. All planned activities are implemented within the agreed time frames
4. Participate in all corporate functions as and when required

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. Basic knowledge of Occupational Health & Safety
3. Knowledge of proper handling and use of working materials [tools]
4. Possesses basic carpentry, plumbing and gardening work experience

Skills and Abilities
1. Ability to communicate effectively both written and verbal
2. Ability to be a good team player
3. Ability to meet deadlines and complete task in a timely manner
4. Ability to operate required equipment in a safe and responsible manner
5. Customer focused approach with commitment to supporting the operational goals of the organization

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.
Role Description

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>Navua Hospital [2]</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Central Health Services</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 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.
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

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

### Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Telephone Attendant</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>Central Health Services</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Central Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer, Human Resources</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

### The Position
The position ensures all telephone communications both internally and externally are dealt with efficiently and effectively.

### Key Responsibilities
1. Receive and place/transfer outgoing calls
2. Greet patients and visitors as they arrive at the facility operator’s room and provide customer service.
3. Provide required information to person and direct visitors/patients to appropriate staff members or department.
4. Make outgoing calls on request of staff members
5. Arrange for meeting with doctors and other nurses
6. Create and maintain log book of incoming and outgoing calls on a daily basis
7. Monitoring automated systems for placing collect calls and intervene for a caller needing assistance
8. Take message for staff if they can’t receive or answer calls
9. Set up conference calls in different locations and time zones.
10. Able to reconcile telephone bills with log book at the end of the month.
11. Ensure that all lines are working.

### Key Performance Indicators
1. Effective managing of all inward and outward calls.
2. Provision of high quality customer service to avoid dissatisfaction.
3. Proper recording of all messages received and effective delivery for efficient responses.
4. All lines are in a working condition.

### 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. At least one year’s experience in similar role.
2. Working knowledge and experience in telephone etiquette.
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

**Skills & Abilities**
1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player.
4. Customer focused approach with commitment to supporting the operational goals of the organization.

**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.