Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Dental Therapist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>several</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>several</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Dental Officer, Principal Medical Officer</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Dental Officer, Dental Officer - Intern, Dental Hygienists, Supervising Dental Technician, other stakeholders</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Dental Hygienist (clinical), cleaner.</td>
</tr>
</tbody>
</table>

The Position

The position is to provide Oral Health care services to patients in the clinic, special schools, Prisons, Senior Citizen Home and communities. The incumbent is expected to perform Preventive, Conservative and Curative services as per Dental Therapist scope of Practice.

Key Responsibilities

1. The position will achieve its purpose through the following responsibilities:
   2. To provide clinical dental assessment, diagnosis and provide treatments to patients needing preventive, conservative and curative care and may refer oral pathology and complex surgical cases to the Oral Surgery Department as per clinical practice and infection control guidelines;
   3. Work as an effective and professional member of the oral health team.
   4. Prepare and deliver Oral Health Promotion Community outreach programs in special institutions, schools and the general community.
   5. Participate in monitoring and evaluation activities of all oral health programs implemented.
   6. Participate in collection and reporting of Monthly data reports.

Key Performance Indicators

1. Clinical and Outreach Programs Targets are achieved as per the Oral Health Business Plan and in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Specific oral health programs are delivered (including oral examination, education, prevention and treatment provided to Antenatal Clinics, Maternal Child Health Clinics, Schools, Prisons, and Special Needs patients) as per CWM oral health business plan;
3. Satisfactory outcomes achieved across a range of measures including: biannual clinical audit of oral health services; Patient satisfaction survey;
4. Maintain clinic and resources stores (equipment, materials and consumables) to agreed standard
to provide expected services (check stores weekly and submit request monthly).
5. Provide relevant and timely submission of data and reports on the type and number of standard
and specialised services provided to monitor demand and service output (from the dental clinic
and outreach/community, schools, prisons or specialist health clinics).

Selection Criteria
The Person
In addition to a Diploma of Dental Therapy or Bachelor in Oral Health, registered with the Fiji Dental
Council and holds a valid Annual License, the following Knowledge, Experience, Skills and Abilities
are required to successfully undertake this role.

Knowledge and Experience
1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a
Dental Practitioner.
2. A minimum qualification of Certificate/Diploma of Dental Therapy (essential), or Bachelor in
Oral Health or equivalent from a recognised Institution (becoming industry standard).
3. Post graduate qualification in relevant field such as public health (desirable)
4. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
5. Familiar with relevant dental prosthetic Clinical Practice Guidelines, Infections Control
protocols and procedures, and Occupational & Health Safety Policies as applicable to dental
technology practice.
6. Maintain privacy and confidentiality of all patient or staff information and data.
7. Demonstrate effective and professional level communications in all interactions with clients,
families, co-workers and other stakeholders.

Skills and Abilities
1. Demonstrate accountability for all actions and use approved clinical practice guidelines and
evidence-base data in providing dental therapy services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental
therapists and effective capacity to carry out oral health promotion activities and programs.
3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team
and to the expected standards reflecting the MOHMS values.
4. Demonstrate ability to communicate respectfully, effectively and positively with all patients /
their families, and colleagues.
5. Ability to identify and refer any Risk Management Issues;
6. Customer focussed 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.
MOHMS 89/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Dental Hygienist</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>Several</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Several</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Instructor Dental Therapist, Senior Dental Officer Clinical</td>
</tr>
<tr>
<td>Liaises with</td>
<td>Dental Therapist, Dental Officer, Senior Dental Officer; MCH/ANC nurses</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Receptionist, ward assistant, cleaner</td>
</tr>
</tbody>
</table>

The Position
The position is accountable for the delivery of high quality care to prevent oral diseases through non-surgical treatment of periodontal disease, and with oral health education to promote healthy oral behaviour. In addition, the Dental Hygienist assist in the daily running of the clinic in managing, replenishing, controlling the usage of consumables, and facilitates maintenance and hygiene of the dental clinic, all instruments and equipment, and ensures that the environment adheres to OHS and infection control protocols at any settings encountered.

Key Responsibilities
1. To provide quality preventive oral health procedures e.g. Atraumatic treatment (ART) and non-surgical periodontal procedures such as oral prophylaxis and scaling, and other prescribed dental care as directed as well as provide education to patients on self-care.
2. Deliver Oral health promotion in Maternity and Child Health Care Clinics (MCH), Ante Natal Care Clinic (ANC,) and Special Outpatient Clinics, schools and community outreaches.
3. Provide clinical Chair side assistance to dentist/therapist in all dental procedures including mounting of x rays; to prepare patients and ensure a safe and efficient environment for patients receiving dental care.
4. Work as an effective and professional member of the oral health team.
5. Assist in administrative responsibilities for documentation of all records, and collection of revenue.
6. Execute approved Infection Control protocols and guidelines by maintaining clean working environment, and the preparation and sterilization of instruments and equipment, and safe disposal of waste.
7. Participate in collection and reporting of Monthly data reports.
Key Performance Indicators

1. Maintain patient data, information, history and all dental procedures performed is collected and stored using approved MOHMS methods.
2. Ensure that all Dental Hygiene activities (examinations, observations and treatments) are provided within the approved scope of practice and experience level of the hygienist and as prescribed by the dental officer or dental therapist (including arrangements for antibiotic cover as required).
3. Provide appropriate oral health information, motivation and patient education in line with recommendations or prescription of the dental officer or dental therapist, and dental hygiene guidelines of MOHMS, suited to individual patient requirements (knowledge, awareness and interest are assessed).
4. Ensure clinic is prepared for every session prior to each and every dental appointment (including for prosthetics and surgery); sterilised and correct instruments set up, patients records, required materials and supplies arranged); post appointment all instruments gathered, accounted, cleaned and sterilised; waste disposed appropriately. Clinic left in readiness for following day.
5. Provide chair side assistance to the dentist and support patient throughout all procedures.
6. Gather and record data as relevant to the dental clinic (number of programs conducted per month; total patients assisted per hygienist; number of patient records documented; revenue - fees collected, receipted and recorded as per the Hospital Dispensary Act; percentage of unplanned return visits and post-operative infections recorded and reported against Oral Health Business Plan targets).
7. Ensure infection Prevention and control MOHMS approved protocols and guidelines are implemented, documented and reported at least monthly to promote patient safety and reduce cause or transmission of infection during or post procedure (includes hand washing technique promoted and monitored, instruments and equipment are cleaned, sterilised and set up; waste disposed appropriately and safely; primary and secondary working zones are cleaned and disinfected between each patient all following approved MOHMS procedures.

Selection Criteria
The Person
In addition to a Certificate in Dental Hygiene from a recognized tertiary institution with a valid Annual Practising License with the Fiji Dental council, the following Knowledge, Experience, Skills and Abilities are required to perform the role of the post.

Knowledge and Experience

1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Hygienist.
2. A minimum qualification of Certificate in Dental Hygiene (essential).
3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Familiar with relevant dental hygiene Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
5. Demonstrate ability and experience to work independently and accept responsibility to set priorities for dental surgery assistant tasks.
6. Maintain privacy and confidentiality of all patient or staff information and data.
7. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.
Skills and Abilities

1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental hygiene services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental hygienist and effective capacity to carry out oral health promotion and education activities with clients.
3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.
4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
5. Ability to identify and refer any Risk Management Issues; and to work with minimal supervision.

Personal Character and Eligibility

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MOHMS 90/2020

Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Pharmacy Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
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<tr>
<td>Salary Range:</td>
<td>$22,528.74-$36,103.75 per annum</td>
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<tr>
<td>Location:</td>
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</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Western &amp; Central Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>MS – Lautoka, TH &amp; Principal Pharmacist – Lautoka Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Pharmacy Assistant</td>
</tr>
</tbody>
</table>

The Position

The position is accountable for the delivery of high quality, progressive pharmacy services at the sub-divisional hospital, ensuring safe & quality use of medicines and the provision of medicine advice to produce optimum patient outcomes.

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. Dispensary service, providing medicines and counselling to outpatients and external clinics
2. Providing accurate, timely and informative pharmacy services to clients and other health professionals through dispensing and advice provision on the use of prescription and non-prescription medicines
3. Inventory/medicine storage and distribution for the facilities within the medical area
4. Developing internal guidelines
5. Staff management, workload allocation, mentoring, clinical education, practical support to subordinate and other health professionals.
6. Prepare and submit reports
7. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

Key Performance Indicators

Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards

1. All essential medicines are available and accessible to patients
2. Quality reports are provided and outcomes are actioned in a timely and effective manner
3. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.
Selection Criteria
The Person
In addition to a Bachelor of Pharmacy or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience
1. 1-2 years year experience in pharmacy practice including internship.
2. Understanding of the relevant pharmaceutical laws
3. Experience in, and understanding of all aspects of pharmacy practice such as dispensary work, manufacturing, drug storage & distribution.
4. Contributed to developing, monitoring and evaluating pharmacy activities.

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
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Administrative Officer – Recruitment</th>
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<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
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<tr>
<td>Location:</td>
<td>Head Quarters, Dinem House, Suva</td>
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<tr>
<td>Duration:</td>
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<tr>
<td>Division:</td>
<td>Recruitment</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Administrative Officer &amp; Director Recruitment</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>AO, EO &amp; CO</td>
</tr>
</tbody>
</table>

The Position
The position supports the Principal Administrative Officer & Director Recruitment in the day to day running of the Unit.

Key Duties
The position will achieve its purpose through the following key duties:
1. Identify vacancies within the Ministry and liaise with relevant stakeholders for advertisement locally and abroad;
2. Assist the Principal Administrative Officer in managing Staff Establishment for the Ministry;
3. Liaise with other Agencies for trained Selection Panellists;
4. Assist the Director in coaching Selection Panels and engage in the selection process such as scribe / drafting selection report and referee checks;
5. Manage acting and temporary appointments of designated specialties;
6. Draft correspondence on behalf of the Director and senior staff of the Ministry;
7. Contribute to corporate and administrative requirements of the Ministry of Health & Medical Services as and when required.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Acting and temporary appointments processed in a timely manner.
2. Timely posting of advertisements and Role Descriptions on the Recruitment LinkedIn and the Ministry’s website;
3. Full recruitment and selection activities carried out in compliance with the Open Merit & Recruitment Selection Guideline and applicable legislation.
4. All administration services provided in accordance with legislative requirements and approved Ministry policy and procedures.

The Person
In addition to qualifications in public administration, business administration, human resource management or equivalent, the following skills, abilities, knowledge and experience are also required:

Knowledge and Experience
1. Experience in providing innovative recruitment strategies and sound advice on recruitment processes;
2. Demonstrated experience liaising with stakeholders from different organisations;
3. Good understanding of the Constitution and applicable laws in Fiji, with sound knowledge of public administration policy and practice.

Skills and Abilities
1. Demonstrated ability to think creatively and innovatively to achieve outcomes and timelines;
2. Demonstrated ability to analyse requests and draft reports/correspondence on behalf of senior staff;
3. Demonstrated ability to work cooperatively in a team environment;
4. Good prioritising skills with the ability to multi task and work effectively without supervision; and
5. Service oriented approach with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Executive Officer</th>
</tr>
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<tbody>
<tr>
<td>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>Headquarters</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Recruitment Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>1 x Clerical Officer</td>
</tr>
</tbody>
</table>

The Position
The position is to ensure all Human Resource support functions with regard to Staff Establishment Management, Recruitment and Selection including policy advice is provided to all staff of the Ministry in a timely manner.

Key Responsibilities
1. Provide Human Resource support functions with regard to Staff Establishment Management, Recruitment and Selection including policy advice is provided to all staff of the Ministry in a timely manner.
2. Manage the staff performance and attendance.
3. Compile and submit Human Resource reports with regard to Recruitment and Selection, Person to Post Exercise in a timely manner.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators
1. All Human Resource support functions with regard to Staff Establishment Management Recruitment and Selection including policy advice is provided to all staff of the Ministry in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.
3. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participate in Corporate activities of the Ministry.

The Person
In addition to a Tertiary qualification relevant to Human Resource Management (or equivalent), the Knowledge, Experience, Skills and Abilities below are required to perform the duties of this post:

Knowledge and Experience
1. Understanding and experience of at least 3 years in Human Resource Management
2. Experience in managing and supervising a team.
3. Experience in the use of Information Technology software such as Microsoft Applications
4. Understanding of the Constitution of Fiji and applicable Laws of Fiji
**Skills and Abilities**

1. Good Time management skills
2. Ability to lead and work within a team
3. Excellent interpersonal skills and good command of communication
4. Analytical, problem solving skills and ability to work in a team environment
5. Attention to details with a high level of accuracy and to meet deadlines
6. Customer focused and ability to deal appropriately with confidential information
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

**Personal Character and Eligibility**

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Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital Maternity unit</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurse</td>
</tr>
</tbody>
</table>

The Position
The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in placed.

Key Responsibilities
1. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the Maternity and Gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.
2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.
3. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.
5. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
6. Provide positive communication in all interactions with staff, mothers, partners and support person and stakeholders.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.
Key Performance Indicators
1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist Nurse Unit Manager on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

Selection Criteria
The Person
In addition to being a Registered Nurse with the Fiji Nursing Council with a valid Midwifery licence. The position holder must have a Bachelor of Nursing with at least 5 years of Midwifery experience. The following Knowledge, Experience, Skills and Abilities are required 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. Emergency management of Obstetrics and Neonates
5. Infection Prevention and Control.
6. 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.
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
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**Corporate Information**

<table>
<thead>
<tr>
<th>Role</th>
<th>Team Leader General Nursing</th>
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<tbody>
<tr>
<td>Salary Band</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$28,605.45-$38,140.60 per annum</td>
</tr>
<tr>
<td>Location</td>
<td>Lautoka Hospital</td>
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<tr>
<td>Duration</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Medical Ward (1 post), Surgical Ward (1 post)</td>
</tr>
<tr>
<td>Reports To</td>
<td>Nurse Unit Manager</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Registered Nurse, Ward Assistants, Student Nurses</td>
</tr>
</tbody>
</table>

**The Position**

The position serves clinical functions of the Unit to assist the Nursing Unit Manager in ensuring that all nursing activities and clinical practice required of nursing staff are competently performed and that nurses actively deliver safe quality patient care within the scope of nursing practice by the Fiji Nursing Council.

**Key Responsibilities**

The position will achieve its purpose through the following:

1. Provide clinical leadership to nurses and ensure nursing care is provided in accordance with legislation, professional standards and clinical practice guidelines to support quality nursing care, a competent workforce and a satisfying work environment for staff.
2. Effectively implements nursing care plans ensuring that it confirms to National nursing policies, facilities internal protocols and infection prevention and control guidelines.
3. Effectively ensures documentation and records management including updating of the Patient Information System (PATIS) as per guidelines/policy.
4. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity to ensure excellent customer care is provided.
5. Work with the Nurse Unit Manager to coordinate team activities and support nursing workforce supervision and coverage to ensure that all allocated activities are achieved and annual performance assessments are carried out.
6. Actively contributes to the Ministry and corporate requirements, including planning,
7. budgeting and recruitment and selection activities.
**Key Performance Indicators**

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

**The Person specification**

In addition to being a Registered Nurse with the Fiji Nursing Council with a valid nursing license, the post holder must have a Bachelor in Nursing with at least 5 years in nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience (essential)**

1. Five (5) years of Medical or Surgical nursing experience.
2. Has sound knowledge and competence on the following:
   a. Extensive medical and surgical nursing care skills including knowledge on pre and post-operative surgical care.
3. Understanding of the applicable legislation or policies/procedures (or experience which demonstrates the ability to rapidly acquire).

**Skills and Abilities**

1. Demonstrated advance clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
2. Demonstrated well developed written and verbal communication, coordination and organisational skills.
3. Well-developed interpersonal skills and the ability to work as part of a small team.
4. Ability to work with minimum supervision and with efficient time management skills.
5. Demonstrate ability to handle emergency situations in an effective and professional manner.
6. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of the nurses.
7. Assist the Nurse Unit Manager in the operational management of the ward including regular monitoring of staff.
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.

**Personal Character and Eligibility**

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Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
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<tr>
<td>Location:</td>
<td>Eye Department, Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurse, Nursing Interns</td>
</tr>
</tbody>
</table>

The Position

The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the Eye Department through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Registered Eye Nurses Scope of Practice including policies and guidelines in placed.

Key Responsibilities

1. Supervise and coordinate clinical practice and provide support to registered nurses, interns, students and ward assistants of the eye department to provide high quality eye care to all clients that access the department.

2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Registered Eye Nurses scope of practice, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.

3. Effectively ensures documentation and records management including the updating of the Patient Information System (VIP) and Patient Information System [PATIS] and nursing care plans as per guideline/policy.

4. Maintain continuous improvement by collecting and providing data and other reports to monitor the eye care.

5. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.

6. Provide positive communication in all interactions with staff, clients and
support person and stakeholders.
8. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of Eye are nurses, registered nurses activities and performance to ensure individual work plans are met.
3. Assist Nurse Unit Manager on the preparation and analysis of information system (VIP), Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

Selection Criteria
The Person

In addition to being a Registered Nurse with the Fiji Nursing Council with a Post Grad Diploma in Eye Care, Post Certificate in Diabetes Eye care and a valid nursing license, the position holder must have a Bachelor of Nursing with at least 5 years of working experience in an Eye department, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Demonstrated ability to work in a similar area with knowledge eye care management and how these functions are achieved through the nursing activities.
2. Understands and has sound knowledge of Eye Care scope of practice and Nurses scope of practice outlined under the Nursing Decree, nursing policies, guidelines and procedures that govern the Nurses’ practice and code of ethics.
3. Has sound knowledge and competence on the following:
5. 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.
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**

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Ministry of Health & Medical Services
Role Description

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<tr>
<th>Role:</th>
<th>Team Leader</th>
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<td>Salary Band:</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
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<td>Location:</td>
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<td>Duration:</td>
<td>5 years</td>
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<td>Unit/Division:</td>
<td>Nursing</td>
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<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager</td>
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<tr>
<td>Subordinates:</td>
<td>Registered Nurse</td>
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</table>

The Position
The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses andMidwives Scope of Practice including policies and guidelines in placed.

Key Responsibilities
1. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the Maternity and Gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.
2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.
3. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.
5. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
6. Provide positive communication in all interactions with staff, mothers, partners and support person and stakeholders.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

Key Performance Indicators
1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.

3. Assist Nurse Unit Manager on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.

4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

Selection Criteria
The Person
In addition to being a Registered Nurse with the Fiji Nursing Council with a valid Midwifery licence. The position holder must have a Bachelor of Nursing with at least 5 years of Midwifery experience. The following Knowledge, Experience, Skills and Abilities are required 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. Emergency management of Obstetrics and Neonates

5. Infection Prevention and Control.

6. 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.

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
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<td>Band G</td>
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<tr>
<td>Salary Range</td>
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<td>Location</td>
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<td>Durations</td>
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<tr>
<td>Unit/Division</td>
<td>Nursing</td>
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<tr>
<td>Reports to</td>
<td>Nurse Unit Manager</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Registered nurses, Attendants</td>
</tr>
</tbody>
</table>

The Position
The purpose of this position is to provide clinical leadership to the registered nurses in the operating theatre and support the NUM of the OT in ensuring the delivery of high quality perioperative nursing care is provided in accordance with legislative requirements and perioperative care standards.

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. Provide nursing clinical leadership and guidance to ensure surgical health services are delivered as per approved plans, guidelines, and policy and to ensure that all perioperative nurses are working within their scope of nursing practice, standard and competencies.
2. Support the Nurse Unit Manager to coordinate efficient and effective management of the Operating Theatre and nursing workforce to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
3. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
4. Support the Nurse Unit Manager in ensuring timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. Supervise and monitor care provided by junior staff and learners including the orientation of medical students, nursing students and new nursing staffs and contribute to the development of Perioperative policies and ensure accurate documentation and effective communication.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.
Key Performance Indicators
Performance will be measured through the following indicators:
1. All Perioperative care plans and unit activities are updated and implemented within the agreed timeframes.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

Selection Criteria
The Person
In addition to a Bachelor of Nursing, being a Registered Nurse with the Fiji Nursing Council, and a valid nursing license, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. At least five (5) years of theatre nursing experience.
2. Has sound knowledge and competence on the following:
   a. Perioperative practice care bundles and surgical care safety list
   b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol
3. Sound and effective clinical governance knowledge.

Skills and Abilities
1. Competent in executing the surgical safety checklist and ability to work with minimum supervision and with efficient time management skills;
2. Competent to scrub in all major cases and has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on theatre nursing.
3. Must have good communication skills and to possess a good command of spoken and written English
4. Demonstrate ability to handle theatre emergency situations in an effective and professional manner.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
6. Demonstrate the capacity to utilise computer program in generating report and correspondence.

Personal Character and Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
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<tr>
<td>Location:</td>
<td>Central Sterile Supply Department (CSSD), Colonial War Memorial Hospital (CWMH)</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager (NUM) Operating Theatre</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurse, Ward assistants, Orderlies, CSSD attendants and cleaner servant</td>
</tr>
</tbody>
</table>

The Position

The purpose of this position is to manage the staff and resources of Central Sterile Supply Department (CSSD) and to oversee the overall daily operations of cleaning, decontamination and sterility of equipment’s and tray assembly used for hospital diagnostic and treatment purposes, and ensure the provision of sterile trays and equipment’s for service delivery.

Key Responsibilities/Duties

1. Overall responsibility for all parts of the sterilization process: decontamination, packing and sterilization and storage of all sterile equipment’s.
2. Works in collaboration with Operating Theatre and ward staff to ensure consistency and continuous supply flow between wards and the Central Sterile Supply Department (CSSD) while practicing excellent customer care service.
3. Responsible for the development and update of Central Sterile Supply Department (CSSD) guidelines to ensure consistency with productivity standards and quality services are in accordance with legislation, professional standards and clinical practice guidelines.
4. Monitor and ensure effective monitoring and documentation of autoclave machines (records of loads) and sterile packs to maintain compliance with Infection prevention and control standards and quality control and assurance are maintained.
5. Manage instrument inventory related tracking and distribution and ensure timely ordering and availability of all raw materials for the processing of surgical sterile trays and packs are adequate and available in a timely manner; ensuring continuity of required service needs.
6. Ensure department maintenance and coordinate efficient and effective management of the Central Sterile Supply Department (CSSD) workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contributes to the Ministry and corporate requirements, including planning, budgeting and recruitment selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All Central Sterile Supply Department (CSSD) activities are updated and implemented within the agreed timeframes.
2. Maintain compliance and adherence to Infection control standards, compliant with the agreed scope of practice and timeframes of the Central Sterile Supply Department (CSSD) service deliverables and plans.
3. Effective and timely supervision of Central Sterile Supply Department (CSSD) attendant’s activities including performance appraisals to ensure individual work plans are met.
4. Quarterly reports and outcomes are actioned in a timely and effective manner

**Selection Criteria**

**The Person**

In addition to being a registered nurse with the Fiji Nursing Council with a valid nursing licence, the position holder must have a Bachelor of Nursing with at least 5 years of Central Sterile Supply Department (CSSD) or perioperative or post-operative recovery nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience (essential)**

1. Demonstrated experience in managing a small team of workers
2. Comprehensive Understanding of:
   a. The sterilization and decontamination production and control processes and Infection Prevention and Control Standards;
3. Strong organizational interpersonal skills and a good command of English both written and verbal.
4. Computer literate with a good understanding of the Patient Information System (PATIS).

**Skills and Abilities**

1. Have efficient time management skills and exercise creativity and maintain a positive attitude;
2. Ability to manage multiple responsibilities and to prioritize scheduling of work.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development on sterile supplies.
4. Demonstrate the ability to handle difficult situations involving staff in a professional manner.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
6. Demonstrate the capacity to utilise computer program in generating report and correspondence

**Personal Character and Eligibility**

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<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Dermatology- Leprosy Ward</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing/ Tamavua Twomey Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Nurse Clinical</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses, Enrolled Nurses/Medical Orderlies, Nursing Aids and Student Nurses.</td>
</tr>
</tbody>
</table>

The Position
To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Responsible for the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication on all issues relating to the effective delivery of nursing services at the Leprosy Ward to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Timely recording and reporting of all reports as per agreed timeline and management of unit performance resources and information to enable business continuity and delivery of service.
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development nurses.
4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.
Selection Criteria

The Person
In addition to being a Registered Nurse with the Fiji Nursing Council with a valid nursing license, the position holder must have a Bachelor of Nursing with at least 5 years of nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry policy
3. Experience in managing changes
4. Experience in managing resources in a demanding and constrain environment
5. Sound knowledge in performance management

Skills and Abilities
1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
5. Ability to provide timely nursing advice to Management.

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

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<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60 per annum</td>
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<tr>
<td>Location:</td>
<td>Dermatology-Leprosy Outpatient Department</td>
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<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing /Tamavua Twomey Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Nurse Clinical</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses, Enrolled Nurses/Medical Orderlies, Nursing Aids</td>
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The Position
To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Responsible for the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication on all issues relating to the effective delivery of nursing services at the Leprosy Outpatient Department to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Timely recording and reporting of all reports as per agreed timeline and management of unit performance resources and information to enable business continuity and delivery of service.
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.
4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.
Selection Criteria

The Person
In addition to being a Registered Nurse with the Fiji Nursing Council with a valid nursing license, the position holder must have a Bachelor of Nursing with at least 5 years of nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Proven leadership experience in nursing or similar environment
2. Good knowledge of the organisation/Ministry policy
3. Experience in managing changes
4. Experience in managing resources in a demanding and constrain environment
5. Sound knowledge in performance management

Skills and Abilities
1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
5. Ability to provide timely nursing advice to Management

Personal Character and Eligibility
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<td>Salary Range:</td>
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<td>Location:</td>
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<td>Unit/Division:</td>
<td>Nursing</td>
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<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered nurses, Attendants</td>
</tr>
</tbody>
</table>

The Position

The purpose of this position is to provide clinical leadership to the registered nurses in the operating theatre and support the NUM of the OT in ensuring the delivery of high quality perioperative nursing care is provided in accordance with legislative requirements and perioperative care standards.

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. Provide nursing clinical leadership and guidance to ensure surgical health services are delivered as per approved plans, guidelines, and policy and to ensure that all perioperative nurses are working within their scope of nursing practice, standard and competencies.

2. Support the Nurse Unit Manager to coordinate efficient and effective management of the Operating Theatre and nursing workforce to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.

3. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.

4. Support the Nurse Unit Manager in ensuring timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.

5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.

6. Supervise and monitor care provided by junior staff and learners including the orientation of medical students, nursing students and new nursing staffs and contribute to the development of Perioperative policies and ensure accurate documentation and effective communication.

7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.
**Key Performance Indicators**
Performance will be measured through the following indicators:

1. All Perioperative care plans and unit activities are updated and implemented within the agreed timeframes.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

**Selection Criteria**

**The Person**
In addition to a Bachelor of Nursing, being a Registered Nurse with the Fiji Nursing Council, and a valid nursing license, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. At least five (5) years of theatre nursing experience.
2. Has sound knowledge and competence on the following:
   a. Perioperative practice care bundles and surgical care safety list
   b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol
3. Sound and effective clinical governance knowledge.

**Skills and Abilities**
1. Competent in executing the surgical safety checklist and ability to work with minimum supervision and with efficient time management skills;
2. Competent to scrub in all major cases and has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on theatre nursing.
3. Must have good communication skills and to possess a good command of spoken and written English
4. Demonstrate ability to handle theatre emergency situations in an effective and professional manner.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
6. Demonstrate the capacity to utilise computer program in generating report and correspondence.
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>Team Leader</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60</td>
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<tr>
<td>Location:</td>
<td>Pediatric Intensive Care Unit (PICU), Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurse, Intern Nursing officers</td>
</tr>
<tr>
<td>Duration:</td>
<td>Five Years</td>
</tr>
</tbody>
</table>

This Position

The purpose of the Team Leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in placed.

Key Responsibilities/duties

1. Supervise and coordinate clinical practice and provide support to registered nurses, interns, students and ward assistants of Pediatrics Intensive Care Unit (PICU) to provide high quality nursing care to the clients and their parents admitted into the unit.

2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.

3. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.

4. Maintain continuous improvement by collecting and providing data and other reports to monitor the health sick client, service progress against targets, and staff professional development.

5. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.

6. Provide positive communication in all interactions with staff, mothers, partners and support
person and stakeholders.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

**Key Performance Indicators**
1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist Nurse Unit Manager on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

**Selection Criteria**

**The Person**
In addition to being a Registered Nurse with the Fiji Nursing Council with a valid nursing license, the post holder must have a Bachelor in Nursing with at least 3 years of Peds Intensive Care Unit experience. The following Knowledge, Experience, Skills and Abilities are required 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 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:
5. 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.
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 nurses.

5. Demonstrate the ability to maintain confidentiality.

**Personal Character and Eligibility**

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Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Technical Officer High Grade (Public Health Microbiology)</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
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<tr>
<td>Salary range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Fiji Centre for Communicable Disease Control (Fiji CDC), Tamavua</td>
</tr>
<tr>
<td>Duration</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>National Public Health Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laboratory Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Laboratory Officers, Laboratory attendant, Medical and Laboratory students, Attaches</td>
</tr>
</tbody>
</table>

The Position

The position performs microbiological and related biological and biochemical examinations to identify infectious agents, assess, and communicate current and emerging threats to human health. This position also provides lead direction to other Public Health laboratory staff for efficient and effective management and deliverance of timely test results that support the Fiji Health System and Ministry objectives.

Key Responsibility Areas

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

1. Responsible for performing bacteriological, parasitological, serological, and virological examinations on human and environmental specimens ensuring day to day operation are carried out.
2. Able to trace the origins of communicable disease outbreaks or monitor prevalence and spread of diseases already endemic in a community, whether the diseases are spread from person to person or from vectors borne diseases.
3. Prepares or directs the preparation of specimens for sending to referral laboratories for researches, develops and evaluates new testing procedures
4. Directs the maintenance of laboratory equipment; keeps records and makes reports; estimates supply and equipment needs
5. Serves as technical consultant and resource person to laboratory staff, physicians and other health professional and agencies
6. Training and mentoring of new laboratory technologist or other health professionals
7. Assumes responsibility for the operation of the laboratory in the absence of the Laboratory Manager.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All laboratory results are accurate and reliable with required turnaround time
2. All Lab and support staffs and are to be knowledgeable and competent on performing test procedures
3. Continuous improvement of processes to minimise errors and wastage of resources.
4. Completeness and timeliness of monthly reporting to internal and external stakeholders.
Selection Criteria
The Person
In addition to a Bachelor of Medical Laboratory Science or Medical Microbiology or other equivalent qualifications with Infectious diseases-based subjects, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of this post.

Knowledge and Experience
1. Knowledge of accepted laboratory techniques, methods, and procedures for coordinating, mycological, parasitological, serological, bacteriological, and virological examinations.
2. Working knowledge of current trends and concepts of public health microbiology and causes and methods of transmission of communicable diseases.
3. Advance experience in analysing and interpret laboratory processes accurately in a quality and cost effective way
4. Vast work experience either in Medical Microbiology Laboratory or Public Health Laboratory

Skills and Abilities
1. Skills in laboratory procedures such as: enzyme labelled assays, automated and conventional methods in culture and sensitivity, water testing and other public health laboratory investigations
2. Abilities to lead and provides direction, training and mentoring to laboratory staff and assistants.
3. Abilities to interpret and analyse data, as well as understand and draw conclusions about issues that pertain to public health and provide technical consultation to laboratory staff as well as to other health personnel and agencies.
4. Demonstrate analytic and problem solving skills with regards to internal Quality Control and Quality Assurances program
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility
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**Role Description**

**Corporate Information**

<table>
<thead>
<tr>
<th>Role</th>
<th>Laboratory Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
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<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50 per annum</td>
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<tr>
<td>Location:</td>
<td>Fiji Centre for Communicable Disease Control (Fiji CDC), Tamavua</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>National Public Health Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laboratory Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Laboratory Officers, Laboratory attendant, Medical and Laboratory students, Attaches</td>
</tr>
</tbody>
</table>

**The Position**

This position ensures provision of Quality public health laboratory services for diagnostic, reference testing and support surveillance for priority communicable diseases in Fiji and the Pacific region.

**Key Responsibility Areas**

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

8. Coordinate all laboratory processes aligned with standard operating and quality control procedures.
9. Assist with laboratory inventory, establish a preventative maintenance schedule for equipment, computerised records system, and support in quantifying reagent and consumable stock for procurement.
10. Assist with the ongoing management of the Laboratory Quality Management System.
11. Actively contribute to all department requirements, including planning, budgeting and corporate and activities.
12. Communicate with relevant stakeholders in regards to alert cases of infectious disease.

**Key Performance Indicator**

Performance will be measured through the following indicators:

5. All sample testing processes are conducted meeting required standards, and submitted within the agreed timeframe and schedule.
6. All laboratory equipment is maintained within the agreed maintenance schedule.
7. All inventory control measures are in place and met to ensure timely and efficient delivery of services.
8. Deliverance of completeness and timeliness of monthly Vaccine Preventable Disease reports to External stakeholders.

**Selection Criteria**

**The Person**

In addition to a Bachelor of Medical Laboratory Science, relevant experience with the following Knowledge, Experience, Skills and Abilities required to successfully undertaking this role.
Knowledge and Experience
1. Vast work experience in working in a Clinical Laboratory setting.
2. Sound knowledge of a Laboratory Quality Management System
3. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities
1. Good communication skills and the ability to effectively consult with others.
2. Demonstrated ability to analyse data biological samples.
3. Capacity to utilise computer programs to support the operations of an organisation.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
5. Have the ability to work with minimum supervision.

Personal Character and Eligibility
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MOHMS 105/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Carpenter</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band D</td>
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<tr>
<td>Salary Range:</td>
<td>$7.50 - $9.61 per hour</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>General Services/Eastern Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer – General Services, AO Eastern</td>
</tr>
</tbody>
</table>

The Position
The position is responsible for the effective general maintenance and repairs of all carpentry works in health facilities under Eastern Health Services.

Key Responsibilities
1. Hospital buildings, equipment and furnishings to include carpentry work, minor and major repairs, urgent maintenance repairs and required small building and carpentry projects.
2. Planning and scheduling of work to ensuring proper distribution of assignments, equipment and supplies of performances of duties.
3. Scope required carpentry works and estimate time and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, requirement changes to facilitate and completion of assigned tasks.
4. Implementation of preventive maintenance programs.
5. Ensure the implementation and maintaining of O.H.S act at all times.
6. Perform other related task required by supervisor from time to time.

Key Performance Indicators:
1. Coordinate and facilitate all carpentry related activities for repairing, maintenance and renovation of health facilities.
2. Coordinate and plan purchasing of building materials using relevant guidelines
3. Provide scoping activities for all facilities need repairing
4. Ensure that all building materials supplied are well stored and documented accordingly.

Selection Criteria
The Person
In addition to the completion of Secondary School qualification or similar with a Trade Certificate in Carpentry and Joinery and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. A vast experience in carpentry and joinery maintenance, repairs and construction of buildings and related infrastructure;
2. A sound knowledge of maintenance methods and procedures involved in the maintenance of buildings and structures;
3. Sound knowledge of safe operation of basic hand and power tools;
4. Knowledge of workplace safety, safe lifting and handling procedures;
5. Basic knowledge of Occupational Health & Safety procedures.

**Skills and Abilities**
1. Ability to understand and interpret building plan and standards.
2. Ability to standby for clinical and patient safety care where possible in extreme weather conditions.
3. Ability to communicate both orally and in written.
4. Identifies and utilizes resources effectively and responsibly.
5. Takes a problem-solving approach when faced with challenging or difficult situations.
6. Demonstrates a positive attitude in work assignment and interaction with others.

**Personal Character and Eligibility**
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Driver</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary Range:</td>
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</tr>
<tr>
<td>Location:</td>
<td>Bureta Health Centre</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Transport/Eastern 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 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. 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 Indicators
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

Selection Criteria
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
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. Service oriented with a commitment to supporting the operational and corporate environment of the organization.

**Personal Character and Eligibility**
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Handyman</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
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<tr>
<td>Salary Range:</td>
<td>$5.37 - $ 6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Levuka Hospital &amp; Vunisea Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clerical Officer Levuka Hospital/&amp; Vunisea</td>
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<tr>
<td>Subordinates:</td>
<td>Nil</td>
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</tbody>
</table>

The Position
The position ensures provision of timely and safe general maintenance of all infrastructure at the Subdivisional Hospital whilst maintaining integrity and a sense of responsibility at all times.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Ensure cleanliness of premises and maintenance is attended to in a safe and timely manner upon request and according to the job sheet
2. Ensure that all tools under your possession are operated in compliance with OHS regulation
3. Perform and document routine inspection and maintenance activities
4. Notify management of occurring deficiencies or needs for repairs and maintenance works.

Key Performance Indicators
1. Ensure that improvement to maintenance and cleanliness are implemented and completed in a timely manner
2. Timely recording and reporting of reports as per agreed timeline and management of resources to enable business continuity and delivery of service
3. Ensure Occupational Health Safety(OHS) compliance
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Selection Criteria
The Person
In addition to the completion of Secondary School qualification or equivalent, 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 and experience of electrical, carpentry, plumbing, general maintenance and landscaping
3. Knowledge of safety in a work place
4. Basic knowledge of Occupational Health & Safety compliance

Skills and Abilities
1. Good communication skills both verbal and written
2. Ability to effectively work with a team and with minimum supervision.
3. Ability to plan and organise work in a timely manner
4. Ability to maintain consistency in attending to daily routine work
5. Customer service oriented approach to service delivery, with commitment to supporting the Operational/corporate environment of the organization

**Personal Character and Eligibility**
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Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Recorder</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
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<tr>
<td>Salary Range:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Vunisea Hospital &amp; Levuka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divsional Medical Officer through the Clerical Officer Kadavu Hospital &amp; Levuka Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position is responsible for organizing, reviewing of patient medical records and updating of the patient health information system for accuracy and ensures that proper records of individual patients are maintained at all times.

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 Medical Records are updated and registered in the Health Information System (PATIS) with efficiency and timeliness;
2. Ensure proper management and safekeeping of folders;
3. Provision of information (medico-legal) to respective clinical staffs/ clients/ police officers as and when required;
4. Actively contribute to all corporate functions of the ministry.

Key Performance Indicators
1. All activities are effectively organized in a timely manner to ensure progress of service delivery;
2. All patient folders are managed and maintained in compliance with medical records keeping and procedures
3. Effective distribution of patient folders and medical records in compliance with procedures and regulations.
4. Active participation in corporate activities of the Ministry as and when required.

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

Knowledge and Experience
1. Experience in basic administrative work or similar
2. Sound knowledge of filing and information management;
3. Experience in Microsoft office programs.

Skills and Abilities
1. Demonstrate high level of accuracy and attention to detail;
2. Ability to communicate effectively with people from diverse backgrounds in order to ascertain information and reporting needs;
3. Ability to analyze situation and act accordingly to provide best practical outcome;
4. Demonstrated ability to work as a team;
5. Ability to accurately follow instructions and meet targets;
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Service oriented approach with a commitment to achieve 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.
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Ward Assistant</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Vunisea Hospital/Levuka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
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<tr>
<td>Reports to:</td>
<td>Team Leader, Clerical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**The Position**

The position assists nurses with non-clinical duties including patient care, patient movement within the health facility, ward housekeeping, and food service.

**Key Responsibilities**

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

1. Assist the registered nurse with equipment preparation for various clinical use
2. Ensure cleanliness of patients according to routine admission procedure as directed;
3. Check and dispatch specimens to laboratory;
4. Ensure that confidentiality of patient information at all times;
5. Ensure that quality holistic customer care and service are attended and delivered in an efficient manner.
6. Actively contribute to all corporate functions of the ministry.

**Key Performance Indicators**

1. Effectively maintain the general cleanliness of patients and the environment.
2. All Ward Assistant services are delivered within agreed timeframe and compliant with relevant processes and guidelines.
3. Maintain enough supply of instruments and sterilized stocks for Wards, ensuring that government asset are maintained at all times
4. Active participation in corporate activities of the Ministry as and when required.

**Selection Criteria**

**The Person**

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

**Knowledge and Experience**

1. Knowledge in providing and maintaining high quality customer care with available resources to ensure customer satisfaction.
3. Basic knowledge of basic first aid.

**Skills and Abilities**

1. Demonstrated ability to communicate effectively with people from the different diverse background;
2. Ability to prioritize workload and be initiative in performing duties within work boundary;
3. Demonstrated ability to work as a team and assist staff when required;
4. Ability to follow instructions and ensure target is achieved;
5. Maintained confidentiality of patients’ information at all times.
6. Service oriented approach with a commitment to supporting the operational 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>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>Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Housekeeper</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil.</td>
</tr>
</tbody>
</table>

The Position
The position is responsible for maintaining the cleanliness of the hospital environment.

Key Responsibilities
1. Activities in the maintaining of cleanliness and upgrading of Lautoka Hospital compound and the nurses’ quarter which consists of grass cutting, raking, clearing of debris, drains, tree pruning, planting of flowers, collection and dispose of clinical and household waste.
2. Assist in planning and delegation of work/tasks to ensuring proper distribution manpower within relevant timeframe.
3. Establishing sequences and methods to be used for maintaining of work to facilitate completion of assigned tasks.
4. Clean and maintaining a good working environment in the department.
5. Ensure the implementation and maintaining of O.H.S act at all times.
6. Perform other related tasks required by the Supervisor from time to time.
7. Perform other related duties incidental to the work described herein and as per Management advice.

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. Participate in all corporate functions as and when required

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

Knowledge and Experience
1. Experience working in similar field
2. Knowledge of Occupational Health & Safety Requirements
3. Knowledge of workplace safety and safe lifting and handling procedures;

Skills and Abilities
1. Demonstrated ability to communicate effectively;
2. Demonstrated ability to work as a team and assist staff when required
3. Ability to follow instructions and meet set timeline;
4. Identifies and utilizes resources effectively and responsibly.
5. Ability to operate required equipment in a safe and responsible manner;
6. Service oriented approach, with a commitment to work in any working 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.

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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Laundry Hand</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
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<tr>
<td>Salary range:</td>
<td>$4.60 - $5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Laundry Department</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laundry Supervisor</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>-</td>
</tr>
</tbody>
</table>

The Position
The position provides quality laundry services for all our clients in accordance to standard procedure and policies of the unit and organisation and ensuring clients satisfaction in the process of quality laundry services and working towards achieving goals and objectives of the unit and organisation.

Key Responsibilities
The key duties for laundry department include:
1. Clear the chute three times daily and sort out all the dirty linen. Chute should be cleared twice in the morning and once in the afternoon.
2. Washing the dirty linen should ensure that chemicals usages are proper and maintenance of the machines are monitored.
3. Drying of linen should ensure that laundry dryers are maintained well and also sort out dry linen on the receiving table.
4. Ironing and folding of linen should check the roller ribbons and roller must be maintained well. After folding the linen should be sorted out into departments and taken into central linen supply room.
5. Linen supply should ensure the entire linen are at respective places and in a presentable manner. Should also control the supply of linen.
6. Distribution of linen must ensure that all required linen are in the wards and other departments in timely manner and also conduct daily linen check-up in wards and other department.
7. Apart from all the key duties listed above laundry hands are required to help in other sections and perform duties delegated by their immediate supervisor.

Key Performance Indicator
1. Reduction of chemical wastage and efficient linen supply to the wards.
2. To maintain quality and quantity of linen so that patient care is prioritise.
3. Ensure timely provision of laundry services within agreed timeframes and adhering to relevant policies and guidelines.
4. To maintain infection control linen are to be separated from solid and clean.

Selection Criteria
The Person
In addition to the completion of Secondary School qualification or similar, with following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:
Knowledge and Experience
1. At least 3 years of experience in laundry services.
2. Should have some knowledge in OHS
3. Must know the procedures of machine handling such as washer, dryer and roller
4. Should have better communication skills with in departments.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji since this officer will be working in government institution.

Skills and Abilities
1. Communicate effectively with all people in the workplace.
2. Complete appropriate numeracy tasks suitable for role and level and appreciate if you are a self-starter.
3. Use workplace and equipment as required by role.
4. Demonstrate effective team work
5. Demonstrate appropriate professional behaviour in line with position and code of conduct.
6. Promote best use of resources and time to achieve work outcomes.

Personal Character and Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
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The Position
The position of the Chief Executive Officer HIV/AIDS Board is responsible for the coordination, implementation, monitoring and evaluating the effectiveness of the HIV/AIDS & STI programme and its related activities in Fiji.

Key Responsibilities
1. Provide secretariat support for the HIV/AIDS Board in line with the applicable laws of Fiji.
2. Assist in consultations with the HIV/AIDS Board and technical support for sectorial strategy planning and priority settings towards the HIV and STI response.
4. Coordinates and facilitates the National Strategic Plan on STI, HIV & AIDS in consultation with stakeholders in the country who are indirectly or directly involved in the HIV & STI response.
5. Coordinate and facilitate the development of HIV related policies, legislation, curriculum or training materials in consultation with appropriate stakeholders including the Head of Family Health and the Chief Medical Advisor.
6. Initiating and strengthening strategic partnership with key stakeholders.
7. Active participation in the corporate activities of the Ministry as and when required.

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

1. Business plan is developed, implemented and monitored so as to ensure the efficient and effective management of the HIV/AIDS Board.
2. The HIV/Board are delivered in compliance with standard procedures, policies and legislative requirements within the agreed time frame.
3. Reports are in accordance with reporting standards and submitted within the agreed timeframe.
4. Staff performance is managed in accordance with the Performance Management Framework
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria
The Person
In addition to Bachelor’s Degree in Medicine, Public Health, Reproductive Health (or equivalent) the person must have the following Knowledge, Experience, Skills and Abilities required to successfully undertake the role:
Knowledge and Experience
1. Knowledge and understanding of the healthcare service delivery system and structure with experience in working in Public health, Clinical services & Community medicine in a government or private institution.
2. Experience in working in a sexual and reproductive health department in a government or private sector
3. Knowledge and experience in working with national and international stakeholders
4. Knowledge of administration and management skills, with some experience in managing programs at national level.
5. Knowledge of writing proposals and budgets and understanding of data management and report compilation
6. Knowledge of basic procurement and public finance regulations.
7. Understanding of the Fijian Constitution [2013], applicable laws of Fiji.

Skills and Abilities
1. Demonstrate ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet tight deadlines.
3. Demonstrated ability to work co-operatively and effectively; and analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Ability to effectively use computer programs to support the effective operations of the program.
5. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole.
6. Ability to conduct training relevant to the program

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

Corporate Information

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

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

Key Responsibilities
1. Transport 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 Indicators
Performance will be measured through the following indicators:
1. All vehicle runs authorized and carried out in accordance with Transport regulations.
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports
3. Maintenance and daily cleanliness of vehicle
4. Active participation in corporate activities of the Ministry.

Selection Criteria
The Person
In addition to the completion of Secondary School qualification or similar, with a valid driving license classifications 2, 4, 5 & 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.

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Role Description

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<th>Role:</th>
<th>Driver</th>
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</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>
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<td>Location:</td>
<td>Tamavua</td>
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<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Mataika House, FCCDC</td>
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<tr>
<td>Reports to:</td>
<td>FCCDC Clerical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position

The position ensures provision of all approved requests with reliability and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

Key Responsibilities

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

Key Performance Indicators

Performance will be measured through the following indicators:
1. Ensuring the vehicle registration and general servicing is done accordingly.
2. Vehicles are well maintained, clean and fully operational.
3. All vehicle records are updated and submitted within agreed timeframes.
4. Reporting of vehicle irregularities.

Selection Criteria

The Person

In addition to the completion of Secondary School qualification or similar, with a valid driving license classifications 2, 4, & 6 and a valid Defensive Driving Certificate. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Experience in a similar work environment.
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
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.
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MoHMS 117/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Counsellor</th>
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<tbody>
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<td>Salary Band:</td>
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<tr>
<td>Salary range:</td>
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<td>Duration:</td>
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<td>Location:</td>
<td>St. Giles Hospital</td>
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<tr>
<td>Unit/Division:</td>
<td>Counselling</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Medical Superintendent St. Giles Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
To provide best practice applicable clinical interventions for mental health problems, coordinate services, monitor progress and actively support recovery of patients. This position will function as part of the treatment team, and be expected to contribute to the day to day functioning of the team as well as provide specific interventions as appropriate.

Key Responsibilities
The position will achieve its purpose through the following key duties.
1. Responsible for the day to day clinical decisions related to patient care consistent with policy and appropriate delegations.
2. Implement legislation, regulations, standards, codes of practice and policies relevant to their role in a way that supports patients and their families and carers.
3. Consult with appropriate senior staff when care or individual/group requires expert advice.
4. Work as part of a multidisciplinary team of health professionals to coordinate treatment plan.
5. Support the principles of recovery-oriented mental health practice in working with consumers, families and carers and ensure the confidentiality of information.
6. Provide a high standard of evidence based assessment and management that meets the needs of consumers and families or carers, and facilitates timely entry to services.
7. Maintain a high standard of documentation and use information systems evaluation to ensure data collection meets clinical, service delivery, monitoring and evaluation needs.
8. Provide supervision and training to interns and other clinicians and members of the multidisciplinary team.
9. To actively participate in the corporate activities of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Readmission rate of patients under counselling within 28 days of discharge.
2. Percentage of patients under Alcohol and Other Drug counselling achieved and maintain abstinence for at least more than 6 months.
3. Percentage of Patient Satisfaction attending counselling.
4. Percentage of referrals attended per month.

Selection Criteria
The Person
In addition to a recognized Postgraduate Diploma in Psychology or Counselling, and being a registered Counsellor with Oceania Psychology Register and/or Fiji Association of Social and
Community Workers or other relevant professional association recognized by the Ministry of Health Medical Services, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. A minimum of 3 years proven practical experience in the field of mental health counselling.
2. Proven experience working with challenging complex behaviours and issues related to mental health, illnesses and disorders.

**Skills and Abilities**
1. Demonstrated ability to work with challenging complex behaviours and issues related to mental health illnesses or disorders, and common comorbidities;
2. Demonstrated knowledge of and commitment to recovery oriented service provision, and consumer involvement in service design, implementation and evaluation;
3. Demonstrated ability to work independently and in consultation with a multi-disciplinary team;
4. Demonstrated ability to engage patients and their families/carers in services;
5. A high standard of communication with the ability to effectively document client records and write reports;
6. Capacity to utilise computer programs to support the operations of the Counselling Unit;
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

**Personal Character and Eligibility**
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