Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>National Coordinator - Radiology Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band K</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$59,945.18 – $76,852.80 per annum</td>
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<tr>
<td>Location</td>
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<tr>
<td>Duration</td>
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</tr>
<tr>
<td>Unit/Division</td>
<td>Radiology Department</td>
</tr>
<tr>
<td>Reports to</td>
<td>Medical Superintendent CWMH</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Superintendent MIT (2)</td>
</tr>
</tbody>
</table>

Position Purpose
This position is responsible for the provision of policy advice to the Permanent Secretary and Senior Management on matters pertaining to radiology services throughout the Ministry. In addition, the post holder ensures that human resources, equipment and consumables are available and operational at all times and encourages the rational use of resources to provide the most effective and efficient service. Moreover, the position holder supervises, controls and manages all operations of the radiology services department and ensures a high standard of service is provided in the most efficient and economical way.

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

1. Acts in accordance with the corporate policies, delegated authority and instructions of the Permanent Secretary of Health and Chief Medical Advisor.
2. Administer Radiology services in close accordance with the Head of Fiji Pharmaceuticals & Biomedical Services to ensure consumables, equipment and spare parts are readily available at all times and raises indents for procurement of goods that are required for the service.
3. Ensure that safe and quality radiology services are provided at all times.
4. Formulate and review of all Radiology Operations Policies and Guidelines and ensures that all the technical aspect of Radiology is provided in an efficient manner.
5. Prepare and propose an annual budget for national Radiology service and ensure the rational approach into the proper use of Radiology equipment, consumables, and information and archiving systems.
6. Promote a quality customer service approach and monitor and resolve complaints against the services or its staff where possible to the satisfaction of the Ministry of Health, its patients / customers and the community.
7. Actively contribute to the corporate functions of the Ministry including planning, budgeting and recruitment.

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

1. Timely submission of radiology business plans, relevant reports and updates in accordance with reporting standards.
2. Radiology Management meetings are held and minutes are submitted in due time.
3. Timely submission of Radiology annual budget requests for consumable, equipment and information systems.
4. Staff performance is assessed, managed and reported as per Civil Service Performance Management Guidelines
5. Active participation in the corporate activities of the ministry as and when required.

**Person Specification**
In addition to a Bachelor in Medical Imaging Science or equivalent, the post holder must be registered with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists with a valid practicing license. Additionally, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this position:

**Knowledge and Experience**
1. At least 10 years working knowledge and experience of radiology services operations and information systems in a large organization and how these services contribute to the achievement of the organizations goals.
2. Sound knowledge of procurement principles and experience in procurement of radiology equipment and consumables.
3. Working knowledge of *Radiation Health Act and Medical Imaging Technologist Act 2009* and all other applicable regulations and policies.
4. Proven experience in strategic management, and the provision of policy advice to senior management
5. Proven experience in managing and assessing staff performance from diverse backgrounds.

**Skills and Abilities**
1. Ability to analyse and solve complex problems in a resource constrained environment
2. Demonstrated decision-making and problem solving skills
3. Proven people and financial management skills
4. Ability to manage and motivate staff at different levels, background and experience.
5. Ability to use IT software and computers to assist with daily operations.
6. Service oriented approach with a commitment to achieving the corporate objectives of the organisation

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

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

<table>
<thead>
<tr>
<th>Role:</th>
<th>Personal Assistant to Chief Medical Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$22,528.74 - $28,883.00 per annum</td>
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<tr>
<td>Location:</td>
<td>Headquarters</td>
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<tr>
<td>Duration:</td>
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</tr>
<tr>
<td>Unit/Division:</td>
<td>Executive Support Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Executive Support Unit, Executive Support Unit</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose

The incumbent will be responsible for providing effective and efficient secretarial and administrative services to the Chief Medical Advisor for Health & Medical Services.

Key Responsibilities

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

1. Provide an effective and efficient secretarial and administrative support services to the Chief Medical Advisor for Health and Medical Services. This includes:
2. Provide administrative support, including attending to telephone calls, travel arrangements, receiving and dispatch of official correspondences, communication with key stakeholders and filing of documents.
3. Ensure visits to the Chief Medical Advisor’s Office are properly facilitated. Hosting of overseas and local officials for tea, lunch or dinner.
4. Organise meetings, including overseas and local meetings and provide administrative support to meetings including the compilation of required documents.
5. Screening, registering and filing of correspondence and emails. Drafting, composing and preparing correspondences for the Chief Medical Advisor’s Office.
6. Attending to the visitors, appointments and meetings and conduct background search as and when required.
7. Maintaining a good relationship with the Minister for Health and Medical Services, PSHMS, senior staff/colleagues and Ministry of Health Stakeholders. Custodial safe-guarding of confidential and ‘secret’ matters.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Achievement of targets in the individual work plan.
2. All official records managed and filed in accordance with legislative requirements and approved Ministry policies and procedures are adhered to in all administrative undertakings.
3. Timely submissions of factual and accurate reports and programme documentation.
4. Meetings and travel organised efficiently and effectively.
**Person Specification**
In addition to Diploma in Secretarial Studies/Office Administration or equivalent from a recognized institution or equivalent relevant experience, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

**Knowledge and Experience**
1. Sound experience in the field of Secretarial Services.
2. Proven experience in the use of Microsoft applications such as MS Word, MS Excel and Power Point.
3. Proven experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically.
4. Proven experience in writing briefs and minutes, acknowledgement letters and preparing agendas.
5. Experience in organising travel itineraries locally and overseas, liaising with Travel agents and other relevant stakeholders.
6. Understanding of the Fijian Constitution (2013) and relevant policies, legislations, regulations or applicable laws of Fiji.

**Skills and Abilities**
1. Good report writing skills with an excellent ability to communicate effectively.
2. Good analytical skills pay attention to detail and accuracy for data and information.
3. Demonstrate ability to work within a team and ensure that targets are met within the agreed timeline.
4. Demonstrated ability to maintain neutrality and confidentiality.
5. Service oriented approach when dealing with difficult situations and capable of participation in the corporate activities of an organisation.

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

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Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Manager Clinical Product</th>
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<tbody>
<tr>
<td>Salary Band:</td>
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<tr>
<td>Salary Range:</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Duration:</td>
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<tr>
<td>Unit/Division:</td>
<td>Logistic Management Unit</td>
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<tr>
<td>Reports to:</td>
<td>Director Fiji Pharmaceutical &amp; Biomedical Services</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

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

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

1. Prepare key sections of the operational plans of the Logistics Management Unit and ensure implementation of the unit activities
2. Manage the processes of technical evaluation, selection, quantification, and distribution of medical & surgical supplies procured by the FPBS for all public health facilities in Fiji, in consultation with stakeholders and within regulatory frameworks and guidelines
3. Provide technical advice and assistance to the Procurement Unit on medical & surgical supplies
4. Monitor and report on utilisation through facility audits, stock-takes and updating the inventory system to ensure consistent supply of medical & surgical supplies; and to facilitate process improvements
5. Conduct market research on availability of alternative products when necessary to ensure continuity of business and service
6. Facilitate inventory management training to relevant stakeholders and health professionals in relation to the utilisation of supplies to ensure good inventory management practices
7. Provide secretarial support and advice to the National Clinical Products Committee
8. Actively contribute to all corporate 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 activities in the operational plan and National Clinical Products Committee Action Plan are delivered within the agreed timeframes, compliant to specific requirements
2. All medical and surgical supplies procured are of acceptable quality standards and are accessible to all.
3. Training plan aligned with core skills/needs of the unit
4. Timely & effective management of the unit’s performance to enable business continuity, and delivery of services.

**Person Specification**

In addition to Diploma in Nursing (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. At least five 5 years’ experience in general nursing with broader experience in all aspects of nursing practice including inventory management or demonstrate the ability to quickly acquire the knowledge and skills on the job
2. Current registration with the Fiji Nursing Council
3. Sound knowledge and/or understanding of a medical supply chain management system
4. Understanding of the Constitution of Fiji and applicable Laws of Fiji

**Skills and Abilities**

1. Highly developed organisational skills and ability to communicate with people at different levels and from different backgrounds
2. Demonstrated ability to effectively work within a team environment
3. Capacity to utilise computer programs to support the daily operations
4. Attention to details with a high level of accuracy and to meet deadlines
5. Customer focused and ability to deal appropriately with confidential information
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

**Personal Character and Eligibility**

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

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Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Biomedical Engineer</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>
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<tr>
<td>Location:</td>
<td>Western Health Services</td>
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<tr>
<td>Duration:</td>
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<tr>
<td>Unit/Division:</td>
<td>Biomedical Division</td>
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<tr>
<td>Reports to:</td>
<td>DMO Western Health Services</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of the Biomedical Engineer is to work under no supervision, modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment. May also direct, coordinate, and evaluate the work of lower level technicians.

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

1. Responsible for ensuring that any biomedical equipment required for service delivery is made available to the health facilities through constant and regular monitoring. All needs of biomedical equipment by the health facilities need to be captured and requested for purchase promptly.
2. Attend to any breakdowns and ensure that all faults are rectified promptly and also perform a variety of complex and specialized tasks associated with the routine preventative maintenance, installation, service and calibration of a diverse range of biomedical equipment according to Australian Standards [AS3551].
3. Ensure that users of equipment are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
4. Provide weekly and monthly reports and updates to the Senior Biomedical Engineer.

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

1. Quarterly audits performed and biomedical equipment inventory is updated for all the health facilities in all divisions.
2. Annual preventative maintenance is carried out for all the health facilities. User Training is performed on a monthly basis for all biomedical equipment.
3. Monthly report on equipment availability is submitted to National Biomedical Coordinator through Senior Biomedical Engineer.
**Person Specification**

In addition to University qualifications (or equivalent) relevant to Biomedical/ Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

**Knowledge and Experience**
1. At least 3-5 years work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spread sheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

**Skills and Abilities**
1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to lead a department, unit or group also to instruct, direct, motivate and evaluate employees.
6. Ability to work efficiently in any given time frame

**Personal Character and Eligibility**

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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Principal Supplies Officer</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
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<tr>
<td>Salary Range:</td>
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<td>Location:</td>
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<td>Duration:</td>
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<tr>
<td>Unit/Division:</td>
<td>Procurement Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director, Fiji Pharmaceutical &amp; Biomedical Services Centre</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Senior Supplies Officer, Supplies Officer, Stores Officer I, Storeman II, Packers</td>
</tr>
</tbody>
</table>

Position Purpose
The position is responsible for the management and operations of the Procurement Unit and maintenance of an effective and efficient procurement system ensuring availability of medicines and similar health commodities.

Key Responsibilities
The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements:
1. Oversee the efficient planning, and implementation and monitoring of the Procurement Unit Action Plan and the Annual Procurement Plan
2. Provide professional leadership to all staff and be responsible for their development and support.
3. Ensure that staff are performing and all delegated activities and work plan outcomes are met
4. Ensure reporting to the Director FPBSC on a daily basis
5. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicators
Performance will be measured through the following indicators:
1. All activities within the Unit Action plan and Procurement Plan are achieved and delivered within agreed timeframes, and compliant with all relevant processes, legislations and policies
2. Learning and Development plan is implemented within the agreed timeframes and the learning outcomes are achieved.
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.
4. Quality reports are provided and outcomes are actioned in a timely and effective manner

Person Specification
In addition to a Bachelor’s degree in Accounting/Business/Finance/Management; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Principal Supplies Officer:
Knowledge and Experience
1. At least 4 years’ experience working in a procurement and supply chain management system, managing inventory and conducting mass procurement for a medium - large organisation
2. Knowledge and understanding of the Tender Process, Contract management and supplier performance management
3. Sound knowledge and application of all relevant finance and procurement laws of Fiji.
4. Understanding of the Fijian Constitution (2013) and relevant policies, legislations, regulations or applicable laws of Fiji.

Skills and Abilities
1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computer programs to support the daily operations
4. Demonstrated ability to carry out negotiation with suppliers on contractual terms and conditions.
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>Senior Supplies Officer</th>
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<tbody>
<tr>
<td>Salary Band:</td>
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<td>Salary Range:</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Duration:</td>
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<tr>
<td>Unit/Division:</td>
<td>Procurement Unit</td>
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<tr>
<td>Reports to:</td>
<td>Manager Procurement (Principal Supplies Officer)</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Supplies Officer, Storeman I, Storeman II, Packers</td>
</tr>
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</table>

Position Purpose
The position is responsible for managing the operational activities of the Tender and Contracts team, to ensure an effective and efficient Tender process for all medicinal products, medical supplies and equipment.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties;
1. Manage the processes of tender and contract development, tender advertisements and renewals
2. Negotiate and agree to contractual terms and conditions with suppliers; ensuring that there is clear regard for the nature, application and implications of the contract and the relevant contract law.
3. Develop and maintain business relationships with vendors, suppliers and contractors to facilitate smooth flow of goods and services, as well as monitor supplier performance
4. Work in collaboration with the Fiji Procurement Office & the Government Tender Board, within the financial and relevant regulatory frameworks and policies
5. Prepare and submit weekly and monthly Reports
6. Actively contribute to all corporate 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 purchases within the Annual tender plans are implemented within agreed timeframes, and compliant with relevant processes, legislations and policies
2. All activities under Contract management are completed within the agreed timeframe and complaint with the legislative requirements
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Development of Supplier Performance register and submitting weekly/monthly and yearly reports
5. Maintaining contract register and weekly/fortnightly reporting on contract management activities.

Person Specification
In addition to a Bachelor’s degree in Management/Business (or equivalent relevant experience); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Supplies Officer:

**Knowledge and Experience**
1. At least four (4) years’ experience in international procurement settings
2. Knowledge and proven experience in Mass Purchasing Tenders and Purchasing activities
3. Practical knowledge of supplier contracts and supplier performance management.
4. Understanding of the mechanics of tendering and contract management.
5. Working knowledge of tender process, including tender development, tender evaluation and contract development.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**
1. High attention to detail and accuracy and ability to manage and work in a team
2. Demonstrated ability to carry out negotiation with suppliers on contractual terms and conditions.
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Excellent written and oral communication skills and a team player
5. Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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

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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Stores Officer</th>
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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>
</tr>
<tr>
<td>Location:</td>
<td>Fiji Pharmaceutical &amp; Biomedical Services, Jerusalem Road</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Warehouse FPBS</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director FPBS</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>29</td>
</tr>
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</table>

Position Purpose
The position is responsible for the management of the Fiji Pharmaceutical & Biomedical Services Centre Warehouse Operations ensuring the maintenance of an effective warehousing and distribution system for all health commodities.

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. Manage and oversee the Warehouse operations
2. Review and formulate guidelines, procedures and processes to ensure service continuity
3. Report analysed data and statistics for process improvement
4. Actively contribute to all corporate 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 activities in the Warehouse Operations Plan are implemented within the agreed timeframe.
2. An effective and systematic warehouse and distribution system is in place
3. Timely and effective management of the unit’s personnel performance to enable business continuity, and delivery of services

Person Specification
In addition to a relevant degree in Management or equivalent (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience
1. At least five 5 years’ experience in warehouse operations
2. Sound knowledge and/or understanding of a medical supply chain management system
3. Understanding of the Constitution of Fiji and the relevant Occupational Health and Safety policy
4. Experience in managing and supervising a team

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

**Personal Character and Eligibility**

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

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Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Supplies Officer - Procurement</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
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<tr>
<td>Salary Range:</td>
<td>$22,528.74 - $28,883.00 per annum</td>
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<tr>
<td>Location:</td>
<td>Fiji Pharmaceutical &amp; Biomedical Services</td>
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<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Procurement Unit</td>
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<tr>
<td>Reports to:</td>
<td>Principal Supplies Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Stores Officer I and Stores Officer II</td>
</tr>
</tbody>
</table>

Position Purpose
The position is responsible for all Contract Management activities in the purchasing of Pharmaceutical products and medical supplies, and ensuring all contracts between the government and suppliers are within legislative and regulatory requirements of the government of Fiji.

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

1. Prepare and review contracts between government and suppliers in consultation with relevant stakeholders.
2. Set, advertise, and monitor the Terms and conditions of Tenders.
3. Arrange Surety/Performance Bond (PB) deposit for local and overseas suppliers compliant with the Ministry of Finance Policy on Determination of the PB.
4. Liaise with the Fiji Procurement Office and the Government Tender Board on tender and contract management issues.
5. Prepare and submit weekly and monthly Reports.
7. Actively contribute to all corporate 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 authorised purchases within the annual tender plans and activities under Contract Management are implemented within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Supplier performance & Contract management activities meet specific requirements, documented and reported for process improvements.
3. All Performance Bond deposits are arranged and processed within agreed timeframes and meet the required contract agreements.
4. Quality reports are provided and outcomes are actioned in a timely and effective manner.
Person Specification
In addition to a Bachelor’s degree in Accounting/Finance/Business/Management (or equivalent experience); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience
5. At least 2 years’ experience in a Procurement setting or Mass Purchasing Tenders
6. Experience in managing and supervising a team.
7. Understanding of the Fiji Constitution 2013 and relevant procurement laws

Skills and Abilities
1. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
2. Well-developed negotiation skills
3. Capacity to use computer programs to support the daily operations
4. Demonstrated ability to effectively work in a team and meet competing deadlines
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

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

<table>
<thead>
<tr>
<th>Role:</th>
<th>Secretary</th>
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<tr>
<td>Salary Band:</td>
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<tr>
<td>Salary Range:</td>
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<td>Location:</td>
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<tr>
<td>Duration:</td>
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<tr>
<td>Unit/Division:</td>
<td>Corporate Services, Northern Health Services, Labasa</td>
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<td>Reports to:</td>
<td>Senior Administrative Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**Position Purpose**
The position provides effective and efficient general administrative duties and support to the Head of Department on daily operations.

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

1. Maintain effective and efficient Secretarial support services to the Head of Department in the daily operation and providing services.
2. Maintaining Filing correspondence and ensure information are kept confidential.
3. Ensure that messages are communicated promptly to the Head of Department and appropriate feedback are provided in a timely manner.
4. Ensure recording minutes of the meetings and other meetings as assigned by Head of Department.
5. Organize for the Divisional Quarterly and Annual meetings with sub divisional heads.
6. Facilitate itinerary arrangements for the Head of Department or any other staff as assigned by the Head of Department for meeting and workshops.
7. Maintaining service oriented approach and customer satisfaction;

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

1. Ensure effective and timely facilitation of Secretarial work is provided within the anticipated standards.
2. Manage, plan and organize the Head of Department’s daily calendar.
3. Ensure that the Head of Department is provided with timely and correct information as and when required.
4. Inward, outward mails and files are maintained in line with registry procedures.

**Person Specification**
In addition to Diploma in Secretarial Studies, Office Administration, and Management (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Secretary:

**Knowledge and Experience**
1. Proven understanding and experience of 3 to 4 years administration work or similar
2. Working knowledge of Microsoft Office programmes

Skills and Abilities
1. Demonstrated ability to organise, multitask, prioritize and work under pressure to meet set timelines
2. Good communication (verbal and written) and interpersonal skills
3. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment
4. Demonstrated ability to work with a team
5. Service oriented approach with a commitment to supporting the operation and corporate environment of the organisation

Personal Character and Eligibility
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
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<tr>
<td>Salary Band:</td>
<td>Band C</td>
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<tr>
<td>Salary Range:</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Duration:</td>
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<td>Unit/Division:</td>
<td>Asset Management/Northern Health Services Office</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer (General Services)</td>
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<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose

The position ensures the proper management of inventory which are under the responsibility of Divisional Medical Officer Northern, and scheduling of approved transport runs at the divisional office.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities.
1. Update the inventory ledgers when assets are serviced for maintenance works, new assets are purchased, and whenever assets are disposed-off through a Board of Survey.
2. Ensure the safe and secure transfer of assets to health facilities.
3. Assist in the conduct of the Board of Survey process of all health facilities, and ensure that assets written off are disposed-off accordingly, and procured in accordance with procurement regulations.
4. Organise, prepare and provide a schedule of vehicles to all staff at the divisional office.
5. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:
1. Inventory ledger updated in accordance with standard operating procedures for all health facilities.
2. Board of Survey report is in accordance with reporting standards and submitted by the due date.
3. Assets are disposed-off in accordance with approved Board of Survey report and procured in accordance with procurement regulations.
4. An approved weekly schedule of vehicle runs is provided to all staff and any changes to the schedule are approved in accordance with transport regulations.
5. Actively contribute to all corporate requirements of the Ministry.

Person Specification

In addition to relevant academic qualifications (or experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. An understanding of inventory management including the purchasing and writing-off of assets and inventory.
2. Experience in organising and scheduling vehicles to meet organisational needs.
3. An understanding of the relevant transport and procurement legislations.

**Skills and Abilities**

1. Ability to work effectively within a team
2. Sound communication skill with the ability to write accurate reports.
3. Ability to complete assigned task within agreed timelines.
4. Service oriented approach with the commitment to supporting the operational environment of the organisation

**Personal Character and Eligibility**

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Ministry of Health & Medical Services
Role Description

<table>
<thead>
<tr>
<th>Corporate Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Role:</strong></td>
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<td><strong>Salary Range:</strong></td>
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<td><strong>Location:</strong></td>
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<tr>
<td><strong>Duration:</strong></td>
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<tr>
<td><strong>Unit/Division:</strong></td>
</tr>
<tr>
<td><strong>Reports to:</strong></td>
</tr>
<tr>
<td><strong>Subordinates:</strong></td>
</tr>
</tbody>
</table>

**Position Purpose**
The position is responsible for managing proper planning and coordinating of stock control and purchasing process to ensure efficient execution of purchasing orders to suppliers for timely arrival of supplies in accordance with required legislations and regulations.

**Key Responsibilities**
The position will achieve its purpose through the following key responsibilities/duties;
1. To ensure that inventory reports are consistently generated for replenishment process.
2. To ensure that Order Forms for each item is filled in and given to the Chief Pharmacist/Manager Clinical Products for vetting before an order is placed.
3. Prepare and maintain Indent and Purchase Order Registers
4. Maintain Purchase Orders on the Epicor system, feeding in supplier information such as Cargo Ready Date and Expected Time of Arrival in the system.
5. Consistently liaising with suppliers on stock availability, schedule deliveries or expedite Deliveries.

**Key Performance Indicators**
Performance will be measured through the following indicators:
1. Ensure that daily, weekly, monthly delivery targets are met.
2. Ensure that all delivery to the facilities are on the right time, place, and right quantity.
3. Ensure accident free working environment.

**Person Specification**
In addition to academic qualifications relevant to Management or equivalent from an accredited university the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Stores Officer II:

**Knowledge and Experience**
1. Demonstrated experience working in warehousing settings
2. Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
**Skills and Abilities**

1. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
2. Excellent written and oral communication skills
3. High attention to detail and accuracy and ability to manage and work in a team
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.

**Personal Character and Eligibility**

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

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Stores Officer II</th>
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<tr>
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<td>Reports to:</td>
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<tr>
<td>Subordinates:</td>
<td>Packers</td>
</tr>
</tbody>
</table>

Position Purpose
The position identifies, plans, coordinates, delivers and monitors the supply of medical supplies and services for the Ministry of Health & Medical Services.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirement
1. Monitor and supervise the proper distribution of all items from the warehouse after checking and packing.
2. Monitor and supervise the correct checking Check of items being loaded in the truck for dispatch.
3. Ensure that correct quantities of cartons are loaded and that delivery docket is signed properly.
4. While dispatching, ensure that correct numbers of cartons are offloaded and report to Warehouse manager on any discrepancies.
5. Ensure the labelling of cartons properly and sealing before it is dispatched from the warehouse.
6. Ensure to take every care of the items while in transit in order to avoid it from getting damaged.
7. Ensure that all cartons should be properly labelled, carton numbered, name of customer, picking slip number and other details should be stated on top of the carton.
8. Ensure that all cartons are pasted with the sealed sticker, this is a must and shall be followed at all times.
9. Respond to all queries in regards to distribution and solve any problems which can bring along improvement in the operations of the warehouse.
10. Carry out all additional duties as assigned by warehouse manager.
11. Ensure that all vital information is recorded in the records, such as division, no of cartons, supplementary or main order.

Key Performance Indicators
Performance will be measured through the following indicators:
4. Ensure that daily, weekly, monthly delivery targets are met.
5. Ensure that all delivery to the facilities are on the right time, place, and right quantity.
6. Ensure accident free working environment.
Person Specification
In addition to a Diploma in Accounting/Economics/Finance/Management/Business (or equivalent relevant experience); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience
1. At least five 5 years’ experience in warehouse operations.
2. Sound knowledge and/or understanding of a medical supply chain management system
3. Understands the Fijian Constitution

Skills and Abilities
1. Highly developed organisational skills and ability to communicate with people at different levels and from different backgrounds
2. Demonstrated ability to effectively work within a team environment
3. Capacity to utilise computer programs to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation

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

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Administrative Officer – Learning and Workforce Development</th>
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<tr>
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<td>Location:</td>
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<td>Unit/Division:</td>
<td>Learning and Workforce Development Unit</td>
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<tr>
<td>Reports to:</td>
<td>Manager – Learning and Workforce Development Unit</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Administrative Officer (LWD) &amp; Clerical Officer (LWD)</td>
</tr>
</tbody>
</table>

Position Purpose
This position assists the manager in ensuring that all learning and workforce development needs are addressed in accordance with the Civil Service Learning and Development Guidelines and the relevant learning and development legislations. Additionally, the post holder conducts in-house training as per training and development plan including induction and on-boarding. Moreover, this role also assists in the review of the Strategic Workforce Plan for the Ministry.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties;
1. Facilitate the identification of training & development needs, and compile the in-house training calendar for all levy paying staff.
2. Ensure all National Training & Productivity Grant Scheme is implemented.
3. Conduct in-house training and ensure that all training reports are as per NTPC requirements.
4. Assist with the review of the Strategic Workforce Plan and identify means of addressing workforce gaps.
5. Review training and workforce development procedures for improved efficiency and ensure that training module of HRMIS is updated on a regular basis.
6. Participate in corporate activities of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. All training and learning development activities are identified and addressed in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Strategic Workforce Plan is reviewed on annual basis and report submitted to supervisor by the due date.
3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification
In addition to having a recognized undergraduate qualification in Human Resource Management, Public Administration, Training & Development or equivalent relevant experience, the following Knowledge,
Experience, Skills and Abilities required to successfully undertake this role. A training registration with NTPC (or other) as a Training Instructor, or Training Officer is desirable.

**Knowledge and Experience**

1. Proven understanding and experience in human resource management field especially in the area of adult learning and workforce development.
2. Demonstrated experience in preparing, conducting and evaluating training programmes, and identifying workforce needs.
3. Experience in the use of IT software such as Microsoft applications
4. Understanding of the Fijian Constitution (2013) and applicable learning and development legislations

**Skills and Abilities**

1. Extensive communication skills both written and verbal with the ability to prepare, conduct and assess training sessions.
2. Ability to work in a team and meet tight deadlines in a resource constrained environment.
3. Excellent analytical skills with the ability to analyse a large amount of data using IT applications
4. Service oriented approach with a commitment to achieving the corporate objectives of the organisation

**Personal Character and Eligibility**

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NEWLY ADVERTISED POSITIONS

MOHMSC 10/2020

Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Project Officer, Assistant Enforcement Officer (5 Posts)</th>
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<td>Salary Band:</td>
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<tr>
<td>Salary Range:</td>
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<td>Location:</td>
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<tr>
<td>Duration:</td>
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<td>Unit Division:</td>
<td>Tobacco Control Enforcement Unit</td>
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<td>Reports to:</td>
<td>Tobacco Control Enforcement Officer</td>
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<tr>
<td></td>
<td>Chief Health Inspector</td>
</tr>
<tr>
<td></td>
<td>Sub Divisional Medical Officer, Sigatoka</td>
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<tr>
<td></td>
<td>Divisional Medical Officer, Western</td>
</tr>
<tr>
<td></td>
<td>Divisional Medical Officer, Northern</td>
</tr>
</tbody>
</table>

Position Purpose

The Assistant Tobacco Control Enforcement Officer (ATCEO) will be directly responsible to the Tobacco Control Enforcement Officer (TCEO). The Assistant Enforcement Officer shall be responsible for the active enforcement of the Tobacco Control Decree 2010 and shall assist the Enforcement Officer in achieving the planned output.

Key Responsibilities

The position will achieve its purpose through the following key duties:
1. Report directly to the Tobacco Control Enforcement Officer;
2. Organise and carry out inspections, investigations and booking of offenders;
3. Work closely with other law enforcement agencies on matters of equal interest;
4. Assist in community awareness programs related to tobacco-free initiatives;
5. Filing of legal documents in and obtaining case updates from court registries within the Division;
6. Appear for formal proofs and cross examinations in the Magistrates Court; and
7. Submit monthly reports of enforcement, prosecution and community awareness programs conducted within the Division.
8. The officer will also be responsible for the execution of the legal documents and preparation of Witnesses Statements.
9. To contribute to the achievement of the overall goals and objectives of MOHMS as contained in the Sub divisional Business Plan, Divisional Business Plan, Annual Corporate Plan and the National Strategic Plan.
10. To provide a high level of customer service to clients and the general public.

Key Performance Indicators:

Performance will be measured through the following indicators:
1. Ensure standard operating procedures for bookings and charging persons violating Tobacco Control Act and Regulations are followed.
2. Ensure all planned and agreed activities in relation to Tobacco enforcement are implemented within the agreed time frame.
3. Timely provision of all reports and case files to supervisors and attendances to court.
4. Ensure all Tobacco licenses and Registration applications are recorded and facilitated for processing within the agreed time line.

**Person Specification**

In addition to a Tertiary qualification in Environmental Health or a Certificate in prosecution, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

**Knowledge and experience**
1. At least 5 Experience in legal enforcement or exposure at similar field.
2. Experience in field operations, bookings of offenders, preparations of court documents is desirable.
4. Knowledge of Tobacco Control Act and Regulations will an advantage.
5. Experience in conducting community awareness or similar activity will be an advantage.

**Skills and abilities**
1. Proficient in investigations and prosecution skills;
2. Demonstrate ability to confidently present self in court for formal proofs and cross examinations and witness.
3. Demonstrated ability to work effectively and efficiently within a team;
4. Demonstrate ability to speak and present in public settings such as community, schools or villages.
5. Demonstrate ability to use MS Word, Excel and Power Point
6. Ability to work under minimum supervision and meeting deadlines
7. Strong oral and written communications skills.

**Personal Character & Eligibility:**

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Corporate Information

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<tr>
<th>Role:</th>
<th>Accounts Officer</th>
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<tr>
<td>Salary Band:</td>
<td>Band F</td>
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<tr>
<td>Salary Range:</td>
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<td>Location:</td>
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<td>Duration:</td>
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<td>Unit/Division:</td>
<td>Northern Division</td>
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<tr>
<td>Reports to:</td>
<td>The Divisional Medical Officer, Northern Health Services</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Assistant Accounts Officer, Clerical Officers</td>
</tr>
</tbody>
</table>

Position Purpose

The position incumbent is responsible for the efficient management and operations of the salaries and wages unit of Ministry of Health & Medical services. Ensure commitment and compliance to good financial practises to enable the efficient and effective processing of salaries and wages for the staffs of Ministry of Health and Medical Services with quality service delivery.

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. Ensure timely processing of wages, salaries and other payments in accordance to the financial practises.
2. Ensure timely authorization of salaries and wages inputs are updated systematically and edit verifications are uploaded accordingly.
3. Oversee the efficient and effective management of wages / salaries section ensuring staffs meeting the deadlines.
4. Provide timely and expert advice on all wages and salaries matters to the Senior Management.
5. Ensure wages and salaries financial reports and reconciliations are timely submitted to senior managers for decision making.
6. Counsel, guide and Develop internal (Wages /Salaries/FNPF) programme to ensure adherence to policies, finance instructions and agreed policies.
7. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:
1. Improve financial sustainability, equity and efficiency
2. Accounts Officer is required to effectively process release of funds, process payments for items received in a timely manner.
3. To advise management on movements of funds, request budget and update GL system for activities
4. To enhance continuous quality improvement and cost efficiency in order to maximize resources.
5. Timely & effective management of the unit’s performance to enable business continuity, and delivery of services.

**Person Specification**
In addition to an Undergraduate degree in Accounting, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

**Knowledge and Experience**
1. At least 3 years’ experience working in a Finance Environment
2. Sound and Good Working Knowledge of Financial Management requirements.
3. Practical knowledge of anti-corruption approaches and methods
4. Good experience with supervisory and Leadership Role
5. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji

**Skills and Abilities**
1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts
2. Demonstrated ability to carry out set tasks in order to meet set deadlines
3. Demonstrated ability to maintain confidentiality
4. Ability to provide support and guidance through the appropriate interpretation of relevant guidelines, acts, regulations to the management
5. Capacity to utilize computer programs to support the financial operations
6. Service oriented approach, with commitment to supporting the operational and corporate environment of the organization.

**Personal Character and Eligibility**
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