Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Intern Pharmacist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,417.75 - $24,412.50 per annum</td>
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<tr>
<td>Location:</td>
<td>CWM Hospital – 10 positions</td>
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<tr>
<td>Unit/Division:</td>
<td>Pharmacy/Hospital Services</td>
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<tr>
<td>Duration:</td>
<td>1 year</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Pharmacist, CWM Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
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</table>

Position Purpose

The intern pharmacist position is a 12-month temporary position in which a pharmacy graduate from a Bachelor of Pharmacy course gains the necessary skills and experience, under the guidance and supervision of a registered pharmacist, to satisfy the requirements for registration as a Pharmacist in Fiji. The position contributes to optimum patient care by undertaking the functions of a pharmacist, within the scope and responsibility of an intern pharmacist, and within the relevant regulatory framework.

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. Application of the 7 Competence Standards under the Pharmacy Internship Program
2. Provide courteous, professional & high quality customer counselling on medicines and pharmacy service
3. Verify prescriptions, check for harmful interactions, prepare and dispense medicines under supervision by a registered pharmacist
4. Mix compounds according to a pharmacist’s or doctor’s instructions
5. Participate in continuous pharmacy education

Key Performance Indicators

Performance will be measured through the following indicators:

1. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. Medicine information is provided, readily available, and accessible by members of medical staff and the general public
3. Successful completion of the Pharmacy Internship Program at the end of the 52 weeks.

Person Specification

In addition to Bachelor of Pharmacy degree, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:
Knowledge and Experience
1. Knowledge of legal requirements for registration as a pharmacist in Fiji
2. Good knowledge of pharmacotherapy and the ability to apply this knowledge to practical situations
3. Good understanding of the role of the Hospital Pharmacist and a Community Pharmacist to achieve good healthcare outcomes
4. Knowledge and application of Good Dispensing Practices & Good Pharmaceutical Practices
5. A sound understanding and conscientious application of the Quality Use of Medicines (QUM)

Skills and Abilities
1. Demonstrated ability to work individually and also within a team, to follow instructions and meet agreed timelines
2. Demonstrated ability to support and deliver high quality customer service for medicines and pharmacy services
3. Demonstrate ability to interact with all colleagues in a professional and positive manner to foster good rapport, promote team spirit and ensure two-way communications.
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
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<tr>
<th>Role:</th>
<th>Intern Pharmacist</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,411.75 - $24,412.50 per annum</td>
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<td>Location:</td>
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<td>Unit/Division:</td>
<td>Pharmacy/Hospital Services</td>
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<td>Duration:</td>
<td>1 year</td>
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<tr>
<td>Reports to:</td>
<td>Principal Pharmacist, CWM Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
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The intern pharmacist position is a 12-month temporary position in which a pharmacy graduate from a Bachelor of Pharmacy course gains the necessary skills and experience, under the guidance and supervision of a registered pharmacist, to satisfy the requirements for registration as a Pharmacist in Fiji. The position contributes to optimum patient care by undertaking the functions of a pharmacist, within the scope and responsibility of an intern pharmacist, and within the relevant regulatory framework.

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The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:
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Key Performance Indicators
Performance will be measured through the following indicators:
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3. Successful completion of the Pharmacy Internship Program at the end of the 52 weeks.

Person Specification
In addition to Bachelor of Pharmacy degree, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience
1. Knowledge of legal requirements for registration as a pharmacist in Fiji
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4. Knowledge and application of Good Dispensing Practices & Good Pharmaceutical Practices
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Skills and Abilities
1. Demonstrated ability to work individually and also within a team, to follow instructions and meet agreed timelines
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Personal Character and Eligibility
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<td>Band E</td>
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<tr>
<td>Salary Range:</td>
<td>$19,411.75 - $24,412.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital – 4 positions</td>
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<tr>
<td>Unit/Division:</td>
<td>Pharmacy/Hospital Services</td>
</tr>
<tr>
<td>Duration:</td>
<td>1 year</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Pharmacist, CWM Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
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Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Domestic Officer</th>
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<tbody>
<tr>
<td>Salary band:</td>
<td>Band C</td>
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<tr>
<td>Salary per annum:</td>
<td>$12,081.69 - $15,489.35 per annum</td>
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<tr>
<td>Location:</td>
<td>Ba Mission Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Food Service Department / Northern Division</td>
</tr>
<tr>
<td>Report to:</td>
<td>Dietician</td>
</tr>
<tr>
<td>Subordinates</td>
<td>none</td>
</tr>
</tbody>
</table>

Position Purpose
The incumbent is responsible for the supervision and coordination of the activities of the Food Service Department and also participates in the preparation of meals for patients and staff. The position generally assists Dietician in the organisation of the food service department.

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

Person Specification
In addition to University qualifications (or equivalent) relevant to catering similar the following; Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Domestic Assistant.

Knowledge and Experience
1. Knowledge of food preparation and presentation methods and techniques
2. Must have knowledge of methods and procedures for serving food, principles of sanitation, and principles of safe food handling
3. Cooking experience in a health care setting with knowledge on operating cooking equipment’s
4. Must be able to instruct or prepare palatable foods that are appetizing in appearance.
5. Understanding the relevant Occupational Health and Safety policy
Skills and Abilities
1. Demonstrate ability to effectively work within a team
2. Demonstrate ability to work longer hours during emergency responses
3. Ability to report accidents, incidents and potential hazards immediately.
4. Effective verbal and written communication skills
5. Effective time management skills
6. Demonstrated a high standard of personal appearance and good personal hygiene and ensure all staff adheres to this, and a positive personal image is presented to co-workers

Personal Character and Eligibility
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Steno Typist</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary range:</td>
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<tr>
<td>Location:</td>
<td>Sigatoka Hospital</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Administration/ Central Division</td>
</tr>
<tr>
<td>Report to:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>none</td>
</tr>
</tbody>
</table>

Position Purpose
The primary purpose of this role is to provide professional and efficient secretarial services and administration work at Sigatoka Hospital.

Key Responsibilities
1. Provide an efficient and professional secretarial services required by the Medical Superintendent, Executive Officer and Management.
2. Photocopy and scan letters, memos and correspondences required by the Medical Superintendent.
3. General typing and attend to telephone calls for the Medical Superintendent.
4. Ensures that adequate and timely submission of reports from respective Unit Heads.
5. Assist heads of units with compilation of monthly, quarterly and annual reports.
6. Compiling and typing of monthly reports and returns submitted by all heads of department.
7. Compile Annual report and Business plan for the hospital and submit to Planning Unit HQ.
8. Preparation and documentation of minutes for senior management and Board of Visitors meeting.
9. Preparation of refreshments for VIP’s and delegates to attend meetings, conferences with the Medical Superintendent.
10. Attend to any other duties assigned by the Executive Officer or the Medical Superintendent.

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

Person Specification
In addition to relevant academic qualification in Secretarial Studies, Office Technology and Administration, Frontline Office Management or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake the role of typist.

Knowledge and Experience
1. Experience as Typist or in the provision of Secretarial services
2. Knowledge and experience in using computer programmes such as Microsoft Office, Word, Excel, PowerPoint, Outlook, internet explorer, etc.
3. Proven experience in effective management and maintenance of records, correspondence and filing systems, both manually and electronically.
4. Experience in the provision of Secretariat services for senior management meetings.

**Skills and Abilities**
1. Demonstrate ability to effectively work within a team
2. Demonstrate ability to work under minimal supervision and longer hours
3. Ability to have discretion in dealing with confidential information.
4. Effective verbal and written communication skills
5. Effective time management skills
6. Excellent customer service skills.

**Personal Character & Eligibility**
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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
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<th>Steno Typist</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>
<td>Namosi House</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Administration/ Central Division</td>
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<tr>
<td>Report to:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>none</td>
</tr>
</tbody>
</table>

Position Purpose
The primary purpose of this role is to provide professional and efficient secretarial services and administration work at Namosi House.

Key Responsibilities
1. Provide an efficient and professional secretarial services required by the Medical Superintendent, Executive Officer and Management.
2. Photocopy and scan letters, memos and correspondences required by the Medical Superintendent.
3. General typing and attend to telephone calls for the Medical Superintendent.
4. Ensures that adequate and timely submission of reports from respective Unit Heads.
5. Assist heads of units with compilation of monthly, quarterly and annual reports
6. Compiling and typing of monthly reports and returns submitted by all heads of department.
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Performance will be measured through the following:
1. Ensure effective and timely facilitation of Secretarial work is provided within the anticipated standards.
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3. Ensure that the Head of Department and Unit is provided with timely and correct information as and when required.
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In addition to relevant academic qualification in Secretarial Studies, Office Technology and Administration, Frontline Office Management or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake the role of typist.

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Position Purpose
The position provides and maintains effective communication with Administration Officer, Hospital Administrator and subordinates staff to enhance the delivery of information and quality health services concerning Human Resources. Ability to maintain information and systems of the Health services where all incoming and outward mails are recorded.

Key Responsibilities
1. Providing a record of all incoming and outgoing of mails, whether it is internal and external.
2. Inward all mails received and forward to Medical Superintendent in inward folder.
3. Receipt & inward all cheques received in RED ink in the cheques register and dispatch to Senior Accounts Officer.
4. Storing of all subjects and confidential files and also of all closed files by the Department.
5. Centrally places to facilitate movement of files.
6. Promptly circulate all inward and outward correspondences and filing in appropriate files.
7. Maintaining of all current operating subject, personal and confidential files.
8. Efficient systems of tracing down files and to ensure of follow ups and bring up dates are taken.

Key Performance Indicators
Performance will be measured through the following indicators:
1. All agreed Human resources and financial support services, function advice are delivered with timeframes and specific deadlines are met.
2. Time management and regular monitoring of staff performance and attendance to enable quality service delivery.
3. Quality report are provided and output are actioned in a timely manner.

Person Specification
In addition to an appropriate qualification (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience
1. Have good command in English ability to work with minimal supervision and willingness to work as a team.
2. Should have knowledge of the role of HR in a large organization
3. Experience working within a customer service delivery environment
4. Understanding of the relevant legislations governing terms and conditions of employment, OHS, industrial relations
5. Have Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**
1. Ability to maintain confidentiality.
2. Must have a high level of interpersonal skills to handle sensitive and confidential information.
3. Ability to establish excellent rapport with staff, employment applicants, and the general public.
4. Ability to work effectively with a variety of personalities and to interact and communicate with individuals at all levels of the organization
5. Ability to understand and carry out detailed written and oral instructions
6. Must be able to work in an environment with many interruptions and deadlines
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

**Personal Character & Eligibility:**
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Position Title: Clerical Officer
Salary Band: Band C
Salary: $12,081.69 - $15,489.35 per annum
Location: Nabouwalu Hospital
Unit/Division: Administration/ Corporate
Duration: 3 years
Reports to: Sub-Divisional Medical Officer
Subordinates: Government Wage Earners

Position Purpose
The position is responsible for the implementation of HR and financial issues at Nabouwalu Hospital.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. To carry out the duties of the position with efficiency and effectiveness.
2. Monitor all HR and Admin issues.
3. Updating Personal Files for GWE’s according to their leave,
4. Submit Absence and Late Arrival returns for the Sub Divisions
6. Ensure the availability of fuels, stores, stationeries, rations; gas and oxygen are in stock.
7. Issuing of LPO’s upon SDMO’s endorsement to local suppliers and following up on invoices for payments.
8. Updating of Commitment & Expenditure Ledgers,
9. Process payments for bills (Telecom/ FEA/ Water/ Local Suppliers etc. and any other services provided in the Sub Division.
10. Ensure that Board of Survey is carried out once a year.
11. Ensure regular updating of tally cards and registers is maintained.
12. Any other duties assigned by the Supervisor from time to time.

Key Performance Indicators
Performance will be measured through the following indicators:
1. All agreed Human resources and financial support services, function advice are delivered with timeframes and specific deadlines are met.
2. Time management and regular monitoring of staff performance and attendance to enable quality service delivery.
3. Quality report are provided and output are actioned in a timely manner.

Person Specification
In addition to a Form 7 pass (and equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:
Knowledge and Experience
1. At least 2 years’ experience in the similar field or equivalent.
2. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
3. Have sound knowledge of filing systems, information management;

Skills and Abilities
1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team
3. Excellent Communication skills
4. Ability to follow instructions and meet targets

Personal Character & Eligibility:
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Ministry of Health & Medical Services
Role Description

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<tr>
<th>Role:</th>
<th>Head of Pharmaceutical &amp; Biomedical Services</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band L</td>
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<tr>
<td>Salary Range:</td>
<td>$67,830.20 - $86,961.80 per annum</td>
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<tr>
<td>Location:</td>
<td>Fiji Pharmaceutical &amp; Biomedical Services</td>
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<tr>
<td>Unit/Division:</td>
<td>Pharmaceutical Division</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Reports to:</td>
<td>Permanent Secretary for Health &amp; Medical Services</td>
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<tr>
<td>Subordinates:</td>
<td>Chief Pharmacist, Senior Accountant, Principal Officers</td>
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Position Purpose
The Director role is to be responsible for the coordination of the procurement, warehouse and distribution function ensuring an effective, efficient and quality service to provide pharmaceutical products, medical supplies and medical equipment which are safe, good quality, effective and affordable.

Key Responsibilities
The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements:
1. To lead and maintain the effectiveness of the Procurement, Warehousing and Distribution operational activities with the appropriate use of the budget and other resources given.
2. Ensure the availability of standard essential medical supplies at all public health facilities within the given resources and framework.
3. Ensure the purchase and delivery of biomedical equipment and technology to support the delivery of health services throughout the country.
4. Contribute to the development of the MoHMS annual budget in relation to the purchase of pharmaceuticals, medical supplies and new and replacement biomedical technology.
5. Contribute to the development and implementation of national strategies and plans to procure new technology to support and enhance the delivery of healthcare.
6. Contribute to the development of the MoHMS Corporate & Strategic Plan.
7. Ensure that all business processes are in accordance with relevant regulations, policies and procedures.
8. Ensure and maintain good standard practices and professional standards in procurement, warehousing, and distribution operations.
9. Report on financial and operational outputs and activities to MoHMS, Boards and other UN agencies to which Fiji has given its commitment.
10. To maintain good cooperation with the other technical agencies such as the UN agencies, and Pacific Island Countries in enriching the successful implementation of the National Medicinal Products Policy.
11. Actively contribute to all corporate requirements of the ministry including but not limited to planning and budgeting.

Key Performance Indicators
Performance will be measured through the following indicators:
1. More than 90% availability of FPBS inventory items within the warehouse.
2. More than 80% availability of “tracer” products within nominated health facilities.
3. Wastage factor at FPBS warehouse is less than 3% of the annual inventory expenditure.
4. More than 95% execution of the Annual Procurement Plan.
5. Provision of services within FPBS operating budget.
6. Participation in all corporate activities of the Ministry as and when required.

**Person Specification**

In addition to Bachelor in Supply Chain and Logistics Management (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

**Knowledge and Experience**

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

**Skills and Abilities**

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

**Personal Character & Eligibility:**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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.