Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Biomedical Technical Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$22,528.74 - $28,883.00 per annum</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Biomedical Department</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital [2]/Labasa Hospital [1]</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Biomedical Officer In Charge, MS Lautoka Hospital &amp; MS Labasa Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Biomedical Technicians (Band E)</td>
</tr>
</tbody>
</table>

Overview of the Specific Area
The Biomedical Engineering Department Inspects, Installs, Repairs, Calibrates and provide Preventative Maintenance of General Biomedical Equipment’s across the Ministry of Health and Medical Services according to prescribed standards. The Department ensures the availability of functioning Biomedical Equipment’s across all Ministry of Health & Medical Services facilities. The Unit liaises closely with Clinical Management, technical support services, Hospital Management and Fiji Pharmaceutical and Biomedical Services for training, support and purchasing.

Position Purpose
The position performs a variety of routine tasks associated with the installation, service and calibration of a diverse range of Biomedical Equipment according to Australian Standards.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Assist in the completion of preventative maintenance for a diverse range of Biomedical Equipment according to prescribed standards and provide reports upon completion.
2. Install, repair and service a diverse range of Biomedical Equipment according to specifications and perform electrical safety tests on biomedical instruments using specialized test equipment.
3. Maintain all mandatory documentation from receiving, sending, dispatching, reporting and continuously updating of Biomedical Equipment Inventory Database.
4. Provide basic user training of healthcare staff in the use and care of biomedical equipment which includes operation demonstration and maintenance procedures.
5. Provide weekly reports on all assigned tasks to biomedical officer in charge.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Assigned preventative maintenance of biomedical equipment completed and reports submitted to biomedical officer in charge.
2. User training provided to healthcare staff and report provided to biomedical officer in charge.
3. Weekly reports on all assigned tasks submitted to biomedical officer in charge.

**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 Technician.

**Knowledge and Experience**
1. Have had at least 3 years’ experience and in understanding of electromechanical, electronic and equipment functions, operation and Safety.
2. Knowledge of email, database management, spreadsheet and word processor applications with understanding of work-related documents.
3. Understanding the Implication of new information for both current and future problem solving in technical and operation monitoring.
4. Knowledge of physiology, anatomy and medical terminology.

**Skills and Abilities**
1. Ability to read color codes on wiring and electrical components.
2. Ability to comprehend and follow both written and oral instructions.
3. Ability to work nights, weekends and holidays if necessary.
4. Ability to function in a sterile environment if necessary.
5. Ability to keep neat and accurate records.
6. Possess good health and character requirements.
7. Demonstrate ability to analyze and resolve problems in a resource constrained environment
8. Demonstrated ability to integrate and understanding of basic Schematics, components functions and circuit operations.
9. Ability to work effectively under pressure with people from various educational backgrounds.
10. Ability to improve their knowledge and skills on an ongoing basis. Must be willing to be multi-tasked trained.

**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

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<table>
<thead>
<tr>
<th>Role:</th>
<th>Medical Imaging Technologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
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<tr>
<td>Salary Step:</td>
<td>$22,528.74 - $28,883.00 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Sigatoka Hospital [1] &amp; Lautoka Hospital [1]</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Radiology /Western Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>SDMO Nadroga, Superintendent MIT Lautoka Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
The position is to support the clinical activities at Sigatoka Hospital through effective and efficient delivery of radiological services and is on standby after hours for emergency cases.

Key Responsibilities
The position will achieve its purpose through the following:
1. Performing requested examinations and its activities in line with departmental protocols, safety procedures and guidelines.
2. Responding to and performing after hour’s examination requests promptly.
3. Ensure that equipment is functioning and relevant consumables are available at all times.
4. Collect statistics for compiling and actively participates in quality improvement programs.
5. Actively contribute to the Ministry’s corporate requirements by attending staff meetings, conferences and workshops relevant to job role.

Key performance Indicator
Performance will be measured through the following indicators:
1. All activities under examinations are accurately recorded and performed on a scheduled time.
2. All after hour’s examinations are completed in a timely manner.
3. Timely collection of weekly and monthly statistics.
4. Equipment’s are functioning and consumables are available with timely reporting and quality improvement activities are implemented.

Person Specification
In addition to a Diploma or a Bachelor in Medical Imaging Science, registered and licenced under the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience
1. At least 2 years of technical working experience in General Radiography.
2. Good knowledge of Ultrasound examination protocols to be able to work unsupervised.
3. Knowledge of relevant laws and legislations applicable to Radiology safety practices

Skills and Abilities
1. Demonstrated ability to work effectively within a team environment.
2. Demonstrated organizational and communications skills to be able to work with people of diverse background.
3. Demonstrated ability to promote best use of resources and time to achieve work outcomes.
4. Demonstrated IT and Microsoft office skills to support the department operations.

Personal Character and Eligibility
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<table>
<thead>
<tr>
<th>Role:</th>
<th>Administrative Officer</th>
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<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>Lautoka Divisional Hospital</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Administration Unit, Western</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Hospital Administrator</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Executive Officer, 5 Clerks, Typist</td>
</tr>
</tbody>
</table>

Position Purpose
The position reports to the Medical Superintendent through the Hospital Administrator and provides administrative support and human resources functions.

Key Responsibilities
1. Admin/HR – Assist the HA in the planning and development of the Division’s HR budget proposal to ensure that it has the appropriate staff establishment to achieve the organisation’s objectives and also to ensure that effectiveness of services is maintained. Responsible for all matters pertaining HR in the facility. Oversee Registry responsibilities. Ensure all transfers and postings are processed and HQ notified. Monitor terms and condition of service. Provide professional administrative support over a range of functions, including preparing correspondence and reports and undertaking financial and records management functions, as directed.

2. IRD – Facilitate satisfactory standards of conduct and performance, to encourage improvements where appropriate and to ensure that cases of alleged misconduct, unacceptable performance or other acts or omissions considered by the government to warrant consideration of disciplinary action are dealt with consistently and fairly within reasonable timeframe. OHS registration, compliance and training.

3. Training – Coordinate trainings, workshops and study leave through the Training Committee.

4. AMU – Ensure board of survey is conducted annually. Supervisor of transport for the hospital, including ambulance services.

5. Post Processing – Coordinate and responsible for post processing of GWE vacancies to HQ. Ensure all appointments (new contract, renewal of contract, acting appointment etc) are processed in a timely manner.

6. Housekeeping – weekly hospital rounds inspection; ensure cleaning, mortuary and security services are provided without disruptions;

7. Timely submission of reports.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Provide policy advice and support services on human resources, finance, asset management & administrative functions to all staff in compliance with relevant legislations, policies and guidelines in a timely manner.
2. Timely submission of reports
3. Actively manage, monitor, assess and report on subordinate staff performance to enable business continuity, and the delivery of quality services, functions, and outcomes.
4. Actively contribute to the Ministry’s corporate requirements

**Person Specification**
In addition to University qualifications (or equivalent) relevant to management, human resource management or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

**Knowledge and Experience**
1. Understanding of disciplinary and grievance procedures, and ability to offer counseling and advice to staff on such matters.
2. Understanding of human resources management
3. Experience in the use of computers, office equipment and the Microsoft Office suite of software.
4. Have Good understanding of the Fijian Constitution 2013 and applicable laws of Fiji.

**Skills and Abilities**
1. Demonstrated ability to work independently, and in a team environment,
2. Proven ability to effectively supervise assigned staff, including allocating and monitoring work, and providing guidance, training and support in administrative processes and systems.
3. Proven ability to provide professional administrative support over a range of functions, including preparing correspondence and reports and undertaking financial and records management functions.
4. Possess excellent interpersonal and communications skills and a very good time management skills
5. 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

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<table>
<thead>
<tr>
<th>Position Title</th>
<th>Supervisor Higher Grade</th>
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<tbody>
<tr>
<td>Salary Band :</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
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<td>Duration :</td>
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<tr>
<td>Location:</td>
<td>Colonial War Memorial Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Hospital Administrator</td>
</tr>
</tbody>
</table>

Position Purpose

The Supervisor Higher Grade Hospital Services position supervises the priority planning, implementation and monitoring of staff in carrying out required tasks on maintenance, repair and servicing of equipment’s and related hospital services functions and projects of the CWM Hospital.

Key Responsibilities

The position will achieve its purpose through the following key duties:
1. Manage the operational implementation of the facility maintenance plan of the hospital in coordination with key stakeholders and Unit work programs.
2. Planning and scheduling of work to ensure proper distribution of assignments, equipment and staff individual implementation and performance duties.
3. Ensure timeline for projects/repairs are met through timely procurement process and addressing of the projects.
4. Consult/inspect maintenance requirement in the Hospitals, Estimate time, material and related costing’s for assigned work to facilitate task.
5. Implementation of preventative maintenance programs on mechanical and medical equipment (Generators, Autoclaves, Compressors, Suction pumps, etc)
6. Provide reports to management on projects and small works.
7. Manage staff performance and administer Unit deliverables.

Key Performance Indicator

Performance will be measured through the following indicators:
1. To organize and conduct daily meetings with leading hands to monitor repair works progress with leading hands.
2. Providing updates to be recorded on whiteboard against the listed job sheet request listed.
3. Organize, implementation and monitor daily ward rounds maintenance and monitor and assist wherever required.
4. Carry out daily meetings with leading hands to discuss the progress and provide updates of repair work carried out

Person Specification
In addition to a Diploma in Mechanical Engineering and or trade certificate in Electrical and Building/Structural, the following knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Supervisor Higher Grade – Hospital Services.

**Knowledge and Experience**
1. Experience and knowledge in Planning, Instructing, Implementing and monitoring installation, maintenance and repair of Mechanical, Electrical Equipment and apparatus.
2. Understand plumbing and building structure and principles
3. Experience of at least five [5] years in a Supervisory or Leadership role.

**Skills and Abilities**
1. Ability to interpret Engineering drawings, computer literate and understand steam work principle.
2. Effective Oral and Written Communication skills.
3. Ability to identify and utilise resources effectively and responsibly.
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Good organisation skills.
6. Ability to work in multiple functional areas.

**Personal Character and Eligibility**
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<table>
<thead>
<tr>
<th>Role:</th>
<th>Foreman</th>
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<tbody>
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<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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<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
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<tr>
<td>Reports to:</td>
<td>Supervisor High Grade</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Leading Hands and Hospital Services staff</td>
</tr>
</tbody>
</table>

Position Purpose
The position is responsible for executing, monitoring, controlling and reporting on the Hospital Services Maintenance work assigned by the Supervisor Higher Grade.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Assign and supervise daily schedules of the Hospital Services Maintenance team work.
2. Oversee the management of the Hospital Services store and arrange for timely procurement of materials.
3. Monitor the implementation of the maintenance and services plan for the Hospital facilities.
4. Report on the physical progress of the maintenance and the minor work in the hospital.
5. Inspect all mechanical plants equipment periodically to determine maintenance and replacement needs.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Timely completion of work within budget and according to quality, standards and correct specifications.
2. Timely ordering of workshop materials so that there is no lapse in any further repairs when need arises.
3. Timely submission of work progress reports.
4. Full compliance to OHS requirements and policy.
5. Timely submission of weekly maintenance report;

Person Specification
In addition to a Trade certificate in Mechanical Engineering / Construction / Plumbing/ Carpentry (or equivalent) and completion of a front line supervision course, the following Knowledge, Experience, Skills and Abilities are sought to successfully undertake this role:

Knowledge and Experience
1. At least 3 years’ experience in the relevant field.
2. Practical knowledge of work estimates, reports and procurements.
3. Working and practical knowledge in general construction works/mechanical engineering and its statutory requirements.

Skills and Abilities
1. Strong interpersonal and good command of communication skills with service orientated approach
2. Sound possession leadership skills, physical fitness and agility.
3. Demonstrate the ability to repair and carry out maintenance work.
4. Time Management, analytical and problem solving skills.
5. The incumbent must be a team player, able to motivate, train staff and capable of meeting strict deadlines.
6. Ability to work with less supervision and with high level of accuracy.

Personal Character and Eligibility
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Position Purpose
The position is to provide assistance to the Nursing and other clinical staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning and errands as required.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Ensure that sufficient supply of oxygen/ medical air is available in the ward at all times.
2. Assist stores and BOC gases in the storage of oxygen/ medical air and also keep the area clean at all times.
3. Take patients for x-ray, CT scan and when required by the wards accompanied by the nurse.
4. Transfer patients from helipad, theatre, Emergency into the wards accompanied by a nurse.
5. Take specimens and samples to the lab.
6. Transferring dead bodies from the wards and ED to the morgue.
7. Deliver daily report books, time books to the responsible supervisors.
8. Deliver food trolleys to all wards from kitchen on time and return clean food trolley.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient’s safety.
3. Assign task is completed within timeline.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

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

Knowledge and Experience
1. Experience and have knowledge of care giving in assisting the provision of patient care.
2. Understanding of OHS policy.
3. Have the knowledge of the GWE working conditions 1988
4. Understand the legal and ethical issues with regard to patient care and patient information

**Skills and Abilities**
1. Good Communication skills
2. Good command of English - written or oral.
3. Demonstrate the ability to effectively work within a team, with less supervision.
4. Demonstrate the ability to work under pressure in a resource constrained environment.
5. Service and customer-oriented approach, with a commitment to assist the nurses at workplace.
6. Perform and assist the nurse in the provision of all daily living activities with confidence and competence.
7. Performs with expectation to the duties assigned as stipulated

**Personal Character and Eligibility**
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Role Description

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<thead>
<tr>
<th>Role:</th>
<th>Hospital Attendant</th>
</tr>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary Range:</td>
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<tr>
<td>Location:</td>
<td>CWM Hospital</td>
</tr>
<tr>
<td>Unit/ Division:</td>
<td>Hospital Support Services</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Report To:</td>
<td>Deputy Director of Nursing</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>NIL</td>
</tr>
</tbody>
</table>

Position Purpose
The position is to provide assistance to the Nursing and other clinical staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning and errands as required.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Ensure that sufficient supply of oxygen/medical air is available in the ward at all times.
2. Assist stores and BOC gases in the storage of oxygen/medical air and also keep the area clean at all times.
3. Take patients for x-ray, CT scan and when required by the wards accompanied by the nurse.
4. Transfer patients from helipad, theatre, Emergency into the wards accompanied by a nurse.
5. Take specimens and samples to the lab.
6. Transferring dead bodies from the wards and ED to the morgue.
7. Deliver daily report books, time books to the responsible supervisors.
8. Deliver food trolleys to all wards from kitchen on time and return clean food trolley.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient’s safety.
3. Assign task is completed within timeline.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

Person Specification
In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. Experience in a similar work environment.
2. Experience in care giving assistance to patients.
3. Understanding of Occupational Health & Safety and Infection Control Policy
4. Fair understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities
1. Ability to plan and organize work on a daily basis
2. Ability to effectively work within a team, with less supervision.
3. Ability to communicate in both verbal and written.
4. Service and customer-oriented approach, with a commitment to assist at workplace as and when required.

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<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>Labasa Hospital</td>
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<tr>
<td>Unit/ Division:</td>
<td>Hospital Support Services</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Report To:</td>
<td>Deputy Director of Nursing</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>NIL</td>
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Position Purpose
The position is to provide assistance to the Nursing and other clinical staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning and errands as required.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Ensure that sufficient supply of oxygen/medical air is available in the ward at all times.
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Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient’s safety.
3. Assign task is completed within timeline.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

Person Specification
In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. Experience in a similar work environment.
2. Experience in care giving assistance to patients.
3. Understanding of Occupational Health & Safety and Infection Control Policy
4. Fair understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities
1. Ability to plan and organize work on a daily basis
2. Ability to effectively work within a team, with less supervision.
3. Ability to communicate in both verbal and written.
4. Service and customer-oriented approach, with a commitment to assist at workplace as and when required.

Personal Character & Eligibility:
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<td>$4.60 - $5.90 per hour</td>
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<td>Location:</td>
<td>Lautoka Hospital</td>
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<tr>
<td>Unit/ Division:</td>
<td>Hospital Support Services</td>
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<tr>
<td>Duration:</td>
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The position is to provide assistance to the Nursing and other clinical staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning and errands as required.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Ensure that sufficient supply of oxygen/medical air is available in the ward at all times.
2. Assist stores and BOC gases in the storage of oxygen/medical air and also keep the area clean at all times.
3. Take patients for x-ray, CT scan and when required by the wards accompanied by the nurse.
4. Transfer patients from helipad, theatre, Emergency into the wards accompanied by a nurse.
5. Take specimens and samples to the lab.
6. Transferring dead bodies from the wards and ED to the morgue.
7. Deliver daily report books, time books to the responsible supervisors.
8. Deliver food trolleys to all wards from kitchen on time and return clean food trolley.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient’s safety.
3. Assign task is completed within timeline.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

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

Knowledge and Experience
1. Experience in a similar work environment.
2. Experience in care giving assistance to patients
3. Understanding of Occupational Health & Safety and Infection Control Policy
4. Fair understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities
1. Ability to plan and organize work on a daily basis
2. Ability to effectively work within a team, with less supervision.
3. Ability to communicate in both verbal and written.
4. Service and customer-oriented approach, with a commitment to assist at workplace as and when required.

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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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Lab Attendant</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>Pathology Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laboratory Superintendent, Consultant Pathologist</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
The position provides support and logistic assistance to the Laboratory technical team.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Autoclaving of all microbiological specimens and cultures before disposal.
2. Delivery of hospital supplies and courier consignments from hospital and pharmacy stores.
3. Assist in post mortem procedures, cleaning of post mortem room to infection control standards and ensure necessary supplies are timely forecasted.
4. Assist with stock take of laboratory supplies as and when required, assist with board of survey.
5. Washing, drying and proper labelling of all different types of laboratory containers.
6. Ensure all stock related documents are properly filed and stock cards updated on a timely bases.
7. Cleaning, organisation and management of all laboratory storage areas.
8. Manage Laboratory Reception area and other duties when required.

Key Performance Indicator
Performance will be measured through the following indicators:
1. Manage and maintain an effective and efficient records management system to ensure timely access of documents.
2. All services are delivered within agreed timeframes, and compliant with relevant processes and policies.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

Person Specification
In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
Experience in a similar work environment
Knowledge of Occupational Health & Safety
Basic knowledge of record and stock management
Basic knowledge of receptive applicable laws of Fiji.

Skills and Abilities
1. Ability to meet deadlines and work in a team with minimum supervision
2. Good interpersonal and communication skills
3. Ability to
4. Customer focus approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility:
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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>Korolevu Health Centre</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Corporate Services/ Western Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clerical Officer/ Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

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

Key Responsibilities
1. Ensure the removal and disposal of waste from the hospital premises in compliance with OHS standards;
2. Ensure the beautification of the health facility and quarters are maintained
3. Ensure that all equipment/tools are well serviced and maintained
4. Ensure to clean and maintain the surrounding of the health facility;
5. Actively contribute to the ministry’s corporate functions and activities.

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

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

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

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

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Recorder</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>
</tr>
<tr>
<td>Location:</td>
<td>Nadi Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 Years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Medical Records Department/ Western Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer/Clerical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
The primary role of this position is to be responsible for organizes data for patient medical records, review medical records and patient health information for accuracy and completeness in a hospital setting, ward and clinical environment.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities:
2. Create records for new patients and computer index and maintain filing statistics
3. Provide customer care service and responding to customer queries.
4. Facilitate the distribution and retrieval of patient folders and laboratory reports to/from responsible medical officers;
5. Request relevant information from various departments as required by medical officers
6. Actively contribute to the Ministry corporate activities

Key Performance Indicators
Performance will be measured through the following indicators:
1. Patient records are updated on a regular basis.
2. Filing index and statistics are well maintained
3. Efficient distribution and retrieval of patient folders and the proper filing of folders as per filing system
4. Actively contribute to the Ministry corporate activities as and when required.

Person Specification
In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. Working knowledge of Medical Records and Patient Information in a clinical setting or similar environment
2. Experience with basic computer skills such as Microsoft Office
3. Basic understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Sound administrative skills including the ability to communicate effectively
2. Ability to effectively work within a team;
3. Ability to act appropriately with matters of confidentiality
4. Able to effectively and sensitively manage complaints.
5. Customer focused approach with commitment to supporting the operational goals of the organization

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

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Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Packer</th>
</tr>
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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>Fiji Pharmaceutical &amp; Biomedical Services, Vatuwaqa</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Warehouse</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Warehouse Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
The position ensures that all pharmaceuticals, consumables and equipment are packed in accordance with packing procedures and standards in a timely manner.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities:
1. Facilitate and process orders received from respective health facilities in accordance with standard operating procedures.
2. Certify that all items received from the Bulk, Issue Stores, Cooler Room correct and items are entered in the respective card with the correct details.
3. Ensure that all cartons are properly labeled, carton numbered, name of customer, picking slip number and other details are stated on top of the carton.
4. Ensure that all cartons ready for distribution have the “Sealed Stickers” this is a must and shall be followed at all times.
5. Should notify Warehouse Manager or Supervisor if the items chosen are wrong or does not match with the quantity or batch as per the Picking Slip.
6. Assist with the delivery of items from the warehouse to the respective health facility.
7. Assist in the receivable of consignment from Fiji Procurement Office, Airport or through the Receipts Department.
8. Actively participate in all corporate activities of the ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. All orders are accurately filled and picked, within the agreed timeframes and compliant to Good Warehouse Practice and Occupational Health & Safety standards.
2. Accuracy of Physical Stock, Stocks Card and Inventory System are maintained in accordance with Standard procedures and within the agreed timeline.
3. All complaints and discrepancies are addressed within the allocated timeframe.
4. Participate in the corporate activities of the Ministry as and when required.
Person Specification
In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Experience in a similar work environment
2. Knowledge and understanding of packing procedures and techniques in handling delicate and hazardous substances
3. An understanding of occupational health and safety at the workplace for a safe work environment.
4. Experience in ensuring products meet standard requirements and can identify defects.

Skills and Abilities
1. Attention for detail with the ability to ensure that items ordered for are complete, and correct.
2. Ability to communicate effectively both verbally and written
3. Demonstrated ability to effectively work within a team,
4. Ability to follow organization safety rules and procedures and encourage others
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

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

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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>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Colonial War Memorial Hospital</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Transport</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
The position ensures the safe transportation of staff and patients from one facility to another.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Maintain Cleanliness of the vehicle at all times;
2. Use Motor Vehicle for Official purposes upon instructions from supervisor
3. Drive Motor Vehicle safely in accordance with all traffic laws and regulations of Land Transport Act or Fiji Police Force;
4. Complete and submit the daily running sheet for every trip taken, and submit to the respective Transport Officer at the end of the day for review and verification;
5. Take responsibility of the Motor Vehicle maintenance and regular servicing in consultation with the respective Transport Officer on:
   a. Oil, fuel and lubrication service;
   b. Tyre, battery and air conditioning servicing;
   c. Motor Vehicle washing and cleaning;
   d. Daily checks of vehicle tools, spare tyres
6. Efficiently report all minor or major accident to the vehicle under your care using the standard vehicle accident report form.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure that vehicle, are in good running condition (clean, water, oil are sufficient) before moving the vehicle
2. Hospital runs are well planned;
3. Running sheets & fuel receipts, are submitted on daily basis;
4. Defects are reported and addressed in a given timeframe;

Person Specification
In addition to the completion of Secondary School Education or similar, along with a Group 2,4 & 6 Driving License, a valid Certificate of Defensive Driving Course, 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 of vehicle maintenance
3. Well versed with road Regulations and Acts;
4. Basic knowledge of receptive applicable laws of Fiji.

**Skills and Abilities**
1. Ability to drive safely and effectively
2. Good communication skills in both verbal and written
3. Ability to work effectively with a team
4. Time management skills
5. Ability to work as a team

**Personal Character and Eligibility**
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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Clerical Officer</th>
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<tbody>
<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>Savusavu Hospital</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Human Resources/Northern Health Services</td>
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<tr>
<td>Reports to:</td>
<td>Executive Officer, Savusavu</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Government Wage Earners</td>
</tr>
</tbody>
</table>

Position Purpose
The position manages and provides support in matters of human resources and financial functions of the Sub Divisional & Divisional Office to enable the delivery of quality and timely services.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Provide Human Resources & Finance Support and advice to the SDMO.
2. Ensure that the support staff are performing and that all delegated duties are met.
3. Identify and coordinate all maintenance and stores requirements and activities.
4. Organise and arrange all logistic.
6. Actively contribute to Ministry requirements including planning budgeting selection activities when required.

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 Form 7 pass education qualifications (or equivalent); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience
2. Experience in handling great number of staff and be able to work under pressure.
3. Knowledge and understanding of handling officer’s complaints and queries.
4. Advance knowledge of computer programs, specifically Word and Excel. Access and Power point would be an advantage.
5. Contribute to the overall service of the unit by ensuring that opportunities for continues improvement are identified and addressed
6. A quality customer service focus is applied to all interactions with both internal/external customers
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Ability to analyse and contribute to solutions to complex problems in a resource constrained environment.
2. Service Oriented approach with a commitment to supporting the human resources unit.
3. Demonstrated ability to effectively work within a team;
4. An excellent written and verbal communications skill
5. Ability to act appropriately with matters of confidentiality
6. Demonstrate ability to formulate official reports efficiently and effectively.

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

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Accounts Officer Ledgers (HQ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$22,258.74 - $28,883.00 per annum</td>
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<tr>
<td>Location:</td>
<td>Headquarters</td>
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<tr>
<td>Unit/Division:</td>
<td>Accounts Unit/ Corporate</td>
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<tr>
<td>Reports to:</td>
<td>Senior Accounts Officer</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 Accounts Departments of Ministry of Health & Medical Services (HQ). Ensure commitment and compliance to good financial practises to enable the efficient and effective Operations of the financial Services 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:
1. Ensure timely processing of all payments in accordance to the financial practises.
2. Ensure timely preparation and submission of RIE’s.
3. Ensure released funds are correctly upload expensed and reported.
4. Oversee the efficient and effective management of the operations of financial services in the section ensuring staffs meeting the deadlines.
5. Provide timely and expert advice on all financial matters to the Senior Management.
6. Ensure all financial reports and reconciliations are timely submitted to senior managers for decision making.
7. Ensure adherence and guidance to policies, finance instructions.
8. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

Key Performance Indicators
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:
1. Effectively to provide financial services to the internal and external clients.
2. Provide timely advice to management on financial activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.
3. Timely & effective management of the unit’s performance to enable business continuity, and delivery of services.
Person Specification
In addition to an appropriate qualification, the following Knowledge, Experience, Skills and Abilities are required for the role.

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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