Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Deputy Director of Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band I</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$43,296.53 - $55,508.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Division:</td>
<td>Nursing Administration</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director of Nursing</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Other members of MOHMS leadership team, senior health service managers and</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nurse Unit Managers/Team Leaders/Registered Nurses</td>
</tr>
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</table>

Position Purpose

The position oversees the Human Resource management of Labasa Hospital Nursing workforce and their practice in the hospital, that all applicable policies, clinical practice guidelines and Standards are met.

Key Responsibilities

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

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

Key Performance Indicators

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

**Person Specification**
In addition to a Bachelor of Nursing with post graduate certificate and diploma in Midwifery or public health nursing is essential, management or other post graduate studies relevant to nursing. The following Knowledge, Experience, Skills and abilities required to successfully undertake this role.

**Knowledge and Experience**
1. Has strong Leadership experience relevant to the position and worked as a Nurse Unit Manager in for at least 5 years
2. Has practical working knowledge on the PSC Code of Conduct and the applicable legislation or policies/procedures with regards to the Nursing Decree (2011), HIV Decree, Child Welfare Decree and Mental Health Decree.
3. Understanding of teams and how to work within a high performing team.
4. Knowledge and understanding of relevant guideline, Disciplinary and Open Merit Guidelines and the Registered Nurses Scope of Practice.

**Skills and Abilities**
1. Proven management experience and ability to effectively manage a medium size workforce to a professional standard reflecting the MOHMS values.
2. Demonstrated ability to analyses and contribute to solutions to complex problems, in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational/corporate environment and values of the MOHMS.
4. Capacity to utilize computer programs to support the operations of the organization.
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.
6. Demonstrated ability to maintain confidentiality.

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

<table>
<thead>
<tr>
<th>Role:</th>
<th>Clinical Nurse Educator</th>
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<td>Salary Band:</td>
<td>Band H</td>
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<tr>
<td>Salary Range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Report To:</td>
<td>Director of Nursing</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>NUM's, Team Leaders, Registered Nurses, Ward attendants Orderlies</td>
</tr>
</tbody>
</table>

Position Purpose

The position facilitates the planning, implementation and evaluation of learning and development training programs for Registered Nurses.

Key Responsibilities

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

1. Develop and facilitates the implementation of the Nursing Division Training Plan
2. Undertake assessments of clinical competencies and establish audit and quality improvement programs
3. Provide effective reports on training and staff development activities and outcomes, along with recommendations for improvements and future programs.
4. Manage the training resources/equipment so as to ensure that key deadlines are met.
5. Ensure training and development activities are integrated with staff performance management systems and complement succession planning
6. Actively contribute to all clinical requirements of the Ministry including planning, budgeting and human resource activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Training and Staff development plans aligned with midwifery core skills are implemented and evaluated within agreed timeframes
2. The quarterly and annual training report are submitted within the timeframe detailing the return on investment and core learning outcomes achieved across the maternity unit.
3. Policy and procedures for staff development and training are implemented, monitored and reviewed and aligned with the 2018 Civil Service Learning & Development Guideline.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectation.
Person Specification
In addition to a Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. Moreover, a formal qualification in adult teaching is desirable. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Proven experience and working knowledge in all aspects of Nursing
2. An understanding of adult learning principles and methods of evaluating training programs.
3. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the Constitution of Fiji and applicable employment legislations and Acts

Skills and Abilities
1. Ability to conduct training needs analysis, evaluate training programs and compile a training plan.
2. Ability to make professional and timely clinical judgment and decisions
3. Excellent report writing and the ability to communicate effectively
4. Capacity to utilize computer programs to support the operations of the unit;
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.

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Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Nurse Unit Manager Shift Supervisor</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
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<tr>
<td>Salary Range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Report To:</td>
<td>Director of Nursing Labasa Hospital</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Team Leader, Registered Nurse, Enrolled Nurse, Ward Assistants</td>
</tr>
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</table>

Position Purpose

The purpose of this position is to manage staff and resources of the nursing department after hours. Hence, this position is responsible for after-hours operational management of the inpatient beds and patient flow related functions for the hospital to ensure a safe and effective flow of inpatient admission throughout the hospital and aims to balance the access demand.

Key Responsibilities

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

1. Management of in-patient beds and coordinates with other ward supervisors to organize transfers accordingly whether internally or externally.
2. Oversee all ward rosters after hours and monitor staff attendance and performance to ensure provision of quality nursing care.
3. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, health care associated infection, risk management and critical incident reporting.
4. Provide overall clinical supervision and guidance for all nurses for different patient conditions and supervise documentation and management of care.
5. Ensures effective records management and documentation including nursing care plans is updated as per guideline/policy.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

**Person Specification**
A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. At least 5 years of general ward shift supervision practical experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct
3. Has sound knowledge and competence on the Mega code or basic life support training, acute
4. Medical and Surgical nursing experience, and accident and emergency experience.
5. Has broad knowledge and experience on quality improvement systems and their implementation.
6. An understanding of the Constitution of Fiji and applicable employment legislations and Acts.

**Skills and Abilities**
1. Proven management experience and ability to effectively manage a ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgment and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilize computer programs to support the operations of the unit.
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization

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

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Position Purpose
The purpose of this position to ensure the delivery of the highest standard of patient care which is clinically effective in a manner which respects people's dignity, and privacy in a safe environment.

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

1. Provide clinical leadership and manage nurses in the Operating Theatre and act as a resource person to advice, educate and support nurses as per business plan, policies, and guidelines within the nursing scope of practice.

2. Coordinate the efficient and effective management of the department and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.

3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.

4. Effectively procure and manage resources and the environment of care

5. Ensure effective records management including the regular update of Patient Information System CPATIS) and documentation of nursing care plans.

6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities.
Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (CPATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional Development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

Person Specification

In addition to a Diploma in Nursing or equivalent with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years’ experience in Operating theatre
2. Proven experience and comprehensive understanding of the operating theatre and registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Mega code or basic life support training, acute Medical and Surgical nursing experience.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
5. An understanding of the Constitution of Fiji and applicable employment legislations and Acts.

Skills and Abilities

1. Proven management experience and ability to effectively manage a ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgment and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilize computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

Personal Character and Eligibility

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

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Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Sub Divisional Nursing Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td>Band H</td>
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<tr>
<td>Salary Range</td>
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<tr>
<td>Location</td>
<td>Vunisea Health Centre</td>
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<tr>
<td>Unit/Division</td>
<td>Community Health Nursing / Eastern</td>
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<tr>
<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Reports To</td>
<td>Sub Divisional Medical Officer / Divisional Health Sister Eastern</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Community Health Nurses, Community Health Workers</td>
</tr>
</tbody>
</table>

Position Purpose
The major focus of the Sub-divisional Health Sister is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management and to ensure the delivery of quality nursing services at the health centres, nursing station, hub centres, community settings and sub-divisional hospitals.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities:
1. Participate in the development of Sub-divisional Business Plan and develop a Sub-divisional Nursing Business Plan. Consult with SDMO on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standards of practice.
2. Coordinate and assist the In Service Training officer in facilitating In service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
3. Oversee/Supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationeries and stores in all health facilities.
4. Monitor accuracy, quality, relevancy and timely submission of reports from all Nurses and nursing supervisors and collate, compile, and submit quarter and Annual Sub Divisional Hospital and Community Health nursing reports to DMO and DON.
5. Conduct Annual Performance, Competency Assessment for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
6. Orientation of all new staffs/coaching to all new and also other staffs as required.
7. Supervisory visits to all health facilities for monitoring and follow up of staffs.

Key Performance Indicators
Performance will be measured through the following indicators:
1. 90 % of the Sub – divisions achieves 80% of their business and in house training plan for nurses and community health workers.
2. Minimal stock outs of all items (drugs, vaccines and consumables) experienced at the sub-divisional level.
3. 90% of monthly, quarterly and annual reports received on the prescribed timely basis at the sub-
divisional level.
4. 90% of the sub-divisional Community Health Nurses are assessed through Community Health Nursing Competency Standard Assessment and Annual Performance Assessment (APA) annually and submitted.

**Person Specification**
In addition to a Post Graduate Certificate or Diploma in both Public Health and Midwifery or equivalent, valid annual practicing License and registered as a general nurse or midwifery under the Fiji Nursing Council. The following knowledge, experience, skills, and abilities are required to successfully undertake this role.

**Knowledge and Experience**
1. Ten (10) years of nursing experiences with advanced nursing assessment skills and three (3) years of exposure in the position.
2. Certified in IMCI/ Blue Book /NCD Toolkit Trained/ inventory Management Trained/ Pap smear trained / Mental Health Gap/ TB Trained/ Family Health Trained/ EPI trained
3. Knowledge of modern trends in disease patterns, re-emerging diseases and their Treatment and contemporary issues in community health nursing.
4. Knowledge and understanding of the primary health care and health promotion Concepts.
5. Experience in nursing supervisory role or similar working environment
6. Experience in working as a team

**Skills and Abilities**
1. Experience in planning, designing and delivering training
2. Good communication (Written & Spoken) and presentation skills
3. Ability to coach and empower team members
4. Ability to manage resources and monitor subordinate performance.
5. Ability to work effectively in a resource constraint environment

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

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Ministry of Health & Medical Services

Role Description

**Corporate Information**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Sub Divisional Nursing Manager</th>
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<tr>
<td>Salary Band:</td>
<td>Band H</td>
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<tr>
<td>Salary Range:</td>
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<td>Rotuma Hospital</td>
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<td>Unit/Division:</td>
<td>Community Health Nursing / Eastern</td>
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<td>Duration:</td>
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<tr>
<td>Reports To:</td>
<td>Sub Divisional Medical Officer / Divisional Health Sister Eastern</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Community Health Nurses, Community Health Workers</td>
</tr>
</tbody>
</table>

**Position Purpose**

The purpose of this position is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management and to ensure the delivery of quality nursing services at the health centres, nursing station, hub centres, community settings and sub-divisional hospitals.

**Key Performance Indicators**

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

1. 90% of the Sub-division achieves 80% of their business and in house training plan for nurses and community health workers.
2. Minimal stock outs of all items (drugs, vaccines and consumables) experienced at the sub-divisional level.
3. 90% of monthly, quarterly and annual reports received on the prescribed timely basis at the sub-divisional level.
4. 90% of the sub-divisional Community Health Nurses are assessed through Community Health Nursing Competency Standard Assessment and Annual Performance Assessment (APA) annually and submitted.

**Key Responsibilities**

Performance will be measured through the following indicators:

1. Participate in the development of Sub-divisional Business Plan and develop a Sub-divisional Nursing Business Plan. Consult with SDMO on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standards of practice.
2. Coordinate and assist the In Service Training officer in facilitating In service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
3. Oversee/Supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationeries and stores in all health facilities.
4. Monitor accuracy, quality, relevancy and timely submission of reports from all Nurses and nursing supervisors and collate, compile, and submit quarter and Annual Sub Divisional Hospital and Community Health nursing reports to DMO and DON.
5. Conduct Annual Performance, Competency Assessment for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
   Orientation of all new staffs/coaching to all new and also other staffs as required.
6. Supervisory visits to all health facilities for monitoring and follow up of staffs.

Person Specification
In addition to a Post Graduate Certificate or Diploma in both Public Health and Midwifery or equivalent. A valid annual practicing License and registered as a general nurse or midwifery under the Fiji Nursing Council and the following knowledge, experience, skills, and abilities are required to successfully undertake this role.

Knowledge and Experience
1. Ten (10) years of nursing experiences with advanced nursing assessment skills and three (3) years of exposure in the position.
2. Certified in IMCI/ Blue Book /NCD Toolkit Trained/ inventory Management Trained/ Pap smear trained / Mental Health Gap/ TB Trained/ Family Health Trained/ EPI trained
3. Knowledge of modern trends in disease patterns, re-emerging diseases and their Treatment and contemporary issues in community health nursing.
4. Knowledge and understanding of the primary health care and health promotion Concepts.
5. Experience in nursing supervisory role or similar working environment
6. Experience in working as a team

Skills and Abilities
1. Experience in planning, designing and delivering training
2. Good communication (Written & Spoken) and presentation skills
3. Ability to coach and empower team members
4. Ability to manage resources and monitor subordinate performance.
5. Ability to work effectively in a resource constraint environment

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

Position Purpose
The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health and Medical Services.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Leads the process to develop, support, implement, monitor and evaluate the nursing business plans to ensure public health nursing services are provided to meet expected targets and outcomes of the mission and vision of the Division and Ministry of Health & Medical Services.
2. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.
3. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, management of team members performances.
4. Organize staff development and deployment.
5. Maintain proper recording and reporting system.
6. Promote and maintain an effective and efficient management of drugs, Vaccine, equipment and stores.
7. Collaborate with community stakeholders and facilitate Outreach programs and support the implementation of health promotion Activities.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure reports are submitted with agreed times frames and meet the standard reporting requirements including analysis of data and any recommendations for improvement.
2. Effective and timely management and regular monitoring of team members’ performances and attendance to enable business continuity and delivery of quality service.
3. Maintain effective and efficient management of equipment, drugs, vaccines, stores and infrastructure.
4. Ensure 95% coverage of Immunization through effective and efficient EPI program (Expanded immunization Program with regards to availability and accessibility of safe and potent vaccines).
**Person Specification**
In addition to a Diploma in Nursing and Post Graduate Certificate in Public Health Nursing or equivalent, registered with a valid annual practicing License with the Fiji Nursing Council, the following knowledge, Experience, skills and abilities are required for the successful performance of the role of the position.

**Knowledge and Experience**
1. Five (5) years of Public health nursing experiences with advanced nursing assessment skills with the following list of training: IMCII Foot Assessment/ PLSIBlue Book! NCD Toolkit Trained /inventory Management Trained! Pap smear /MH Gapl TB Trained/ Family Health Trained EPI
2. Knowledge of primary health care and health promotion concepts
3. Experience in nursing core competencies in the clinic and Community Health related activities
4. Understanding of need for staff development via training and approaches to effective staff management
5. Experience in supervisory role in a nursing environment or similar
6. Understanding the Nursing Decree 2011 in conjunction with the Fijian constitution 2013.

**Skills and Abilities**
1. Effective nursing development core competencies skills, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Supervisory, Counselling and coaching skills
5. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the MOH &MS organisation.
6. Demonstrated ability to maintain confidentiality within and outside the organization.
7. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.

**Personal Character and Eligibility**
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
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MOHMS 186/2020

Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Team Leader Public Health</th>
</tr>
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<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
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</tr>
<tr>
<td>Location:</td>
<td>Labasa Health Centre</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Report To:</td>
<td>Sub Divisional Nursing Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses</td>
</tr>
</tbody>
</table>

Position Purpose
The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health and Medical Services.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities:
1. Leads the process to develop, support, implement, monitor and evaluate the nursing business plans to ensure public health nursing services are provided to meet expected targets and outcomes of the mission and vision of the Division and Ministry of Health & Medical Services.
2. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.
3. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, management of team members performances.
4. Organize staff development and deployment.
5. Maintain proper recording and reporting system.
6. Promote and maintain an effective and efficient management of drugs, Vaccine, equipment and stores.
7. Collaborate with community stakeholders and facilitate Outreach programs and support the implementation of health promotion Activities.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Ensure reports are submitted with agreed times frames and meet the standard reporting requirements including analysis of data and any recommendations for improvement.
2. Effective and timely management and regular monitoring of team members’ performances and attendance to enable business continuity and delivery of quality service.
3. Maintain effective and efficient management of equipment, drugs, vaccines, stores and infrastructure.
4. Ensure 95% coverage of Immunization through effective and efficient EPI program.
(Expanded immunization Program with regards to availability and accessibility of safe and potent vaccines).

**Person Specification**
In addition to a Diploma in Nursing and Post Graduate Certificate in Public Health Nursing or equivalent, registered with a valid annual practicing License with the Fiji Nursing Council, the following knowledge, Experience, skills and abilities are required for the successful performance of the role of the position.

**Knowledge and Experience**
1. Five (5) years of Public health nursing experiences with advanced nursing assessment skills with the following list of training: IMCII Foot Assessment/ PLSI Blue Book! NCD Toolkit Trained / inventory Management Trained! Pap smear / MH Gapl TB Trained/ Family Health Trained EPI
2. Knowledge of primary health care and health promotion concepts
3. Experience in nursing core competencies in the clinic and Community Health related activities
4. Understanding of need for staff development via training and approaches to effective staff management
5. Experience in supervisory role in a nursing environment or similar
6. Understanding the Nursing Decree 2011 in conjunction with the Fijian constitution 2013.

**Skills and Abilities**
1. Effective nursing development core competencies skills, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Supervisory, Counselling and coaching skills
5. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the MOH &MS organisation.
6. Demonstrated ability to maintain confidentiality within and outside the organization.
7. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.

**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>Position Title:</th>
<th>Technical Officer Higher Grade - Histology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital</td>
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<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
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<tr>
<td>Duration</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laboratory Superintendent</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Clinical team, Quality Manager, Laboratory Supervising Technical Officer, Laboratory Logistic Coordinator (FPBS)</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Technical Officer, Laboratory Assistant</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of this position is for efficient and effective management and deliverance of timely Histology Laboratory services that support the Fiji Health System and Ministry objectives.

Key Responsibilities
The position will achieve its purpose through the following:
1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Histology Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator
Performance will be measured through the following indicators:
1. Quality results and Histology services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP’s; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
**Person Specification**
In addition to a Bachelor in Medical Laboratory Science the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. Vast work experience in a Medical Laboratory with similar work experience in Histology technical work;
2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

**Skills and Abilities**
1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and 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.
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Technical Officer Higher Grade - Haematology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
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<tr>
<td>Salary Range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
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<td>Location:</td>
<td>CWM Hospital</td>
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<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory/Central</td>
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<td>Duration:</td>
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<tr>
<td>Reports to:</td>
<td>Laboratory Superintendent</td>
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<tr>
<td>Liaises with:</td>
<td>Clinical team, Quality Manager, Laboratory Supervising Technical Officer, Laboratory Logistic Coordinator (FPBS)</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Technical Officer, Laboratory Assistant</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of this position is for efficient and effective management and deliverance of timely Haematology results that support the Fiji Health System and Ministry objectives.

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

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated.
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities.
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Haematology Section.
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

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

1. Quality results and Haematology services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP’s; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
Person Specification
In addition to a Bachelor in Medical Laboratory Science the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Vast work experience in a Medical Laboratory with similar work experience in Haematology technical work;
2. Experience in screening and interpreting blood film morphology and able to teach other staff;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
4. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
5. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities
1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and 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>Position Title:</th>
<th>Technical Officer Higher Grade - Biochemistry</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
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<tr>
<td>Salary range:</td>
<td>$34,760.31 - $44,564.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laboratory Superintendent</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Clinical team, Quality Manager, Laboratory Supervising Technical Officer, Laboratory Logistic Coordinator (FPBS)</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Technical Officer, Laboratory Assistant</td>
</tr>
</tbody>
</table>

Position Purpose

The purpose of this position is for efficient and effective management and deliverance of timely Biochemistry test results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:
1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Biochemistry Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:
1. Quality results and Biochemistry services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP’s; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
**Person Specification**
In addition to a Bachelor in Medical Laboratory Science the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. Vast work experience in a Medical Laboratory with similar work experience in Biochemistry technical work;
2. Knowledge in the appropriate use of biochemistry tests, interpretation of results, and the follow up investigations that may be required;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
4. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
5. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

**Skills and Abilities**
1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and 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>Laboratory Technician</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$19,041.75 - $24,412.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital [6 positions]</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Technical Officer High Grade</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Consultant Pathologist, Laboratory Superintendent, Quality Manager, Laboratory Supervising Technical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>None</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of this position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry objectives.

Key Responsibilities
The position will achieve its purpose through the following:
1. Ensure timely, accurate and reliable laboratory results while maintaining client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and Laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator
Performance will be measured through the following indicators:
1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPS, and within agreed timeframes.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation, to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

Person Specification
In addition to a Bachelor in Medical Laboratory Science the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:
Knowledge and Experience
1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and Standard Operating Procedures;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work.

Skills and Abilities
1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrated ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and 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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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$19,041.75 - $24,412.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
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</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
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<tr>
<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Reports to:</td>
<td>Technical Officer High Grade</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Consultant Pathologist, Laboratory Superintendent, Quality Manager, Laboratory Supervising Technical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>None</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of this position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry objectives.

Key Responsibilities
The position will achieve its purpose through the following:
1. Ensure timely, accurate and reliable laboratory results while maintaining client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and Laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator
Performance will be measured through the following indicators:
1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPS, and within agreed timeframes.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation, to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
Person Specification
In addition to a Bachelor in Medical Laboratory Science the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and Standard Operating Procedures;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work.

Skills and Abilities
1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrated ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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

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<tr>
<th>Role:</th>
<th>Laboratory Technician</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$19,041.75 - $24,412.50 per annum</td>
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<td>Location:</td>
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<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Reports to:</td>
<td>Technical Officer High Grade</td>
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<tr>
<td>Liaises with:</td>
<td>Consultant Pathologist, Laboratory Superintendent, Quality Manager, Laboratory Supervising Technical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>None</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of this position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry objectives.

Key Responsibilities
The position will achieve its purpose through the following:
1. Ensure timely, accurate and reliable laboratory results while maintaining client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and Laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator
Performance will be measured through the following indicators:
1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPS, and within agreed timeframes.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation, to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
**Person Specification**
In addition to a Bachelor in Medical Laboratory Science the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and Standard Operating Procedures;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work.

**Skills and Abilities**
1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrated ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and 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>
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<tr>
<th>Role:</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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<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
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<td>Duration:</td>
<td>5 years</td>
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<tr>
<td>Reports to:</td>
<td>Technical Officer High Grade</td>
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<tr>
<td>Liaises with:</td>
<td>Clinical team, Laboratory Superintendent, Quality Manager, Laboratory Supervising Technical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>None</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of this position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry of Health & Medical Services objectives.

Key Responsibilities
The position will achieve its purpose through the following:
1. Ensure timely, accurate and reliable laboratory results while maintain client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development.

Key Performance Indicator
Performance will be measured through the following indicators:
1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPs and within agreed time frames.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
**Person Specification**
In addition to a Certificate in Medical Laboratory Technology the following knowledge, experience, skills and abilities are required to successfully undertake this role.

**Knowledge and Experience**
1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge of the general safety within the laboratory, effective personal protective equipment use complies to and advocates laboratory polices and Standard Operating Procedures (SOPs);
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory.

**Skills and Abilities**
1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrate ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with 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.
Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Laboratory Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band D</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$14,428.13 - $18,497.60 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital [3 positions]</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Technical Officer High Grade</td>
</tr>
<tr>
<td>Liaises with</td>
<td>Clinical team, Laboratory Superintendent, Quality Manager, Laboratory Supervising Technical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>None</td>
</tr>
</tbody>
</table>

Position Purpose
The purpose of this position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry of Health & Medical Services objectives.

Key Responsibilities
The position will achieve its purpose through the following:
1. Ensure timely, accurate and reliable laboratory results while maintain client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development.

Key Performance Indicator
Performance will be measured through the following indicators:
1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPs and within agreed time frames.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
Person Specification
In addition to a Certificate in Medical Laboratory Technology the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience
1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge of the general safety within the laboratory, effective personal protective equipment use complies to and advocates laboratory polices and Standard Operating Procedures [SOPs];
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory.

Skills and Abilities
1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrate ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with 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>Phlebotomist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$12,081.69 - $15,489.35 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital [3 positions]</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laboratory Superintendent</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Laboratory Supervising Technical Officer, Quality Manager, Manager Blood Services, Laboratory Superintendent</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>None</td>
</tr>
</tbody>
</table>

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

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

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

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

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

**Person Specification**
In addition to University qualifications relevant to Phlebotomy, the applicant should demonstrate the capacity to learn and adapt to successfully perform duties of a Phlebotomist.

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

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

**Personal Character and Eligibility**
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
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<tr>
<td>Location:</td>
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</tr>
<tr>
<td>Unit/Division:</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Duration:</td>
<td>5 years</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laboratory Superintendent</td>
</tr>
<tr>
<td>Liaises with:</td>
<td>Laboratory Supervising Technical Officer, Quality Manager, Manager Blood Services, Laboratory Superintendent</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>None</td>
</tr>
</tbody>
</table>

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

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

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

**Person Specification**
In addition to University qualifications relevant to Phlebotomy, the applicant should demonstrate the capacity to learn and adapt to successfully perform duties of a Phlebotomist.

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

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

**Personal Character and Eligibility**
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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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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$12,081.69 - $15,489.35 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<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
The position will achieve its purpose through the following:
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

Key performance Indicator
Performance will be measured through the following indicators:
1. All activities are completed in a timely manner.
2. Equipment’s are functioning and consumables are available with timely reporting and quality improvement activities are implemented.
3. Compliance to OHS
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
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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Position Purpose
The position ensures provision of all approved requests with reliability and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities:
1. Transport officials in a safe, timely and effective manner whilst on official duty.
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are in order
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations.
5. Actively contribute to all corporate requirements of the Ministry

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

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

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

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

**Personal Character and Eligibility**

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Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Technician Attendant [Lab]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$5.90- $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital</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 logistics assistance to the Laboratory technical team.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities:
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 qualification or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Experience in a similar work environment
2. Basic knowledge of record and stock management
3. 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. Customer focus 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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Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Technician Attendant [CSSD]</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$5.37-$6.89 per hour</td>
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<td>Location:</td>
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<tr>
<td>Unit/Division:</td>
<td>Central Sterilization Supply Department</td>
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<tr>
<td>Duration:</td>
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<tr>
<td>Report To:</td>
<td>Nurse Unit Manager/DDON</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose

The position performs daily operation of cleaning, sterile of equipment and tray assembly used for hospital diagnostic and treatment purposes, the provision of sterile trays and equipment for service delivery.

Key Responsibilities

The position will achieve its purpose through the following:

1. Compliance to the CSSD guideline practice
2. Timely assistance to the provision of sterilize packs to the wards and Operating Theatres
3. Ensure assigned task is completed within timeframe
4. Participate in all corporate activities of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure timely assistance to the compliance to the CSSD guideline process
2. Effective and timely assistance to the nurse for nursing care of patients at ward level;
3. Compliance to OHS in the up keeping of the patient area in the ward.

Person Specification

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

Knowledge and Experience

1. Experience and knowledge of hospital attendant duties or similar work environment.
2. Understanding of OHS
3. Knowledge and understanding of patients care
4. Knowledge of employment laws and policies.

Skills and Abilities

1. Excellent Communication skills
2. Good command of English- written and 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. Performs with expectation to the duties assigned as stipulated.

**Personal Character and Eligibility**

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<table>
<thead>
<tr>
<th>Role:</th>
<th>Laundry Hand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
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<tr>
<td>Salary Range:</td>
<td>$4.60-$5.90 per hour</td>
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<tr>
<td>Location:</td>
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</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Reports to:</td>
<td>NUM Lakeba Hospital/Clerical Officer Lakeba Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
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</tbody>
</table>

Position Purpose
The position ensures the safe, proper management, cleanliness and storage of all linen in line with policies to prevent infection.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities:
1. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments
3. Ensure the adequate supply of washing detergent at all times
4. Ensure and maintain the cleanliness of the Laundry Room
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition.
6. Support corporate responsibilities of the institution

Key Performance Indicators
Performance will be measured through the following indicators:
1. Adherence to infection control standard
2. Availability of clean linen at all times
3. Adequate supply of washing detergent
4. The laundry machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained at all times

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

Knowledge and Experience
1. Experience in a similar work environment
2. Knowledge of cleaning services and infection control
3. Knowledge of Occupational Health & Safety requirements
4. Basic knowledge on record keeping and basic inventory management

Skills and Abilities
1. Ability to operate and use laundry machines
2. Ability to manually provide laundry services in case of break downs or machine failure
3. Ability and skills to meet timeline
4. Ability to communicate both verbally & written
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

**Personal Character and Eligibility**

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<tr>
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</tr>
<tr>
<td>Duration:</td>
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<td>Unit/Division:</td>
<td>Eastern</td>
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<tr>
<td>Reports to:</td>
<td>NUM Lomaloma Hospital/Clerical Officer Lomaloma Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
The position ensures the safe, proper management, cleanliness and storage of all linen in line with policies to prevent infection.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:
1. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments
3. Ensure the adequate supply of washing detergent at all times
4. Ensure and maintain the cleanliness of the Laundry Room
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition.
6. Support corporate responsibilities of the institution

Key Performance Indicators
Performance will be measured through the following indicators:
1. Adherence to infection control standard
2. Availability of clean linen at all times
3. Adequate supply of washing detergent
4. The laundry machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained at all times

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

Knowledge and Experience
1. Experience in a similar work environment
2. Knowledge of cleaning services and infection control
3. Knowledge of Occupational Health & Safety requirements
4. Basic knowledge on record keeping and basic inventory management
**Skills and Abilities**

1. Ability to operate and use laundry machines
2. Ability to manually provide laundry services in case of break downs or machine failure
3. Ability and skills to meet timeline
4. Ability to communicate both verbally & written
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

**Personal Character and Eligibility**

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

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Position Purpose
The position ensures the safe, proper management, cleanliness and storage of all linen in line with policies to prevent infection.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities:
1. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments
3. Ensure the adequate supply of washing detergent at all times
4. Ensure and maintain the cleanliness of the Laundry Room
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition.
6. Support corporate responsibilities of the institution

Key Performance Indicators
Performance will be measured through the following indicators:
1. Adherence to infection control standard
2. Availability of clean linen at all times
3. Adequate supply of washing detergent
4. The laundry machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained at all times

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

Knowledge and Experience
1. Experience in a similar work environment
2. Knowledge of cleaning services and infection control
3. Knowledge of Occupational Health & Safety requirements
4. Basic knowledge on record keeping and basic inventory management

Skills and Abilities
1. Ability to operate and use laundry machines
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Corporate Information

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<thead>
<tr>
<th>Role:</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$4.60-$5.90 per hour</td>
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<tr>
<td>Location:</td>
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<tr>
<td>Duration:</td>
<td>3 years</td>
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<tr>
<td>Unit/Division:</td>
<td>Eastern</td>
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<tr>
<td>Reports to:</td>
<td>NUM Vunisea Hospital</td>
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<tr>
<td></td>
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