Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Medical Orderlies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>C</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$12,089.61 - $15,489.35 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Males/Female Wards, St Giles Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing, St Giles Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nurse Unit Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
The primary role of the post is to assist in assessing, planning, implement and evaluate nursing interventions of the care delivered to the individuals using approved processes. The nursing care may be provided in varying settings; in the hospital, community health facility, communities or homes and in accordance with relevant employment legislations. The position requires respect of the individual’s dignity, spiritual and cultural needs and functions effectively as a member of the multidisciplinary team. It is also recognise the need for further education and develop strategies to enhance one’s own personal and professional development.

Key Responsibilities
The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements:
1. Providing quality nursing care with activities such as: activities of daily living, taking vital signs, administration of oral antipsychotic drugs, antibiotics, diabetes medication, bed making, escort patients, preparation of equipment, assistance with termination of procedure, taking specimens to laboratory and collecting and delivering o reports within the agreed timeline in accordance to the with National Nursing Standards, Mental Health Act 2010, Scope of Practice Decision –Making framework, Clinical Practice Guideline 2009, and Standard Operating Procedure 2017.
2. Assist Registered Nurses in the management of high risk patients and whenever and wherever practicable.
3. Assess, plan, implement and evaluate nursing interventions of individuals through the application of the Nursing Process and the Mental State Examination.
4. Provide reports to immediate Supervisors in accordance with reporting structures.
5. Maintain and provide a clean and safe environment for clients, workers and the public.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment or the organization.

Key Performance Indicators
Performance will be measured through the following indicators:
1. All quality nursing care are provided within the agreed timeline in accordance to the relevant employment legislations.
2. Compliance of Policies, Protocols, Guidelines and relevant Acts at all times
3. Reports are provided within the timelines and in accordance to the reporting structures.
4. Participate in quality improvements and their implementations within the agreed timeline in accordance to the Quality Assurance or Improvement policy.
Person Specification
In addition to a form six pass or its equivalence training on mental health and/or general nursing and relevant experience. The following Knowledge, Experience, Skills and Abilities are required.

Knowledge and Experience
1. At least one (1) year experience in nursing patients with general and or/mental health problems.
2. Has basic knowledge of nursing care in varying settings like the hospital, community and homes.
3. Proven experience and basic understanding of concepts/principles on the nursing care of patients with mental health problems.

Skills and Abilities
1. Demonstrate ability to manage patients with mental health problems and general health
2. Ability to assess patient using the Nursing process and the Mental State Assessment
3. Demonstrate ability to work effectively within a team.
4. Ability to maintain confidentiality of patient information.
5. Ability to communicate effectively through written or oral.
6. Service orientated approach with a commitment to achieve corporate objectives

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 appli
Ministry of Health & Medical Services
Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Electrician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>D</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$7.50 - $9.61 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Foreman/Supervisor Higher Grade</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
Responsible for the effective day to day operations, maintenance and repairs of all Electrical works and fixtures, equipment’s, operating and backup generators in the Hospital.

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

1. Coordinate and facilitate all the electrical maintenance within the health facility in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing, and all other electrical issues.
2. Assist in the planning of labor requirement, duration, and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
3. Establish and maintain liaison with administration and professional staff regarding maintenance programs.
4. To ensure preventive maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
5. Actively contribute to all corporate functions of the Ministry.

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

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs of electrical equipment and accessories as stipulated in the relevant manuals and standards.
3. Submission of timely reports detailing achievements to management.
4. Actively contribute to all corporate requirements of the Ministry.

Person Specification
In addition to a Trade certificate in Electrical (or equivalent) with an EFL Wireman’s license, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;
Knowledge and Experience
1. At least five (5) years of experience in a similar working environment
2. Knowledge in maintenance, repairs and new installations of Electrical equipment.
3. Understanding and experience of electrical wiring and repair of electrical steam operated equipment, generators and pumps, laundry machines, wiring installation and electrical fixtures.
5. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Ability to detect, analyse and solve electrical faults and breakdown.
2. Ability to perform physical work and repair of underground electrical cabling and lying of new wiring works.
3. Demonstrated ability to work independently or as part of a team.
4. Ability to work under pressure with minimum supervision.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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

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

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Electrician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>D</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$7.50 - $9.61 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Foreman/Supervisor Higher Grade</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
Responsible for the effective day to day operations, maintenance and repairs of all Electrical works and fixtures, equipment’s, operating and backup generators in the Hospital.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities.
1. Coordinate and facilitate all the electrical maintenance within the health facility in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing, and all other electrical issues.
2. Assist in the planning of labor requirement, duration, and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
3. Establish and maintain liaison with administration and professional staff regarding maintenance programs.
4. To ensure preventive maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
5. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs of electrical equipment and accessories as stipulated in the relevant manuals and standards.
3. Submission of timely reports detailing achievements to management.
4. Actively contribute to all corporate requirements of the Ministry.

Person Specification
In addition to a Trade certificate in Electrical (or equivalent) with an EFL Wireman’s license, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;
Knowledge and Experience
1. At least five (5) years of experience in a similar working environment
2. Knowledge in maintenance, repairs and new installations of Electrical equipment.
3. Understanding and experience of electrical wiring and repair of electrical steam operated equipment, generators and pumps, laundry machines, wiring installation and electrical fixtures.
5. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Ability to detect, analyse and solve electrical faults and breakdown.
2. Ability to perform physical work and repair of underground electrical cabling and lying of new wiring works.
3. Demonstrated ability to work independently or as part of a team.
4. Ability to work under pressure with minimum supervision.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
Position Purpose
This position is responsible for the effective day to day operations of the boiler and to ensure that steam supply is available to all the wards and departments in the Hospital.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities.
1. Ensure the operations and minor maintenance of the Hospital boiler, compressor, hot water supply, fuel supply and generators are carried out in accordance with standard operating procedures and safety standards.
2. Ensure that a maintenance and repair works plan is developed, implemented and reviewed in accordance with recommended specifications and standards in a timely manner.
3. To provide reports on the status and maintenance work required of the boiler, compressor, hot water supply, fuel supply and generators on a weekly basis.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Operations and minor maintenance of boiler, compressor, hot water supply and generator are carried out in accordance with standard operating procedures and safety standard within the required time frame.
2. Cleanliness of working environment is maintained.
3. Reports on the maintenance work and upgrades are submitted in accordance with reporting standards within the agreed timeline.
4. Participate in all corporate activities of the Ministry as and when required.

Person Specification
In addition to a Trade Certificate in Boiler Operations, Electrical Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience
1. At least five (5) years of experience in the maintenance and operational of boilers, steam vessels and pressure operating vessels.
2. Knowledge of maintenance methods and procedures involved in the operations and maintenance of boiler.
4. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.
Skills and Abilities
1. Ability to operate, maintain and monitor high pressure equipment including industrial boilers.
2. Able to work independently and part of a team.
3. Ability to work under pressure and under minimum supervision.
4. Ability to communicate well with others and write reports.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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

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

Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Boiler Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>C</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$6.28 - $8.05 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Foreman/Supervisor Higher Grade Hospital Services</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
This position is responsible for the effective day to day operations of the boiler and to ensure that steam supply is available to all the wards and departments in the Hospital.

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

1. Ensure the operations and minor maintenance of the Hospital boiler, compressor, hot water supply, fuel supply and generators are carried out in accordance with standard operating procedures and safety standards.
2. Ensure that a maintenance and repair works plan is developed, implemented and reviewed in accordance with recommended specifications and standards in a timely manner.
3. To provide reports on the status and maintenance work required of the boiler, compressor, hot water supply, fuel supply and generators on a weekly basis.
4. Actively contribute to all corporate functions of the Ministry.

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

1. Operations and minor maintenance of boiler, compressor, hot water supply and generator are carried out in accordance with standard operating procedures and safety standard within the required time frame.
2. Cleanliness of working environment is maintained.
3. Reports on the maintenance work and upgrades are submitted in accordance with reporting standards within the agreed timeline.
4. Participate in all corporate activities of the Ministry as and when required.

Person Specification
In addition to a Trade Certificate in Boiler Operations, Electrical Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience
1. At least five (5) years of experience in the maintenance and operational of boilers, steam vessels and pressure operating vessels.
2. Knowledge of maintenance methods and procedures involved in the operations and maintenance of boiler.
4. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.
Skills and Abilities:
1. Ability to operate, maintain and monitor high pressure equipment including industrial boilers.
2. Able to work independently and part of a team.
3. Ability to work under pressure and under minimum supervision.
4. Ability to communicate well with others and write reports.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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

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

Corporate Information:

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Boiler Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>C</td>
</tr>
<tr>
<td>Salary:</td>
<td>$6.28 - $8.05 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Foreman/Supervisor Higher Grade Hospital Services</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
This position is responsible for the effective day to day operations of the boiler and to ensure that steam supply is available to all the wards and departments in the Hospital.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities.
1. Ensure the operations and minor maintenance of the Hospital boiler, compressor, hot water supply, fuel supply and generators are carried out in accordance with standard operating procedures and safety standards.
2. Ensure that a maintenance and repair works plan is developed, implemented and reviewed in accordance with recommended specifications and standards in a timely manner.
3. To provide reports on the status and maintenance work required of the boiler, compressor, hot water supply, fuel supply and generators on a weekly basis.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Operations and minor maintenance of boiler, compressor, hot water supply and generator are carried out in accordance with standard operating procedures and safety standard within the required time frame.
2. Cleanliness of working environment is maintained.
3. Reports on the maintenance work and upgrades are submitted in accordance with reporting standards within the agreed timeline.
4. Participate in all corporate activities of the Ministry as and when required.

Person Specification
In addition to a Trade Certificate in Boiler Operations, Electrical Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience
1. At least five (5) years of experience in the maintenance and operational of boilers, steam vessels and pressure operating vessels.
2. Knowledge of maintenance methods and procedures involved in the operations and maintenance of boiler.
4. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.
Skills and Abilities
1. Ability to operate, maintain and monitor high pressure equipment including industrial boilers.
2. Able to work independently and part of a team.
3. Ability to work under pressure and under minimum supervision.
4. Ability to communicate well with others and write reports.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
Position Title: Fitter  
Salary Band: D  
Salary Range: $7.50 - $9.61 per hour  
Location: CWM Hospital  
Duration: 3 years  
Unit/Division: Hospital Services  
Reports to: Foreman/Supervisor Higher Grade Hospital Services  
Subordinates: Nil.

Position Purpose  
Responsible for the effective day-to-day operations, maintenance and repairs of all mechanical and steam operated works and fixtures, equipment’s, operating and backup generators in the Hospital.

Key Responsibilities  
The position will achieve its purpose through the following key responsibilities.  
1. To assist in the repairing and maintenances of boilers, washing machines, dryers and roller ironer steam line, suction pumps, wheel chairs and beds and general welding works.  
2. Ensure that boilers, back-up generators and fuel supply are in working order and sufficient supply respectively.  
3. Conduct weekly checks on machinery and equipment and provide a report on the status of each.  
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators  
Performance will be measured through the following indicators:  
1. All agreed maintenance schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.  
2. Timely and accurate repairs and maintenance of hospital equipment and accessories as stipulated in the relevant manuals and standards.  
3. Weekly status report of each machinery and equipment is provided by the due date.  
4. Actively contribute to all corporate requirements of the Ministry.

Person Specification  
In addition to a trade certificate in heavy plant and machinery maintenance (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience:  
1. At least five (5) years of experience in a similar work environment, The completion of an appropriate apprenticeship training is desirable.  
2. Well versed and knowledgeable in maintenance and repairs of boilers, washing machines, dryers and roller ironer, steam line, suction pumps, incinerators, autoclaves, diesel generators/engines, sterilizers, wheel chairs and beds and general welding works.  
3. Experience in mechanical plant operations.  
4. Knowledge in Occupational Health & Safety requirements.
**Skills and Abilities:**

1. Ability to carry out welding, plumbing, repair mechanical plants/equipment, basic electrical works and defects
2. Good communication (verbal and written) skills.
3. Demonstrated ability to work independently or as part of a team.
4. Ability to work under pressure with minimum supervision.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

**Personal Character & Eligibility:**

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

Corporate Information

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Fitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>D</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$7.50 - $9.61 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Foreman/Supervisor Higher Grade Hospital Services</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
Responsible for the effective day to day operations, maintenance and repairs of all mechanical and steam operated works and fixtures, equipment’s, operating and backup generators in the Hospital.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities.
1. To assist in the repairing and maintenances of boilers, washing machines, dryers and roller ironer steam line, suction pumps, wheel chairs and beds and general welding works
2. Ensure that boilers, back-up generators and fuel supply are in working order and sufficient supply respectively.
3. Conduct weekly checks on machinery and equipment and provide a report on the status of each.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. All agreed maintenance schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs and maintenance of hospital equipment and accessories as stipulated in the relevant manuals and standards.
3. Weekly status report of each machinery and equipment is provided by the due date.
4. Actively contribute to all corporate requirements of the Ministry.

Person Specification
In addition to a trade certificate in heavy plant and machinery maintenance (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role;

Knowledge and Experience:
1. At least five (5) years of experience in a similar work environment, the completion of appropriate apprenticeship training is desirable.
2. Well versed and knowledgeable in maintenance and repairs of boilers, washing machines, dryers and roller ironer, steam line, suction pumps, incinerators, autoclaves, diesel generators/engines, sterilizers, wheel chairs and beds and general welding works.
3. Experience in mechanical plant operations.
4. Knowledge in Occupational Health & Safety requirements.
Skills and Abilities:
1. Ability to carry out welding, plumbing, repair mechanical plants/equipment, basic electrical works and defects
2. Good communication (verbal and written) skills.
3. Demonstrated ability to work independently or as part of a team.
4. Ability to work under pressure with minimum supervision.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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

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

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Fitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>D</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$7.50 - $9.61 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Foreman/Supervisor Higher Grade Hospital Services</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil.</td>
</tr>
</tbody>
</table>

Position Purpose
Responsible for the effective day to day operations, maintenance and repairs of all mechanical and steam operated works and fixtures, equipment’s, operating and backup generators in the Hospital.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities.
1. To assist in the repairing and maintainances of boilers, washing machines, dryers and roller ironer steam line, suction pumps, wheel chairs and beds and general welding works
2. Ensure that boilers, back-up generators and fuel supply are in working order and sufficient supply respectively.
3. Conduct weekly checks on machinery and equipment and provide a report on the status of each.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. All agreed maintenance schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs and maintenance of hospital equipment and accessories as stipulated in the relevant manuals and standards.
3. Weekly status report of each machinery and equipment is provided by the due date.
4. Actively contribute to all corporate requirements of the Ministry.

Person Specification
In addition to a trade certificate in heavy plant and machinery maintenance (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role;

Knowledge and Experience
1. At least five (5) years of experience in a similar work environment, the completion of appropriate apprenticeship training is desirable.
2. Well versed and knowledgeable in maintenance and repairs of boilers, washing machines, dryers and roller ironer, steam line, suction pumps, incinerators, autoclaves, diesel generators/engines, sterilizers, wheel chairs and beds and general welding works.
3. Experience in mechanical plant operations.
4. Knowledge in Occupational Health & Safety requirements.
Skills and Abilities
1. Ability to carry out welding, plumbing, repair mechanical plants/equipment, basic electrical works and defects.
2. Good communication (verbal and written) skills.
3. Demonstrated ability to work independently or as part of a team.
4. Ability to work under pressure with minimum supervision.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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

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

Corporate Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Handyman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>B</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Administration</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
The position is to provide timely maintenance of minor carpentry and plumbing works for the hospital and the Institutional quarters of Labasa Hospital.

Key Responsibilities
1. Ensure that hospital and quarter’s maintenance is attended to in a safety and timely manner upon request and according to the job sheet.
2. Attend to emergency issues such as burst pipe/line, blocked toilets etc.
3. Repair minor carpentry works – especially door locks, broken chairs, shelves, gauzing
4. Repair of leaking PVC pipes and taps (basic plumbing works)
5. Ensure that all tools under your possession are operated in a proper and safely manner in compliance with OHS regulation.
6. Actively contribute to the Ministries corporate requirements.

Key Performance Indicator
1. Effective and timely response to maintenance works and emergency requests of carpentry and plumbing works as per job specifications and in accordance with standard procedures and guidelines
2. Tools properly maintained, stored and used in accordance with standard procedures
3. Timely attending to emergency issues such as burst water pipe, overflowing of septic tank, block sink and toilet.
4. Participate in corporate activities of the Ministry as and when required in a timely manner.

Selection Criteria
The Person
In addition to the completion of Secondary School Education and trade qualification or equivalent, the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience
1. Possess basic experience in carpentry and plumbing work
2. Experience as a handyman in a similar working environment
3. Basic knowledge of occupational health and Safety at the Workplace
4. Knowledge and experience in the maintenance of carpentry and plumbing tools and equipment.
**Skills and Abilities**
1. Ability to assess and provide scope of work for task to be undertaken
2. Ability to make accurate estimates of materials for work to be undertaken
3. Ability and skills to carry out the assigned duties
4. Good communication skills
5. Demonstrate ability to effectively work as a team with minimal 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.
Position Title: Kitchen Hand
Salary Band: A
Salary Range: $4.60 - $5.90 per hour
Location: Lautoka Hospital
Duration: 3 years
Unit/Division: Support Services
Reports to: Food Service Dietitian, Lautoka Hospital
Subordinates: Nil

Position Purpose
The primary responsibility of the position is to implement and adhere to the food service operational plan of the institution through consultation with Food Service Dietitians. Also provide high quality customer service to the individuals accessing the service.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities:
1. Assist the cooks in the preparation and serving of meals in accordance with dietary meal plans and food preparation safety and hygiene standards in a timely manner.
2. Ensure that the kitchen area and surrounding work environment is clean, sanitized and meet the required cleanliness and hygiene standards on a daily basis.
3. Assist the cook and dietician in ensuring stock and food supplies are in sufficient supply.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Timely assistance in the preparation and serving of meals in accordance with the required standards and in a timely manner.
2. Kitchen area and surrounding work environment meet the required cleanliness and hygiene standards on a daily basis.
3. Assistance is provided in a timely manner to ensure stock and food supplies are in sufficient supply at all times.
4. Actively participate in all corporate activities of the Ministry as and when of the Ministry.

Person Specification
In addition to successful completion of Secondary School Education with background in Food Science of Food Technology or similar (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role;

Knowledge and Experience:
1. Experience in a similar working environment.
2. An understanding of handling, preparing, and serving food in accordance with food safety standards.
3. An understanding of Occupational Health & Safety at the Workplace.
Skills and Abilities:
1. Ability to assist cooks in the preparation and serving of meals.
2. Ability to clean and provide a clean and safe working environment.
3. Good communication skills both written and verbal.
4. Ability to work in a team.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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

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

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Labourer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>A</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$4.60 - $5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Nanukuloa Health Centre [Ra]</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Corporate Services/ Western Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clerical Officer/ Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

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

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

Key Performance Indicators:
1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarter’s compound is properly maintained in a timely manner
3. Participate in all corporate functions as and when required

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

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

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

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

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

<table>
<thead>
<tr>
<th>Role:</th>
<th>Labourer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>A</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$4.60 - $5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Eastern Health Services [1] &amp; Moala Health Centre [1]</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Corporate Services/ Western Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clerical Officer/ Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

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

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

Key Performance Indicators:
1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarter’s compound is properly maintained in a timely manner
3. Participate in all corporate functions as and when required

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

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

Skills and Abilities
1. Ability to communicate effectively both written and verbal
2. Ability to be a good team player
3. Ability to meet deadlines and complete task in a timely manner
4. Ability to operate required equipment in a safe and responsible manner
5. Customer focused approach with commitment to supporting the operational goals of the organization
Personal Character & Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.
Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Labourer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>A</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$4.60 - $5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Lekutu Health Centre [1]/Nakorovatu Health Centre [1]/Northern Health Services [1]/Qamea Health Centre [1]/Taveuni Hospital [1]/Tukavesi Health Centre [1]/Wainikoro Health Centre [1]</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Corporate Services/ Northern Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clerical Officer/ Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

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

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

Key Performance Indicators:
1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarters’ compound is properly maintained in a timely manner
3. Participate in all corporate functions as and when required

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

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

Skills and Abilities
1. Ability to communicate effectively both written and verbal
2. Ability to be a good team player
3. Ability to meet deadlines and complete task in a timely manner
4. Ability to operate required equipment in a safe and responsible manner
5. Customer focused approach with commitment to supporting the operational goals of the organization
Personal Character & Eligibility
Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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

MOHMS 306/2020

Ministry of Health & Medical Services

Role Description

Corporate Information

<table>
<thead>
<tr>
<th>Role:</th>
<th>Recorder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>B</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Nabouwalu Hospital</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Northern Health Services Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>None</td>
</tr>
</tbody>
</table>

Position Purpose

The position is responsible for maintaining, organizing and effectively providing medical records for patient’s at all times to all clients.

Key Responsibilities

1. Receiving and registering of all cases and referral from other health facilities, public and private into the system (PATIS)
2. Creating of new folders for new patients.
3. Creating appointments in PATIS (Patient Information System)
4. Retrieving, Sorting, Culling and Filing of patient’s medical folders for services using terminal digit filing system.
5. Collect discharged patients medical folders from the wards
6. Coding of patient folders
7. Data entry of patient information into computerized patient information systems
8. Ensure timely communication of information.
9. Collaborate with all staff and promote excellent patient service
10. Monitor flow of folders and fast track medical records folders
11. Organise and review data for accuracy and completeness

Selection Criteria

The Person

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

Knowledge and Experience

1. Experience in a similar work environment
2. Knowledge of basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services
4. Knowledge of standard operating procedures in the arrears of records service delivery

Skills and Abilities

1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

**Personal Character & Eligibility**

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

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