



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Medical Orderly
Salary Band:	Band C
Salary Range:	\$12,089.61 - \$15,489.35 per annum
Location:	St Giles Hospital, Lautoka Hospital, Labasa Hospital
Duration:	
Unit/Division:	Nursing Unit at respective location
Reports to:	Nurse Unit Manager
Subordinates:	Nil

The Position

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 and in compliance with Policies, Protocols, Guidelines and relevant Acts at all times.
2. Reports are provided within the timelines and in accordance to the reporting structures.
3. Participate in quality improvements and their implementations within the agreed timeline in accordance with the Quality Assurance or Improvement policy.
4. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

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.
4. Demonstrate knowledge and understanding of the National Nursing Standard, Nursing Act 2011, OHS, and the Scope of Practice including the Decision-making framework.
5. Demonstrated knowledge on Mental Health Act 2010, Clinical Practice Guideline 2009, Standard Operating Procedure 2017.

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 applicants.



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Nurse Practitioner
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50
Location:	Vunisea Hospital, Matuku Health Centre, Rotuma Hospital, CWM Hospital, Namuamua Health Centre, Galoa Nursing Station, Naboubuco Nursing Station
Duration:	5 years
Unit/Division:	Nursing/Central Division
Reports to:	Sub Divisional Medical Officer/Director of Nursing
Subordinates:	Registered Nurse

The Position

The purpose of this position is responsible for the effective and efficient delivery of health services and to provide assistance to the supervisor in ensuring that targets in the business plan and the overall organizational objectives are met. It also works in collaboration with other health care professionals within the team to meet the client's needs.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities/duties; service leadership role, clinical role, professional, and, management roles apart from working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Assists in the management and planning of the daily operation of the health facility to ensure health services are delivered as per approved plans, policies, and guidelines and competently perform within the scopes of practice.
2. Manages individual, family or community health/illness status, maintains good nurse-client relationships, educates and coaches individuals, families and communities to recover from illness, achieve health and wellness.
3. Develops and maintains the nurse practitioner role, directing care, provides leadership in monitoring/ensuring quality of healthcare that is culturally acceptable.
4. Collaborates with the officer-in-charge to ensure that resources requirements (equipment, drugs and consumables) are met to provide community health services effectively.
5. Assists in maintaining continuous improvement in the overall quality of the health care service by the use of collected and analyzed data within the medical area to inform the changes and improvement of the local organizational effectiveness initiatives.
6. Contributes to the workplans, monthly/quarterly/annual reports, non-expendable/consumable maintenance and orders.
7. Prepares/Submits monthly/quarterly/annual reports of; clinical activities reflecting the number of clients seen and managed, number of emergency/specialized referrals; and primary health care activities reflecting and the number of newly diagnosed NCDs, PHC-related community projects/programs, outreaches, screenings, surveys, health education sessions, outbreak and disaster preparedness initiatives.
8. Actively contribute to the corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All patient management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings

3. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
4. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to Advance Diploma or Degree in Nursing Practice/Post graduate diploma in Nursing with a valid license to practice as a nurse practitioner 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. Demonstrated knowledge of the competencies within the scope of practice of a nurse practitioner
2. Experience relevant to the position and scope of roles and responsibilities.
3. Demonstrated ability working in similar area with sufficient knowledge and skills of advanced primary health care services.
4. Understanding of the applicable legislation or policies / policies and procedures related to the functions, responsibilities of the position, the government and the civil service.

Skills and Abilities

1. Demonstrate ability to effectively work within a team.
2. Must possess sound analytical and problem solving skills in resource constrained environment.
3. Ability to empower, coach team members, also has good communication and leadership skills.
4. Demonstrate the ability to instruct, direct, motivate and evaluate performance.
5. Service oriented approach, with a 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.

MOHMS 117/2021



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Midwife
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Lakeba Hospital, Vunisea Hospital, Vunidawa Hospital, Korovou Hospital, CWM Hospital, Lautoka Hospital
Duration:	5 years
Unit/Division:	Maternity/Nursing
Report to :	Nurse Unit Manager and/or Sub Divisional Nurse Manager
Subordinates:	Registered Nurses, Enrolled Nurses, O&G Interns, Students Nurses and Ward Assistants

The Position

The registered Midwife is recognised as a responsible and accountable professional who works in partnership with women and families to give the necessary supportive care and advice during pregnancy, labour, birth, puerperium period and to their newborn.

Key Responsibilities

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

1. Provides proper assessment of clients in conformity to the Midwifery Scope of Practice, Nursing standards and clinical practice guidelines.
2. Provides quality interpretation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
3. Executes nursing care plans and specialist team orders ensuring that it conforms to national nursing policies, facilities internal protocols and infection control guidelines.
4. Makes sound clinical nursing decisions in the provision of client care and advocate for patients to specialist teams and families.
5. Nurses and monitors high risk and critical patients; ensure timely escalation to experts regarding any clinical issues beyond their competency
6. Facilitates learning and mentors Registered and nurses in training, Medical Interns, junior staff during the provision of care to client needing Intensive Nursing care.
7. Maintains accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.
8. Participate in the corporate activities of the Ministry including planning, budgeting, performance assessment, recruitment and discipline.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Prompt and timely assessments of clients from the time of initial contact.
2. Consistently making accurate midwifery and nursing diagnoses based on assessment and that are linked to effective care plans.
3. Timely execution of nursing and midwifery care plans within the policies, protocols and guidelines and meeting the intended objectives/outcomes.
4. Effective, timely interventions and positive outcomes based on decision making in both normal and high risk/critical clients.
5. Active participation in facilitating learning and mentoring of nurses and other junior staff and

those in training.

6. Maintains accurate and well-structured documentation of nursing and midwifery care, other activities and relevant information.
7. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to being a Fiji registered midwife with a valid practicing license, and either an undergraduate or postgraduate qualification in Midwifery, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Comprehensive knowledge and understanding of the registered nurses and midwifery scope of practice, Fiji Nursing Act, Nurses Code of Conduct and the Child Welfare Act.
2. Has sound knowledge and competence on obstetric and neonatal emergencies, and neonatal resuscitation.
3. Practical knowledge and experience on Risk management, Infection Control and Prevention.
4. Excellent knowledge of operational plans and goals of midwifery services

Skills and Abilities

1. Demonstrates ability to effectively work in a team and shows good leadership skills
2. Demonstrates good/sound clinical judgement and decision-making
3. Ability to work under minimum supervision. An assertive self-starter
4. Excellent communication skills (verbal & written)
5. Ability to practice ethically within the framework of the Midwifery Scope of Practice
6. Demonstrates commitment and accountability in the execution of delegated responsibilities
7. Service oriented with a commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility

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

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

MOHMS 118/2021



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Nurse Unit Manager
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Lautoka Hospital
Duration:	5 years
Unit/Division:	Nursing
Report To :	Director of Nursing Lautoka Hospital
Liaises with:	Team Leader, Registered Nurse, Enrolled Nurse, Ward Assistants

The Position

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. Ensures that nursing staff are performing, and that all delegated activities are met.
7. 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.

Selection Criteria

The Person

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.

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

Role:	National Advisor Mental Health (Consultant Psychiatry)
Salary Band:	Band M
Salary Range:	MOCA C: Base: 103,445.90 + On Call Allowance: 5,172.30 + Environmental Allowance 15,516.89 = F\$124,135.08
Location:	Headquarters Namosi House/St. Giles Hospital
Duration:	5 Years
Unit/Division:	Headquarters Namosi House
Reports to:	Medical Superintendent, St Giles Hospital/National Advisor Wellness
Subordinates:	Chief Medical Officer – Psychiatry, Project Officer Mental Health, Project Officer Suicide Prevention

The Position

The position supports and assists HOD in the provision of high-quality services in the mental health field, with the assistance of the Head of Wellness (HoW) and the respective Medical Superintendent (MS), consistent with the values of the Ministry of Health and Medical Services (MHMS).

Key Responsibilities

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

1. Provide leadership to promote the interest and development of the unit through strategic planning, ensuring cohesion of the overall functions of the unit by working effectively with internal and external stakeholders and maintain positive interpersonal relationships.
2. Undertake clinical responsibilities in the hospital and on outreach, by being actively involved in patient care, available for consultation and liaison with other units and referring hospitals, maintaining appropriate records and confidentiality, to ensuring best practice care to obtain best possible outcomes whilst promoting and maintaining client focus.
3. Lead in peer reviews, monitor and evaluate activities of Unit plans to ensure corrective measures are undertaken to provide effective and efficient services.
4. Responsible for medical reports & medico-legal assessments and provision of expert opinion.
5. Identifying and minimising risk at a systematic level through effective communication and management skills to contribute to improved clinical governance.
6. Undertake education, teaching and research activities and train, coach, mentor and support staff, students and other stakeholders; be responsible for personal continuous professional development and be a key health advocate.

Key Performance Indicators

Performance will be measured according to the following indicators:

1. All activities and programs in the Mental Health Strategic Plan are effectively and efficiently delivered in relations with the relevant policies, procedures and guidelines.
2. Effective supervision, coordination and communication with the relevant stakeholders
3. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to the following knowledge, experience, skills and abilities, the applicant must:

Have a Masters degree in the field of specialty or equivalent qualification **AND** be a registered specialist with the Fiji Medical Council;

OR

Have a Masters degree in the field of specialty or equivalent qualification **AND** be a registered specialist in another country that is recognised by the Fiji Medical Council.

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in the relevant Specialised field of Medicine and Public Health.
2. Understanding of medical and government legislation, policies and medico-legal compliance.
3. Broad understanding of concepts/tools used in public health, clinical leadership, management, audits, research, monitoring and evaluation and clinical governance.
4. Specialised training with broad clinical experience in the relevant specialised field of Medicine.
5. Experience working and managing a public health and clinical unit with limited resources, with both confidence and competence in teaching and training staff.
6. Experience in managing/resuscitating patients with life-threatening emergencies and subsequent management of critically ill or injured patients, initiating and participating in an emergency response, and supporting team members and relatives of very sick patients.

Skills and Abilities

1. Excellent Clinical Skills including Procedural Skills.
2. Is articulate and able to engage at International and National high-level meetings.
3. Strong Organisational Skills.
4. Ability to work within and manage a multidisciplinary team, work under pressure in a resource-constrained environment/facility and cope with setbacks.
5. Able to analyse and solve complex medical problems using an evidence-based approach and offer expert clinical opinion on a range of problems in the relevant Specialised field of Medicine, taking full and independent responsibility without direct supervision.
6. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Selection Criteria

1. Clinical expertise at the level of consultant in the relevant specialised field of Medicine.
2. Experienced manager who can supervise a unit to maintain patient safety and quality of care.
3. Articulate presenter at high-level meetings.
4. Demonstrated ability to collaborate with stakeholders and health advocates.
5. A leader experienced in training, mentoring, coaching and supporting research.
6. A professional who demonstrates the highest values and ethical practice.

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

Role:	Superintendent Physiotherapist
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55, 508.50 per annum
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	Physiotherapy /Central Health Services
Reports to:	Medical Superintendent CWM Hospital
Subordinates:	Senior Physiotherapist, Physiotherapist

The Position

The position contributes to planning, organizing, directing, operating and monitoring of the Physiotherapy services nationally and physiotherapy staff development across the Ministry of Health & Medical Services.

Key Responsibilities

1. Oversee the overall daily operations of the national physiotherapy service
2. Manages national physiotherapy human resource strategies
3. Develops physiotherapy organizational strategies such as strategic plan, policy and administrative guidelines
4. Establishes physiotherapy operational strategies such as standard of practice, clinical guidelines and protocols
5. Provides physical therapy services by evaluating patient care protocols
6. Assures physical therapy quality services by establishing and maintaining departmental program including monitoring of national indicators, accordance with CWM Hospital, MOHMS and WCPT standards.
7. Facilitate continuing professional development for organization staffs
8. Procurement of physiotherapy equipment's and consumables from Fiji Pharmaceuticals Biomedical Services (FPBS).
9. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Strategic plan is developed, implemented and monitored so as to ensure the efficient and effective management of the physiotherapy services in the Central Eastern division.
2. Clinical standard operating procedures are developed and reviewed to maintain quality standard of physiotherapy services
3. Physiotherapy key performance output is achieved in accordance with the MOHMS AOP and Strategic plan
4. Development of physiotherapy training plan for the Central Eastern division in line with the MOHMS training plan.
5. Implementation and monitoring of national physiotherapy activities in the Central Eastern division in line with Ministry of Health & Medical Services corporate activities
6. Quality reports are submitted within the agreed timeline
7. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to Bachelor (or equivalent) of Physiotherapy, attaining Post Graduate qualifications in related fields would be an advantage, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 10 years of experience in Physiotherapy administration and management and Clinical experience
2. Understanding of the International Physiotherapy Standard of Practice, Fijian Constitution (2013) and other relevant laws of Fiji.
3. Knowledge and Experience in preparing reports according to specific standards

Skills and Abilities

1. Demonstrated ability to plan and organize national programs;
2. Good computer skills and the capacity to utilize computer programs to support the operations of the department;
3. Demonstrated ability to communicate effectively with staff of diverse background in order to achieve daily goals and objectives of the department;
4. Demonstrated ability to analyse, prioritize and solve complex work problems with available resources
5. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture;
6. Demonstrated ability to multitask, manage conflict and change.
7. Service oriented approach, with a 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.

MOHMS 121/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Dental Officer
Salary Band:	Band I
Salary Range	\$43,296.63 - \$55,508.50 per annum
Location:	Ba Mission Hospital
Duration:	5 years
Unit/Division:	Oral Health / Western Health Services
Reports to:	Principal Dental Officer/Sub Divisional Medical Officer
Subordinates:	Dental Officer, Dental Therapist, Dental Hygienist

The Position

To coordinate, deliver, monitor and evaluate all oral health services and activities in accordance in relevant oral health standards, regulations and policies in an efficient and effective manner.

Key Responsibilities

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

1. Provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases.
2. Prepare, deliver and assess the effectiveness of community outreach programs according to agreed policy and plans.
3. Gather and document relevant data, and prepare and submit required reports within the agreed time lines.
4. Facilitates and Monitors the usage of Standard operating procedures, policies, regulations and standards which impact upon the position, including contemporary Human Resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies.
5. Actively contribute to all corporate requirements and activities of the Ministry where required

Key Performance Indicator

1. Oral health/clinical dental records, programs and activities are provided in accordance with approved dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Clinical Targets are achieved as per Oral Health Business Plan and variations are captured and recorded.
3. Reports are submitted within the agreed time lines and in accordance with reporting standards.
4. Actively contribute to all corporate requirements and activities of the ministry when required.

Selection Criteria

The Person

In addition to a Bachelor of Dental Surgery or equivalent, registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice as a General Dentist, the following knowledge, experience skills and abilities are required to perform the role of the post.

Knowledge and Experience

1. At least 6 years' experience as a dental officer.
2. Demonstrated knowledge and practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontic, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.

3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Proven capacity and knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.

Skills and Abilities

1. Demonstrated ability in the use of approved clinical guidelines and evidence base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrated ability to effectively work within and manage a team. Ability to communicate proficiently in English in both verbal and written.
3. Demonstrated ability to communicate effectively including excellent report writing skills with an attention for details.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
5. Demonstrated ability to manage, supervise, mentor, and train staff.
6. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character and Eligibility

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

Role:	Medical Imaging Technologist
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	CWMH [2], Labasa Hospital [1] Rotuma Hospital [1]
Duration:	5 years
Unit/Division:	Radiology/ Central
Reports to:	Supervisor MIT CWM Hospital/Labasa Hospital
Subordinates:	Nil

The Position

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

Key Responsibilities

The position will achieve its purpose through the following:

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

Key Performance Indicator

Performance will be measured through the following indicators:

1. All activities under examinations are accurately recorded and performed on a scheduled time.
2. All after hour's examinations are completed in a timely manner.
3. Timely collection of weekly and monthly statistics.
4. Equipment's are functioning and consumables are available with timely reporting and quality improvement activities are implemented.

Selection Criteria

The Person

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

Knowledge and Experience

1. At least 2 years of technical working experience in General Radiography.
2. Good knowledge of Ultrasound examination protocols to be able to work unsupervised.

3. Knowledge of relevant laws and legislations applicable to Radiology safety practices

Skills and Abilities

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

Personal Character and Eligibility

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

Role:	Manager Blood - Project
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	CWM Hospital
Duration:	3 years
Unit/Division:	Blood Service Unit/ Central
Reports to:	Laboratory Superintendent/ National Manager Ambulance & Blood Services
Liaises with:	Senior Laboratory staff, Government and Private stake holders
Subordinates:	Blood Assistant, Blood Service Nurse and Phlebotomists

The Position

The position contributes to planning, organising, delivery and monitoring of the effectiveness of the provision of Blood services in support of the Ministry of Health & Medical Services plan.

Key Responsibilities

The position will achieve its purpose through the following:

1. Organise recruitment plan in order to minimise blood shortages through organised blood drives.
2. Plan and organise awareness in regards to blood donation.
3. Collate all blood donor recruitment data for the monitoring of service achievement and submission to Senior Ministry of Health & Medical in the Hospital Services.
4. Organise meetings with internal and external partners in the division in regards to blood donor recruitment program.
5. Organise training to Ministry of Health & Medical Services staff and blood drive organisers focusing on developments of blood safety.
6. Responsible for the formulation of standard operating procedures for the unit
7. Responsible for the safe management of all blood donation equipment and transport.
8. Actively participate in the corporate activities of the Ministry.

Key Performance Indicator

Performance will be measured through the following indicators:

1. All Blood Service plans are developed, approved and implemented and reported within the agreed timeframes.
2. Ability to organise and achieve blood donor recruitment target and other related activities.
3. Complete compliance with relevant blood donation policies, laboratory policies and SOP requirements within the department.
4. Effective and timely management and regular monitoring of staff performance and attendance to enable service continuity, and delivery of quality laboratory services.
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a Diploma qualification in Human Resources, Management or Public Administration, Industrial Relations or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

1. Advance computer literacy, in particular use of Microsoft Applications.
2. Knowledge and Experience in preparing reports according to specific standards
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the National Blood Policy, Fijian Constitution (2013) and other relevant laws of Fiji.

Skills and Abilities

1. Demonstrated ability to work and lead a team effectively.
2. Very good Time management skills.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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 for the job, as these criteria will be considered in assessing the relative suitability of applicants.



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Tobacco Control Enforcement Officer (5 positions)
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00
Location:	Namosi House, Northern Health Services, Sigatoka District Hospital, Western Health Services
Duration:	3 years
Unit/Division:	Environmental Health Unit
Reports to:	Manager Tobacco Control/DHIs
Subordinates:	Assistant Tobacco Control Enforcement Officers

The Position

The Tobacco Control Enforcement Officer will be responsible for the running of the divisional enforcement offices and report directly to Manager Tobacco Control and Divisional Health Inspectors West and North. The officer is responsible for developing the required divisional work plan and ensure its implementation, monitoring and surveillance.

Key Responsibilities

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

1. Organize and carry out inspections, investigations and booking of offenders
2. Command and control enforcement operations
3. Develop plan for divisional enforcement operations
4. Train and prepare Assistant Enforcement Officers on enforcement procedures and field investigation methods
5. Daily monitoring of Assistant Enforcement Officers
6. Work closely with other law enforcement agencies on matter of equal interest
7. Assist in community awareness programs related to tobacco-free initiatives
8. Filing of legal documents in and obtaining case updates from court registries within the Division
9. Conduct prosecutions in the Magistrates Court
10. Submit monthly reports of enforcement, prosecution and community awareness programs conducted within the Division.

Key Performance Indicators

1. Standard operating procedures for all bookings and charging of persons violating the Tobacco Control Act and Regulations are followed;
2. All reports and case files provided to supervisors in a timely manner to the required standard;
3. Community awareness programs related to tobacco-free initiatives are conducted to the required standards and timeline; and
4. Contributions to all corporate requirements of the Ministry, including planning, budgeting and selection activities are actively undertaken where required.

Selection Criteria

The Person

In addition to a Diploma in Environmental Health, Legal Enforcement, or equivalent work experience the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and experience

1. At least 3 years' Experience in law enforcement, management or exposure at similar field.
2. Experience in preparation of court documents and prosecution.
3. Experience in conducting community awareness or similar activity.
4. Knowledge and experience in planning process, report writing, book keeping and office administration.
5. Knowledge of the Tobacco Control Decree (TCD) and Tobacco Control Regulation (TCR) and health impact would be desirable.

Skills and abilities

1. Proficient in investigations and prosecution skills and demonstrate ability to confidently present self in court for formal proofs and cross examinations.
2. Strong oral and written communications skills and capacity to utilize computer programs to support the operations of complex organization
3. Skills and abilities to manage staff and work cooperatively within the team and other stakeholders and enforcement agencies.
4. Ability to follow instructions, meet set deadlines and work long hours under stressful situation.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character and Eligibility

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



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Dental Assistant (Chair side Assistant)
Salary Band:	Band B
Salary Range:	\$12,286.56 - \$15,764.32
Location:	Lakeba Hospital, Lomaloma Hospital
Duration:	3 years
Unit/Division:	Dental/Eastern Health Services
Reports to:	Dental Officer, Lakeba Hospital / Dental Therapist Lomaloma
Subordinates:	Nil

The Position

The position supports Dental Care delivery by preparing treatment room, patient, instruments, and materials; passing instruments and materials; performing procedures in compliance with the dental practice act with the Dental Officer.

Key Responsibilities

The position will achieve its purpose through the following key duties.

1. Patient registration, updating History Cards and its safe keeping with accurate clinical records.
2. Prepares patient for dental treatment by welcoming, comforting, seating, and draping patient.
3. Ensure that the working environment in the Dental Clinic is clean and safe to Hospital Standards.
4. Chair side assisting to Dental Officer in all dental procedures, provide Oral Health Education.
5. Assist Dental Officer in Oral Health Promotion in Outreach Programmes.
6. Clean, prepare and sterilize instruments and disinfect equipment with the proper waste disposal using infection control protocols and guidelines.
7. Participate in collection and reporting of Monthly, Quarterly and Annual Reports as required by the Dental Officer.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicators

1. Proper Registration of patients, updated History Cards with accurate clinical records.
2. The Dental Clinic is always clean and safe.
3. Effective and timely sterilization of instruments and disinfection of equipment and maintaining proper disposal of waste.
4. Timely provision of data to Dental Officer for Monthly, Quarterly and Annual Reporting.
5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Selection Criteria

The Person

In addition to a pass in the Fiji School Leaving Certificate or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Basic knowledge on Customer Care on greeting patients and conversing over the phone.
2. Basic knowledge on organising the filing of patient records.
3. Knowledge on maintaining a clean and safe working environment.
4. Understanding of Fijian Constitution (2013) and applicable transportation laws of Fiji;

Skills and Abilities

1. Good communication skills both verbal and written
2. Ability to work effectively with a team
3. Ability to plan and manage daily work effectively
4. Service oriented with a commitment to supporting the operational and corporate environment of the organization

Personal Character & Eligibility

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

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



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Cleaner
Salary Band:	Band A
Salary Range:	\$4.60-\$5.90 per hour
Location:	Keiyasi Health Centre, Nabouwalu Hospital, Savusavu Hospital, Taveuni Hospital, Northern Health Service, St Giles Hospital, Makoi Birthing Unit
Duration:	3 years
Unit/Division:	Western/Northern/Central
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

The position ensures provision of effective and safe cleaning services at the hospital whilst maintaining a sense of integrity and responsibility.

Key Responsibilities

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

1. Ensure cleanliness of premises in adherence to the Infection Control Guideline.
2. Ensure proper and safe use of appropriate cleaning agents for the respective areas within the facility.
3. Perform and document routine inspection and maintenance activities.
4. Ensure sufficient stock of cleaning agents and appliances is maintain.
5. Actively contribute to all corporate functions of the ministry

Key Performance Indicators

1. Ensure that improvements to office cleanliness are implemented and completed in a timely manner.
2. Timely recording and reporting of reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
3. Ensure Occupational Health Safety (OHS) compliance.
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Selection Criteria

The Person

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

Knowledge and Experience

1. Some experience in a similar working environment.
2. Basic knowledge of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures.
3. Knowledge in record management and proper disposal.
4. Knowledge of Occupational Health and safety at the workplace.

Skills and Abilities

1. Ability to plan and organise work on a daily basis.
2. Ability to communicate effectively both verbally and written.
3. Ability to work with minimum supervision and with attention to details

4. 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



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Labourer
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Keiyasi Health Centre, Saqani Health Centre, Nabouwalu Hospital, Korotasere Health centre, Natewa Health Centre, Beqa Health Centre, Samabula Health Centre, Central Health Services, Lagi Health Centre, Ba Mission Hospital, Ba Health Centre, Lautoka Hospital, Sigatoka Hospital
Duration:	3 years
Unit/Division:	Corporate Services
Reports to:	Clerical Officer/ Executive Officer
Subordinates:	Nil

The Position

The position is responsible for maintaining the cleanliness of the health facility 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 of the Ministry as and when required

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. 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



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Laundry Hand
Salary Band:	Band A
Salary Range:	\$4.60-\$5.90 per hour
Location:	Keiyasi Health Centre/Savusavu Hospital/Nabouwalu Hospital/Nadi Hospital/Lautoka Hospital
Duration:	3 years
Unit/Division:	Corporate Services
Reports to:	Laundry Supervisor
Subordinates:	Nil

The Position

The position provides quality laundry services for all our clients in accordance to standard procedure and policies of the unit and organization and ensuring client's satisfaction in the process of quality laundry services and working towards achieving goals and objectives of the unit and organization.

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. Actively contribute to the ministry's corporate functions and activities

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
6. Participate in all corporate functions as and when required

Selection Criteria

The Person

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

Knowledge and Experience

1. Should have some knowledge in Occupational Health & Safety
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 machines failure
3. Ability and skills to meet deadline
4. Ability to communicate both verbally & written
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

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

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

MOHMS 129/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Hospital Attendant
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	CWM Hospital, Savusavu Hospital, Lautoka Hospital
Unit/ Division:	Hospital Support Services
Duration:	3 years
Report To:	Team Leader
Subordinates :	Nil

The Position

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

Key Responsibilities

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

Key Performance Indicators

1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient's safety.
3. Assign task is completed within timeline.
4. Participate in all corporate activities of the Ministry when required.

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Ability to effectively work within a team, with less supervision.
3. Ability to communicate in both verbal and written.

4. Service and customer oriented approach, with a commitment to assist at workplace as and when required.

Personal Character & Eligibility

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

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

Role:	Kitchen Hand
Salary Band:	Band A
Salary Range:	\$4.60-\$5.90 per hour
Location:	CWM Hospital, Ba Mission Hospital
Unit/Division:	Foodservice Unit
Duration:	3 years
Reports to:	Dietician/Senior Dietician
Subordinates:	Nil

The Position

The position assists with the timely preparation and delivery of hygienic and quality meals to inpatients.

Key Responsibilities

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

1. Maintain the order and cleanliness of the kitchen's facilities up to Food safety and Hygiene standards in cleaning all kitchen surfaces, mop and sweep kitchen floors, put away dishes, pots and pans, organize food, clean out freezers, and remove trash.
2. Ensure the sufficient usage of food supplies and ingredients.
3. Assist line cooks in completing food preparation tasks, from organizing the refrigerator and freezer to chopping vegetables, washing fruit, defrosting meat. They may fully prepare dishes that require little to no cooking, such as salads.
4. Maintain the kitchen in ensuring all appliances and cooking equipment are properly used and maintained.
5. Inventory stock takes of supplies and food, ensuring that the kitchen always has accurate stock of everything.

Key Performance Indicators

1. Ensure the proper preparation of food as per the required standards of food preparation.
2. Maintain a hygienic work environment by proper cleaning and storage of utensils, equipment's, machine and working tools.
3. Ensure adequate use of all food supplies and ingredients issued for the day in compliance with Food safety and Hygiene guidelines
4. Contribute to the ministry's corporate functions and activities

Selection Criteria

The Person

In addition to the completion of Form Six Education or equivalent and any other relevant Catering qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least a year's experience in catering and foodservice or in a similar work environment
2. All round working knowledge in all areas of foodservice
3. Good knowledge of the standard methods and techniques of safe food preparation
4. Basic knowledge of receptive applicable laws of Fiji.

Skills and Abilities

1. Ability to assist cook with the preparation of food to cater for special requests.
2. Ability to communicate effectively both verbal and written
3. Ability to work effectively within a team
4. 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 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

Role:	Cook
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Keiyasi Health Centre, CWM Hospital, Savusavu Hospital, Nabouwalu Hospital
Duration:	3years
Unit/Division:	Western/Central/ Northern
Reports to:	Dietician/Supervisor Dietician
Subordinates:	Nil

The Position

The position ensures the timely preparation and provision of meals for patients at the health facilities.

Key Responsibilities

1. The position will achieve its purpose through the following key responsibilities:
2. Reports directly to the Supervisor Dietician on a day to day basis.
3. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals.
4. Responsible for preparing and cooking a well - balanced nutritious meal for all inpatients and staffs according to the menu.
5. Ensure food items to be used for day is available.
6. To assist in the cost effective management of the food budget.
7. To identify and participate in any training appropriate to the position.
8. Ensure to be transparent with work and punctuality
9. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Selection Criteria

The Person

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

Knowledge and Experience

1. Knowledge of quality food preparation and presentation methods
2. Must have knowledge of food safety and hygiene
3. Experience in a similar work environment
4. Basic knowledge of occupational health and safety in the workplace

Skills and Abilities

1. Ability to work effectively within a team and manage time
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time

3. Demonstrate a high standard of personal appearance and good personal hygiene
4. Demonstrate ability to work under minimal supervision
4. Ability to communicate both verbally and written

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

Role:	Recorder
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Keiyasi Health Centre/Ba Mission Hospital
Duration:	3 years
Unit/Division:	Western Health Services Division
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

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.



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Ward Assistant
Salary Band:	Band B
Salary Range:	\$5.37- \$6.89 per hour
Location:	Keiyasi Health Centre
Duration:	3 years
Reports to:	Team Leader
Subordinates:	Nil

The Position

To assist nurses with non-clinical duties including patient care, patient movement within the health facility, ward housekeeping, and food service.

Key Responsibilities

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

1. Assist with patient care in accordance with patient safety and care regulations and in compliance with occupational health & safety standards.
2. Ensure that patient bedding, linen and surrounding is clean at all times.
3. Assist with the carriage of patients within the health facility.
4. Actively participate in corporate activities of the Ministry as and when required

Key Performance Indicators

1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
4. Participate in all corporate functions as and when required.

Selection Criteria

The Person

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

Knowledge and Experience

1. Work experience in a similar environment providing patient care to the sick or aged.
2. Good understanding of basic life support in times of emergencies
3. Experience in basic housekeeping duties
4. Sound knowledge of Occupational Health & Safety at the workplace and patient care and safety regulations

Skills and Abilities

1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively both written and verbal
3. A good team player and ability to work with minimum supervision.
4. Good customer services skills
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



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Assistant Seamstress
Salary Band:	Band B
Salary Range:	\$5.37-\$6.89 per hour
Location:	CWM Hospital, Nabouwalu Hospital, Savusavu Hospital, Nadi Hospital
Duration:	3 years
Unit/Division:	Laundry Department
Reports to:	Seamstress/Senior Domestic Officer
Subordinates:	Nil

The Position

The position provides and maintains hospital linen to its best quality and quantity required. This will ensure clients satisfaction in the process of quality linen materials that are received and working towards achieving goals and objectives of the unit and organization.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

1. Measuring of wards linen and stitching according to what is required.
2. Reproducing, creating, modifying and altering clothes, linen and specialty items such as equipment covers (x-ray machine, operation theatre-scrubs, leggings, caps, sponges, chair and cushion covers) etc.
3. Responsible for sorting linens and mending on sewing machine. Sewing strings and belts onto patient gowns, surgical gowns and scrub suits. Sewing of torn large sheets, draw sheet, pillowcases, surgical drapes and other mending delegated by Senior Domestic Officer.
4. Fortnightly writing off linen with Senior Domestic Officer
5. General cleaning of sewing machines must be maintained weekly
6. Perform timely repairs on all items of uniform and linen
7. Convert discarded linen into usable items for re-circulation
8. Ensures that all linen and uniforms are repaired before issuing them to staffs and departments
9. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. The sewing machines is well maintained and in good serviceable condition at all times
2. Cleanliness of working environment is maintained
3. Availability of newly stitched linens at all times
4. Adherence to infection control standard
5. Active participation in the corporate activities of the Ministry as and when required

Selection Criteria

The Person

In addition to the completion of Secondary School Education or a Certificate in Clothing and Textile or equivalent, the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience:

1. Some experience as a seamstress or similar
2. Knowledge and experience in of machine handling procedures (Straight stitching and Over Lock)
3. Knowledge in Occupational Health & Safety requirements
4. Record keeping and basic inventory management knowledge.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji sine this officer will be working

Skills and Abilities

1. Communicate effectively with all people in the workplace (Both verbal and written)
2. Promote best use of resources and time to achieve work outcomes.
3. Demonstrate teamwork and ability to meet timeline.
4. Able to work under less supervision.
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.

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

Role:	Driver
Salary Band:	Band B
Salary Range:	\$5.37-\$6.89 per hour
Location:	Nabouwalu Hospital, Wainunu Health Centre, Lekutu Health Centre, Labasa Hospital, Tukavesi Health Centre, Wainikoro Health Centre, Western Health Services, Ba Mission Hospital, Lautoka/Yasawa Sub-Divisional Office, Lautoka Hospital
Duration:	3 year
Unit/Division:	Transport Unit
Reports to:	Executive Officer/Clerical Officer
Subordinates:	Nil

The Position

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

Selection Criteria

The Person

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

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

Role:	Handyman
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Savusavu Hospital/Taveuni Hospital
Duration:	3 years
Unit/Division:	Administration
Reports to:	Executive Officer
Subordinates:	Nil

The Position

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.



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Electrician
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Location:	Lautoka Hospital
Duration:	3 years
Unit/Division:	Hospital Services
Reports to:	Foreman
Subordinates:	Nil

The Position

The position is 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.

Selection Criteria

The Person

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.
4. Knowledge of Occupational Health & Safety Requirements.
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 laying 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.

MOHMS 138/2021



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Carpenter
Salary Band:	Band D
Salary Range:	\$7.50-\$9.61 per hour
Location:	Lautoka Hospital, CWM Hospital
Duration:	3 years
Unit/Division:	General Services
Reports to:	Executive Officer General Services
Subordinates:	Nil

The Position

The position is responsible for the effective general maintenance and repairs of all carpentry works in health facilities under Eastern Health Services

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

1. Hospital buildings, equipment and furnishings to include carpentry work, minor and major repairs, urgent maintenance repairs and required small building and carpentry projects.
2. Planning and scheduling of work to ensuring proper distribution of assignments, equipment and supplies of performances of duties
3. Scope required carpentry works and estimate time and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, requirement changes to facilitate and completion of assigned tasks
4. Implementation of preventive maintenance programs
5. Ensure the implementation and maintaining of O.H.S act at all times
6. Perform other related task required by supervisor from time to time

Key Performance Indicators

Performance will be measured through the following indicators:

1. Coordinate and facilitate all carpentry related activities for repairing, maintenance and renovation of health facilities
2. Coordinate and plan purchasing of building materials using relevant guidelines
3. Provide scoping activities for all facilities need repairing
4. Ensure that all building materials supplied are well stored and documented accordingly
5. Active participation in the corporate activities of the Ministry as and when required

Selection Criteria

The Person

In addition to the completion of Secondary School qualification or a Trade Certificate in Carpentry and Joinery or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. A vast experience in carpentry and joinery maintenance, repairs and construction of buildings and related infrastructure;
2. A sound knowledge of maintenance methods and procedures involved in the maintenance of buildings and structures;
3. Sound knowledge of safe operation of basic hand and power tools;
4. Knowledge of workplace safety, safe lifting and handling procedures;
5. Basic knowledge of Occupational Health & Safety procedures

Skills and Abilities

1. Ability to understand and interpret building plan and standards
2. Ability to standby for clinical and patient safety care where possible in extreme weather conditions
3. Ability to communicate both orally and in written
4. Identifies and utilizes resources effectively and responsibly
5. Takes a problem-solving approach when faced with challenging or difficult situations
6. Demonstrates a positive attitude in work assignment and interaction with others
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character and Eligibility

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

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



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Orderly
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	CWM Hospital
Unit/ Division:	Hospital Support Services
Duration:	3 years
Report To:	Deputy Director of Nursing
Subordinates :	Nil

The Position

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

Key Responsibilities

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

Key Performance Indicators

1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient's safety.
3. Assign task is completed within timeline.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

1. Good Communication skills
2. Good command of English- written or oral.
3. Demonstrate the ability to effectively work within a team, with less supervision.
4. Demonstrate the ability to work under pressure in a resource constrained environment.
5. Service and customer oriented approach, with a commitment to assist the nurses at workplace.

6. Preform and assist the nurse in the provision of all daily living activities with confidence and competence.
7. Performs with expectation to the duties assigned as stipulated

Personal Character & 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

Role:	Assistant [IT]
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89/ hour
Location:	Lautoka Hospital
Duration:	3 years
Unit/Division:	Information Communication & Technology/ Lautoka Hospital
Reports to:	Computer Operator

The Position

The position is responsible for the management of ICT Support for the assigned Health Facilities in Ministry of Health and Medical Services.

Key Responsibilities

1. Providing assistance for ITSO & CO in work activities, priorities, escalation, incident management, knowledge base and project activities.
2. Assist in gathering software and hardware requirements and proceed with procurements as and when required.
3. Provide assistance for ITSO & CO in conducting Hardware/Software Retentions and provide technical report.
4. Assist in ensuring that the Inventory and ICT Registers are up-to-date at all times.
5. Assist in the ICT Audit for other facilities while ensuring maximum compliance for the assigned facility.
6. Support for all Applications in MoHMS (PATISPlus, CMRIS, LIMS, HRIS, Intranet, etc).
7. Assist in ensuring maximum uptime of ICT Systems and Services in the assigned facility.
8. Assist in working closely with Customers in MoHMS and other teams to ensure assigned activities is executed on time.
9. Assist in providing technical training, guidance, and resource support for end users.
10. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.
11. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth management of hardware, software, network and other Support Services in the assigned facility.
2. Ensure maximum (at least 80%) compliance for all ICT Systems and Services.
3. Actively contribute to all corporate functions of the Ministry.

Selection Criteria

The Person

In addition to successful completion of Year 12 Education or equivalent, a Certificate in Computing Science or Information Technology from a recognized institution, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
3. Knowledge of Hardware/Software procurement and retention Procedures.
4. Experience in writing proposals, reports, documentation and project updates.
5. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Demonstrated ability to Innovate and attention to detail.
3. Good communication (verbal and written) skills.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.

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:

Role:	Refrigeration and Air Condition Technician
Salary Band:	Band D
Salary:	\$7.50 - \$9.61/ hour
Location:	Lautoka Hospital
Duration:	3 years
Unit/Division:	Hospital Services/Corporate Services
Reports to:	Supervisor Higher Grade Hospital Services
Subordinates:	Nil.

The Position

The position is responsible for the effective day to day operations, maintenance and repairs of refrigeration and air conditioning units installed in the hospital and the health facilities under western division. A key role is to scope and verify required installation where needed and also assist the contracted companies who look after their responsible units.

Key Responsibilities

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

1. Participate and monitor timelines of planned service and maintenance (Normal Servicing and General Strip Servicing) of Air Conditioning with the contracted company tasked for the service and installation of all units in Lautoka Hospital and in the subdivisions.
2. Assist in planning, monitoring and record maintenance of refrigerators, coolers and installations of AC units including their operation and servicing period.
3. Record and submit technical reports when needed for replacement.
4. Establish and maintain liaison with administration and professional staff regarding maintenance programs and ensure preventative maintenance programs are in place
5. Ensure the implementation and maintaining of OHS act at all times.
6. Establish and ensure storage of refrigerant gases comply with safety standards and conditions
7. Weekly report to all assigned tasks submitted to the immediate supervisor
8. Perform other related tasks required by the immediate supervisor
9. 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 AC units, Fridges and Coolers as stipulated in the relevant manuals and standards.
3. Actively contribute to all corporate requirements of the Ministry.

Selection Criteria

The Person

In addition to a trade certificate in Refrigeration and Air Conditioning (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.
2. Knowledge in operation, installation, maintenance and repairs of Fridges, coolers, and Air Conditioning Unit.
3. Knowledge in Occupational Health & Safety requirements.

Skills and Abilities:

1. Ability to carry out efficient fault-finding skills in operating refrigerant units nad monitor performance.
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. Takes a problem-solving approach when faced with challenging or difficult situations.
6. Demonstrates a positive attitude in work assignment and interactions with others.
7. 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

RE-ADVERTISED POSITIONS

MOHMS 142/2021



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Technician Attendant [CSSD]
Salary Band:	Band B
Salary Range:	\$5.37-\$6.89 per hour
Location:	Lautoka Hospital, CWM Hospital
Duration:	3 years
Unit/Division:	Central Sterilization Supply Department
Report To:	Nurse Unit Manager/DDON
Subordinates:	Nil

The Position

The position performs daily operation of cleaning and 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:

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.

Selection Criteria

The Person

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

Knowledge and Experience

1. Good Knowledge of sterilization and infection control standards
2. Background experience within the medical services
3. General knowledge of instrument care and understanding of infection control and OHS standards
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Excellent time management skills
2. Demonstrate effective communication skills
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.

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

Role:	Executive Officer - Registry
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	Headquarters, Suva
Duration:	3 years
Unit/Division:	Registry Section/Personnel Unit
Reports to:	Principal Administrative Officer - Personnel
Subordinates:	Clerical Officer, Messenger & Driver

The Position

The position will ensure all human resource and administrative support functions including policy advice with regards to effective and efficient Records Management are provided to all staff of the Ministry in a timely manner.

Key Responsibility

1. Ensure all activities with regards to managing and maintaining an effective and efficient records management systems, both manual (Transit cards, Registers, File Census, File Away, File Numbering) and electronic (Inward/outward correspondence database, human resource management information systems [HRMIS]) is performed for timely access to files, documents and information.
2. Ensure distribution of official mails to relevant desk officers/Units for action through subordinates.
3. Ensure to circulate Internal Circulars and Memorandum to all MOHMS staff manually and electronically.
4. Facilitate monthly reports to Principal Administrative Officer (Personnel;) in a timely manner
5. Facilitate retrieval of closed files from archives as and when required
6. Providing customer service, at the counter, via telephone and emails
7. Actively contribute to all corporate functions of the Ministry

Key Performance Indicators

1. Manage and maintain an effective and efficient records management system both manual and electronic to ensure timely access to files, documents and information.
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements.
3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.

Selection Criteria

The Person

In addition to relevant tertiary qualification in Human Resource or Office Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience

1. Understanding and experience of at least 2 years of human resource management; human resource policies; with some supervisory experience
2. Working knowledge of filing and records management systems both manual and electronic
3. Working knowledge of a human resource information system and computer programs such as Microsoft Office
4. Understanding of the relevant legislations governing terms and conditions of employment, OHS, industrial-relations
5. Understanding of the role of Human Resources in a large organization
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Demonstrated oral and written communications and ability to maintain confidentiality
2. Demonstrated ability to lead and work within a team of people from diverse backgrounds
3. Ability to understand and carry out detailed written and oral directives
4. Ability to multitask and meet tight deadlines
5. Excellent customer service skills
6. Good interpersonal skills with the ability to handle sensitive and confidential information and situations
7. Interact and communicate with individuals at all levels 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.