

A range of exciting opportunity is now available for you to join the Ministry of Health and Medical services. The core function of the Ministry of Health & Medical Services is to provide high quality healthcare through capable governance and systems to the people of Fiji. The Ministry is committed to improve primary, secondary and tertiary healthcare.

Applicants for employment in the Ministry of Health & Medical Services 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 report and police clearance as a condition of employment.

Ministry of Health & Medical Services is an Equal Employment Opportunity Employer.

We invite applications from suitably qualified individuals for the following positions:

Vacancy No.	POSITIONS	SALARY RANGE
MOHMS 87/2018	Chief Nursing and Midwife Officer	\$67,830.20 to \$110,441.49
MOHMS 88/2018	Director of Nursing – CWM Hospital	\$59,945.18 - \$97,603.03
MOHMS 89/2018	Deputy Director of Nursing , Paediatric Unit –CWM Hospital	\$43,296.63 - \$70,495.80
MOHMS 90/2018	Deputy Director of Nursing, West Wing – CWM Hospital	\$43,296.63 - \$70,495.80
MOHMS 91/2018	Deputy Director of Nursing Maternity Unit – CWM Hospital.	\$43,296.63 - \$70,495.80
MOHMS 92/2018	Deputy Director of Nursing, East Wing – CWM Hospital	\$43,296.63 - \$70,495.80
MOHMS	Director of Nursing –Lautoka	\$59,945.18 - \$97,603.03

93/2018	Hospital	
MOHMS 94/2018	Deputy Director of Nursing, Maternity - Lautoka Hospital	\$43,296.63 - \$70,495.80
MOHMS 95/2018	Deputy Director of Nursing, Administration – Lautoka Hospital	\$43,296.63 - \$70,495.80
MOHMS 96/2018	Director of Nursing – Western Health Service	\$59,945.18 - \$97,603.03
MOHMS 97/2018	Director of Nursing – Northern Health Services	\$59,945.18 - \$97,603.03
MOHMS 98/2018	Director of Nursing – Central Division	\$59,945.18 - \$97,603.03
MOHMS 99/2018	Deputy Director of Nursing – Eastern Division	\$43,296.63 - \$70,495.80
MOHMS 100/2018	Director of Nursing – St Giles Hospital	\$59,945.18 - \$97,603.03
MOHMS 101/2018	Deputy Director of Nursing – St Giles Hospital	\$43,296.63 - \$70,495.80
MOHMS 102/2018	Senior Dental Technician – CWM Hospital	\$28,605.45 - \$47,675.75

PROJECT POSITIONS

MOHMSP 01/2018	National Suicide Prevention Project Officer	Attractive salary will be offered
MOHMSP 02/2018	National Mental Health Project Officer	Attractive salary will be offered

Interested applicants should download the job descriptions and applicant information from the Ministry's Website: www.health.gov.fj or Ministry of Health and Medical Services Facebook account.

Applicants should submit their covering letter not more than three pages addressing how they meet the Knowledge, Experience, Skills and Abilities required for the position, with their current CV and copies of relevant academic transcripts or certificates.

Applications that do not address the selection criteria will not be considered.

Applications for the position must be received **by 4.00pm on Friday 16th February 2018** and addressed to:

1. **Applications by post:**

Permanent Secretary for Health & Medical Services
PO Box 2223, Government Buildings
Suva, Fiji

2. **Applications can be hand delivered to:**

“DROP MOHMS JOB APPLICATION BOX”
Reception Desk, Ground Floor, Dinem House, 88 Amy Street,
Suva, Fiji

3. **Applications can also be e-mailed to:** recruitment@health.gov.fj

LATE APPLICATIONS WILL NOT BE CONSIDERED.

ADDENDUM

1. Position title for vacancy MOHMS 49/2018 should read Senior Supplies Officer – FPBS instead of Supplies Officer – FPBS
2. Position title for vacancy MOHMS 50/2018 to MOHMS 75/2018 should read Supervising Dietician instead of Senior Dietician. The location remains unchanged.

WITHDRAWAL OF VACANCY

Vac No.	Post	Reason for withdrawal
MOHMS 422/2017	Pharmacy Assistant – Nasea Health Centre – 1 Post	Filled by sideways transfer

JOB DESCRIPTION

MOHMS 87/2018: CHIEF NURSING AND MIDWIFERY OFFICER

Role:	Chief Nursing & Midwifery Officer
Level:	Salary Band L
Salary range:	\$67,830.20 to \$110,441.49
Location:	HQ, Suva
Unit/Division:	Nursing
Reports to:	Permanent Secretary MOHMS
Supervises (directly)	Staff of the Office of Director Nursing Services including: • Secretary • AO Nursing [NU04 position] – Logistics Officer • Fiji Nursing Council – Office Manager (as Registrar - Authorizing agent for curriculum/training for nurses in Fiji) • Fiji College of Nursing – Project Officer (All professional development of nurses within MoHMS) • National Community Health Worker Coordinator [Coordination & Facilitation of the CHW Program in Fiji] • Manager Nursing Services (4), Divisional Health Sisters (4) - [Dual reporting & supervision role]

The Position

The position is responsible to the Permanent Secretary for Health and Medical Services for nursing strategic directions, the provision of operational service management mechanisms, development of nursing policies, development of nursing service delivery plans, continuous professional development and supervision, budgetary preparation and review and the overall monitoring and evaluation of the delivery of quality nursing care & services that is aimed to meet the strategic goals and corporate plans of the Ministry of Health and Medical Services.

Key Responsibilities

1. Provide strategic leadership & direction, delegation and supervision to the nursing leadership team and all relevant nursing institutions of the Ministry of Health & Medical Services
2. Advise and maintain regular reporting communications directly to the Permanent Secretary on all issues relating to the effective delivery of nursing services to meet agreed nursing standards within the MOHMS.
3. Develop and manage overall nursing workforce developments that is aligned with international standards of nursing ratios to ensure competent workforce and respond to population health needs
4. Plans, monitors and co-ordinates the preparation of the nursing budget to maintain delivery of nursing services and achievement of mandatory professional development.
5. As Registrar of the Fiji Nursing Council manage the registration and licensing of all eligible nurses in Fiji in compliance with legislative provision for professional registrations (Nursing Decree 2011); and assess and promote standards for overseas qualified nurses to work in Fiji.
6. Review and update nursing policies; Code of Conduct/Ethics for Nurses in Fiji, Scopes of practice, Nursing Competencies and Standards of practice in MOHMS.
7. Provide leadership and promote and maintain effective relationships between the nursing body and other health professionals and with Divisional/Subdivisional Heads to achieve health planned outcomes.
8. Maintain and promote relationships and communication with external partners and organisations (particularly WHO, regional and international donors, regional governments, NGOs, educational institutions) to improve nursing services and especially with the Registration authorities of United Kingdom, New Zealand and Australia.

Key Performance Indicators

1. All nursing strategic and business objectives are aligned with the Ministry of Health & Medical Services Strategic Plan is developed, approved and achieved within its endorsed timelines
2. Timely and effective development of relevant national nursing policies, standards and practice guidelines and its compliance is ensured.
3. Timely and effective management and overall monitoring and evaluation of nursing services in conformity with Nursing legislation and other relevant legislations/policies that enables continuity of quality nursing services and the meeting the operational goals of the Ministry of Health & Medical Services.
4. Promotes nursing research in the nursing fraternity and continuous in-service development.
5. Effective and timely assessment and review of the overall nursing workforce to meet population health needs and health service needs,
6. Ensures development of mentoring and coaching programs for nursing leadership and enacted.

The Person

In addition to being registered and/or eligible for registration with the Fiji Nursing Council, the position holder must have an advanced university degree or post graduate qualification in nursing and /or midwifery or other relevant qualifications from a recognized university, A Masters degree in nursing and/or midwifery or other relevant qualification is preferable. Must have 10 years post registration experience in nursing management, governance and strategic planning. Additionally, the following Knowledge, Experience, Skills and Abilities are required for the position.

Knowledge and Experience

- Demonstrated understanding and ability to work successfully in a cross cultural setting
- Experience working with/in low resource (budget) countries.
- Demonstrated ability in health related strategic planning and effective management of human and physical resources is required.

- Demonstrated capacity on issue analysis and policy development, and a systematic approach to administration and an understanding of regulatory processes.
- Demonstrates understanding and application of good patient care /service delivery.
- A solid understanding of the range of nursing standards, professional and sub professional inputs necessary for the provision of health service in Fiji is desirable. The successful candidate will have strong communication skills, [written and oral] and a proven capacity to drive change and persuade others on constructive course of actions.
- Proven performance and broad general management experience across a range of National Health Service delivery activities is essential.
- Experience in or has worked in small island nations/states.
- Familiar with developing or emerging countries.

Skills and Abilities

1. Excellent leadership, organisational, networking and management skills
2. Demonstrated ability to translate organisational strategic plans to effectively delegate, supervise and manage implementation plans for ongoing development, promotion and management of a national nursing service.
3. Demonstrated ability to lead, plan, direct, organise, manage and operate under resource and time constrained, at times high-stress work environment, to achieve expected plans and objectives in a diverse health policy and protocol environment to deliver nursing services.
4. Demonstrated high level communication, advocacy and negotiation skills to represent and promote the organisation and

the nursing body to achieve effective health services in a resource limited setting.

5. Demonstrated commitment to maintain professional development to reflect contemporary nursing practice and policy.
6. Strong interpersonal skills
7. Experience at a higher level in the following:-
 - Development, administration and evaluation of nursing policies.
 - High level communication skills, report writing, effective negotiation skills, discussions with whole of government, NGOs, Donors, International agencies
 - Excellent ability in the development and monitoring of Nursing Strategic and Business Plans
 - Demonstrated and proven ability to formulate to meet the need and demands of nursing services.
 - Ability to manage multiple and simultaneous responsibilities and to prioritise scheduling of work

MOHMS 88/2018 DIRECTOR OF NURSING – CWM HOSPITAL

Role:	Director of Nursing
Salary range:	\$59,945.18 to \$97,603.06
Location:	Colonial War Memorial (CWM) Hospital
Unit/Division:	Nursing
Reports to:	Medical Superintendent CWM Hospital
Subordinates:	Deputy Director (Maternity, Paediatrics, West Wing, East Wing), Nurse Unit Managers-, Team Leaders, Registered Nurses

The Purpose of this Position

The purpose of this position is to provide overall operational leadership and direction for nursing services to 717 nursing staff of the CWM hospital in accordance with the hospital business plan and regulatory requirements of the Ministry of Health.

Key Responsibilities/duties

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

1. Leads the process to develop, support, implement and evaluate the nursing business plans to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of the CWM hospital and the Ministry of Health.
2. Develops, maintains and implements nursing policies and guidelines that conforms to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Workforce management to meet professional expectations of performance including overseeing all aspect of disciplinary process and performance management of senior nursing staff to ensure delivery of quality nursing services/ outcomes.
4. Oversee efficient staffing levels to deliver nursing services required to meet patient demand and expected standards by preparing and reviewing the nursing services component in the overall hospital budget development including the submission for nursing overtime.
5. Oversee and ensure a well- educated nursing workforce through development, implementation, monitoring and review of the annual CWM hospital nursing training plan, contribution to the national Master In-Service Training Plan, and compliance with the Fiji Nursing Council legislation for mandatory continuing professional development and annual re-licence.
6. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.

Key Performance Indicators

1. Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with nurse focussed policies and guidelines to meet agreed Ministry and international standards to enable patient safety and delivery of safe nursing services.

3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Person Specification

In addition to being registered nurse with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with post graduate diploma in management/leadership or similar. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)

1. At least 5 years nursing workforce management experience relevant to the position and scope of roles and responsibilities in diverse and cross cultural settings.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Decree and Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Proven substantial senior management experience and ability to effectively manage a large health workforce to a professional standard reflecting the MOHMS values.
2. Previous experience in strategic planning and leadership particularly in resource constrained environments.
3. Demonstrated experience working effectively to oversee successful inputs and placements with external stakeholders and international visiting medical teams and volunteers.
4. Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.

5. Capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 89/2018 DEPUTY DIRECTOR OF NURSING – (PAEDIATRIC UNIT) CWM HOSPITAL

Role:	Deputy Director of Nursing (DDON), Paediatric Unit
Level:	Band I
Salary range:	\$43,296.63 - \$70,495.80
Location:	Colonial Memorial War Hospital, Suva, (South Wing).
Unit/Division:	NURSING,CWMH
Reports to:	Director of Nursing-CWMH, HOD- Paediatric Unit.
Liases with:	DDON Maternity, DDON East wing, DDON West wing, Clinical Nurse Educator-CWMH
Subordinates:	Nurse Unit Managers, Team Leaders, Registered Nurses, Ward Assistants.

Purpose of the Position:

The purpose of this position is to manage staff and resources of the Paediatric Wing of CWM Hospital hence providing the planned range of curative services to Paediatric patients in the Nursing workforce, that all applicable policies, clinical practice guidelines and Nursing standards are met.

Key Responsibilities/duties:

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

1. Provide leadership, management and supervision of the Paediatric Unit Nursing workforce to deliver quality health care as per approved plans, policies and guidelines within the Nursing Scope of Practice.
2. Manage and motivate Nurse Managers of Paediatric Unit to ensure that key deadlines are met by submitting standard

required Quarterly reports, Annual Performance Assessment forms and Ward meeting reports.

3. Oversee the efficient and effective management of the daily HR needs as to patient care work load
4. Provide clinical guidance and expertise to nurses of the Unit and contribute to the ongoing mentoring, safe performance, and continuing development of nursing interns in the unit
5. Provide timely and expert advice to Director of Nursing with Unit Annual Report and other updates of the Paediatric Unit.
6. Actively contribute to the Paediatric Unit team requirements in planning, budgeting and in Unit activities where required.

Key Performance Indicators:

1. All agreed reports (Quarterly, Annual and Bed state reports) are to be submitted within the agreed time frames and to meet specific requirements.
2. Effective and timely management and regular monitoring of HR for staff performance and attendance to ensure safe and high quality nursing care is delivered.
3. To manage and oversee an effective and accurate process of procurement of supplies and resources as agreed within the time frame.
4. Ensure that 100% of Paediatric Nursing staffs Annual Practice Licensing is valid within the time frame and are practising within the required standard of Scope of Nursing and in line with other Institutional policies and guidelines.

The Person

In addition to a Bachelor of Nursing with post graduate certificate in management or other post graduate certificates relevant to nursing, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

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KNOWLEDGE AND EXPERIENCE:

1. Meets the requirements to practise as a nurse by the Fiji Nursing Council.
2. Understands the PSC Code of Conduct and Values, Mission and Vision of the Ministry of Health & Medical Services.
3. Holds
4. Understands the applicable legislation or policies/procedures with regards to the Nursing Decree (2011) and Ministry of Health & Medical services policies.
5. Worked as a Nurse Manager in the Paediatric Unit, in any of the divisional Hospital for at least 5 years.

SKILLS AND ABILITIES:

1. Demonstrated the ability to work in a multidisciplinary team and be a team player.
2. Is computer literate.
3. Have a good command of English both oral and written.
4. Have good management and leadership skills.

MOHMS 90/2018 DEPUTY DIRECTOR OF NURSING – (WEST WING) CWM HOSPITAL

Role :	Deputy Director of Nursing (DDON) West Wing
Salary:	\$43,296.63 - \$70,495.80
Location :	Colonial War Memorial Hospital (CWMH), Suva- West Wing
Unit/Division:	Nursing, CWMH
Reports to:	Director of Nursing- CWMH
Liaises with:	DDON Maternity, DDON Paediatric, DDON East Wing, Clinical Nurse Educator
Subordinates:	Nurse Unit Managers / Team Leaders /Registered Nurses/Ward Assistants

Purpose of the Position:

The position oversees the Human Resource management of the Nursing workforce and their practice in the West wing, that all applicable policies, clinical practice guidelines and standards are met.

Key Responsibilities/Duties:

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

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

Key Performance Indicator:

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

The Person

In addition to a Bachelor of Nursing with post graduate certificate in management or other post graduate studies relevant to nursing, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:

1. Has strong nursing experience relevant to the position and scope of roles and worked as a Nurse Unit Manager in acute care settings, in any of the 3 divisional hospitals for at least 5 years.
2. Has practical working knowledge on the PSC Code of Conduct and the applicable legislation or policies/procedures with regards to the Nursing Decree (2011), HIV Decree, Child Welfare Decree and Mental Health Decree.
3. Understanding of teams and how to work within a high performing team

Skills and Abilities:

1. Proven management experience and ability to effectively manage a medium size workforce to a professional standard reflecting the MOHMS values.
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.

3. Service oriented approach, with a commitment to supporting the operational / corporate environment and values of the MOHMS.
4. Capacity to utilise computer programs to support the operations of the organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
6. Demonstrated ability to maintain confidentiality;

MOHMS 91/2018 DEPUTY DIRECTOR OF NURSING – (MATERNITY UNIT) CWM HOSPITAL

Role :	Deputy Director of Nursing (DDON) Maternity Unit.
Salary:	\$43,296.63 - \$70,495.80
Location :	Colonial War Memorial Hospital (CWMH), Suva
Unit/Division:	Nursing, CWMH
Reports to:	Director of Nursing- CWMH
Liaises with:	DDON West Wing, DDON Paediatric, DDON East Wing, Clinical Nurse Educator
Subordinates:	Nurse Unit Managers / Team Leaders /Registered Midwives & Nurses/Ward Assistants

Purpose of the Position:

The position oversees the Human Resource management of the Midwifery & Nursing workforce and their practice in the Maternity Unit, that all applicable policies, clinical practice guidelines and standards are met.

Key Responsibilities/Duties:

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

1. Provide leadership, management and supervision of the Maternity Midwifery and Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Midwifery and Nursing Scope of Practice.

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

Key Performance Indicator:

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

The Person

In addition to being a registered midwife with the Fiji Nursing Council, the position holder must have a Bachelor of Nursing with post graduate certificate/diploma in Midwifery is essential, management or other post graduate studies relevant to nursing. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:

1. Has strong midwifery experience relevant to the position and scope of roles and worked as a Nurse Unit Manager in a maternity unit, in any of the 3 divisional hospitals for at least 5 years.
2. Has practical working knowledge on the PSC Code of Conduct and the applicable legislation or policies/procedures with regards to the Nursing Decree (2011), HIV Decree, Child Welfare Decree and Mental Health Decree.
3. Understanding of teams and how to work within a high performing team

Skills and Abilities:

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

**MOHMS 92/2018 DEPUTY DIRECTOR OF NURSING – (EAST WING)
CWM HOSPITAL**

Role :	Deputy Director of Nursing (DDON) East Wing
Salary:	\$43,296.63 - \$70,495.80
Location :	Colonial War Memorial Hospital (CWMH), Suva- East Wing
Unit/Division:	Nursing, CWMH
Reports to:	Director of Nursing- CWMH
Liaises with:	DDON Maternity, DDON Paediatric, DDON West Wing, Clinical Nurse Educator
Subordinates:	Nurse Unit Managers / Team Leaders /Registered Nurses/Ward Assistants

Purpose of the Position:

The position oversees the Human Resource management of the Nursing workforce and their practice in the East wing, that all applicable policies, clinical practice guidelines and standards are met.

Key Responsibilities/Duties:

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

1. Provide leadership, management and supervision of the East Wing Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Ensure efficient and effective management of the nursing workforce of East Wing are performing, and that all delegated activities are met.
4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of Wing

reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.

5. Provide timely and expert advice on all east wing nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicator:

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

The Person

In addition to a Bachelor of Nursing with post graduate certificate in management or other post graduate studies relevant to nursing, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:

1. Has strong nursing experience relevant to the position and scope of roles and worked as a Nurse Unit Manager in acute care settings, in any of the 3 divisional hospitals for at least 5 years.
2. Has practical working knowledge on the PSC Code of Conduct and the applicable legislation or policies/procedures with regards to the Nursing Decree (2011), HIV Decree, Child Welfare Decree and Mental Health Decree.

3. Understanding of teams and how to work within a high performing team

Skills and Abilities:

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

MOHMS 93/2018 DIRECTOR OF NURSING – LAUTOKA HOSPITAL

Role:	Director of Nursing
Salary range:	\$59,945.18 - \$97,603.03
Location:	Lautoka Divisional Hospital
Unit/Division:	Nursing
Reports to:	Medical Superintendent Lautoka Hospital
Subordinates:	Deputy Directors ,Clinical Nurse Educators , Nurse Unit Managers-, Team Leaders, Registered Nurses

The Purpose of this Position

The purpose of this position is to provide overall operational leadership and direction for nursing services to 458 nursing staff of the Lautoka hospital in accordance with the hospital business plan and regulatory requirements of the Ministry of Health.

Key Responsibilities/duties

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

1. Leads the process to develop, support, implement and evaluate the nursing business plans to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of the Lautoka hospital and the Ministry of Health.
2. Develops, maintains and implements nursing policies and guidelines that conform to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Workforce management to meet professional expectations of performance including overseeing all aspect of disciplinary process and performance management of senior nursing staff to ensure delivery of quality nursing services/ outcomes.
4. Oversee efficient staffing levels to deliver nursing services required to meet patient demand and expected standards by preparing and reviewing the nursing services component in the overall hospital budget development including the submission for nursing overtime.
5. Oversee and ensure a well- educated nursing workforce through development, implementation, monitoring and review of the annual Lautoka hospital nursing training plan, contribution to the national Master In-Service Training Plan, and compliance with the Fiji Nursing Council legislation for mandatory continuing professional development and annual re-licence.
6. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.

Key Performance Indicators

1. Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with nurse focussed policies and guidelines to meet agreed Ministry and international standards to enable patient safety and delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

The Person

In addition to being registered nurse with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with post graduate Diploma in management/leadership or similar. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)

1. At least 5 years nursing workforce management experience relevant to the position and scope of roles and responsibilities in diverse and cross cultural settings.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Decree and Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Proven substantial senior management experience and ability to effectively manage a large health workforce to a professional standard reflecting the MOHMS values.
2. Previous experience in strategic planning and leadership particularly in resource constrained environments.
3. Demonstrated experience working effectively to oversee successful inputs and placements with external stakeholders and international visiting medical teams and volunteers.
4. Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.
5. Capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 94/2018 DEPUTY DIRECTOR OF NURSING – (MATERNITY UNIT) LAUTOKA HOSPITAL

Role :	Deputy Director of Nursing (DDON) Maternity Unit.
Salary:	\$43,296.63 - \$70,495.80
Location :	Lautoka Divisional Hospital, Lautoka
Unit/Division:	Nursing, Lautoka Hospital
Reports to:	Director of Nursing- Lautoka Hospital
Liaises with:	DDON Administration , Clinical Nurse Educator
Subordinates:	Nurse Unit Managers / Team Leaders /Registered Midwives & Nurses/Ward Assistants

Purpose of the Position:

The position oversees the Human Resource management of the Midwifery & Nursing workforce and their practice in the Maternity Unit, that all applicable policies, clinical practice guidelines and standards are met.

Key Responsibilities/Duties:

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

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

Key Performance Indicator:

1. All Midwifery and nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of midwifery and nursing staff performance and attendance to enable the delivery of quality midwifery and nursing services.

3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.
4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

The Person

In addition to being registered midwife with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with post graduate certificate/diploma in Midwifery is essential, management or other post graduate studies relevant to nursing. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:

1. Has strong midwifery experience relevant to the position and scope of roles and worked as a Nurse Unit Manager in a maternity unit, in any of the 3 divisional hospitals for at least 5 years.
2. Has practical working knowledge on the PSC Code of Conduct and the applicable legislation or policies/procedures with regards to the Nursing Decree (2011), HIV Decree, Child Welfare Decree and Mental Health Decree.
3. Understanding of teams and how to work within a high performing team

Skills and Abilities:

1. Proven management experience and ability to effectively manage a medium size workforce to a professional standard reflecting the MOHMS values.
2. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational / corporate environment and values of the MOHMS.

4. Capacity to utilize computer programs to support the operations of the organization;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.
6. Demonstrated ability to maintain confidentiality;

**MOHMS 95/2018 DEPUTY DIRECTOR OF NURSING
(ADMINISTRATION) – LAUTOKA HOSPITAL**

Role :	Deputy Director of Nursing (DDON) Administration
Salary:	\$43,296.63 - \$70,495.80
Location :	Lautoka Hospital, Lautoka
Unit/Division:	Nursing, Lautoka Hospital
Reports to:	Director of Nursing- Lautoka Hospital
Liases with:	DDON Maternity, Clinical Nurse Educator
Subordinates:	Nurse Unit Managers / Team Leaders /Registered Nurses/Ward Assistants

Purpose of the Position:

The position oversees the Administration, Human Resource management of the Nursing and Ward Assistant workforce and their practice in the Lautoka Hospital General Units, that all applicable policies, clinical practice guidelines and standards are met.

Key Responsibilities

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

1. Provide leadership, management and supervision of the General Ward Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission,

Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.

3. Ensure efficient and effective management of the nursing workforce of Lautoka Hospital General wards are performing, and that all delegated activities are met.
4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of General Ward reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Provide timely and expert advice on all general ward nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicator:

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

The Person

In addition to being registered nurse with the Fiji Nursing Council. The position holder must have a Bachelor of Nursing with post graduate certificate in management or other post graduate studies relevant to nursing. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:

1. Has strong nursing experience relevant to the position and scope of roles and worked as a Nurse Unit Manager in acute care settings, in any of the 3 divisional hospitals for at least 5 years.
2. Has practical working knowledge on the PSC Code of Conduct and the applicable legislation or policies/procedures with regards to the Nursing Decree (2011), HIV Decree, Child Welfare Decree and Mental Health Decree.
3. Understanding of teams and how to work within a high performing team

Skills and Abilities:

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

MOHMS 96/2018 DIRECTOR OF NURSING – WESTERN HEALTH SERVICES**MOHMS 97/2018 DIRECTOR OF NURSING – NORTHERN HEALTH SERVICES****MOHMS 98/2018 DIRECTOR OF NURSING – CENTRAL HEALTH SERVICES****MOHMS 99/2018 DIRECTOR OF NURSING – EASTERN HEALTH SERVICES**

Role:	Director of Nursing Services
Level:	Band K
Salary range:	\$59,945.18 – \$97,603.06
Location:	Western, Northern, Central and Eastern Divisional Office
Unit/Division:	Nursing
Reports to:	Divisional Medical Officer, Central Chief Nurse & Midwifery Officer (Fiji)
Liaises	Director on Nursing Services Eastern, Northern and Western; Director of Nursing Services of the 3 Divisional hospitals and 2 specialised hospitals; Divisional dietician, health inspector, human resources manager, dental officer and senior admin officer for Central Division. Also Project Officers for Non Communicable Disease, Child Health, EPI, Reproductive Health and Rheumatic Heart Disease, Community Health Worker, and , and Divisional Risk Manager
Subordinates:	Five (5) Subdivisional Manager Nursing, Five (5) Sub-divisional Hospital Nurse Managers one (1) Divisional In-service Training coordinator, two (2) Senior Nurse Manager and Nurse Practitioners & Registered Nurses

The Purpose of this Position

To provide leadership and strategic directions to the Nursing Officers who deliver a wide range of community health and clinical nursing services including: well child health , immunization, integrated management of childhood illnesses, wellness screening, dormitory care, maternal health – ante natal clinic, delivery, post natal, cancer screening, family planning, health promotion activities, general out patients – treatment, triaging & emergency, school health, adolescents health- in and out of school programs, disease outbreak ,disaster management, special outpatient- foot care, home Based care, health education, community health workers programs and in patients . This position also works to ensure that these services meet agreed nursing competency standards and are delivered according to approved MOHM policies , protocols and scope of practice. A key element is to establish, develop, review and update appropriate and relevant guidelines to

reflect currency in practice, using quality assurance process, for community nursing services to achieve planned health services at the health facilities in Central Division.

Key Responsibilities/duties

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

1. Leads the process to develop, support, implement, monitor and evaluate the nursing business plans to ensure public health nursing services are provided to meet expected targets and outcomes of the mission and vision of the Central Division and Ministry of Health & Medical Services.
2. Develop, implement and monitor divisional nursing policies that will enhance the delivery of quality public health nursing services in compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Administers proper workforce management processes and procedures to secure adequate safe staffing levels in the division, supervision of performance of senior nursing staff and overseeing all relevant processes including disciplinary processes to ensure the delivery of quality and safe public health nursing services and programs
4. Ensures a well-trained and qualified divisional nursing workforce by development and review of training plans, administration of Continuing Professional Development programs that meets legislative standards and the Ministry of Health & Medical Services workforce development objectives.
5. Actively contribute to the Ministry and/or corporate requirements including planning, budgeting and recruitment activities where required
6. Maintain and promote relationships and communication with public health external partners and stakeholders on public health nursing initiatives and community projects

Key Performance Indicators

1. Divisional operational nursing leadership, direction and supervision of the execution of public health nursing programs is provided through

development and implementation of supervisory plans with coaching and mentoring programs in place.

2. Divisional Nursing Business Plan that reflects and supports the overall Divisional and National Nursing Business Plans is developed, approved, implemented and monitored on a timely basis.
3. Timely auditing of nursing standards and compliance to public health nursing policies and practice guidelines to enhance safe and quality delivery of public health nursing services and relevant activities throughout all subdivisions within the division.
4. Effective and timely management of workforce activities including recruitment/expressions of interest, posting orders and regular monitoring of senior staff performance to enhance the delivery of quality public health services to the satisfaction of external and internal customers.
5. Timely consolidation, analysis of nursing reports to inform the overall divisional public health indicators

The Person

In addition to a Bachelor of Nursing and relevant post graduate Diploma in Management or Public Health/Midwifery, meets the requirement to be registered with the Fiji Nursing Council, the following knowledge, experience, skills and abilities are necessary to carry out the role of the post.

Knowledge and Experience

1. At least 5 years nurse workforce management experience in a diverse and cross cultural settings.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice.
3. Demonstrated understanding and application of the Fiji Nursing Decree and Nurses Code of Conduct.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Proven substantial senior management experience and ability to effectively manage a large health workforce to a professional standard
2. Previous experience in strategic planning and leadership particularly in resource constrained environments.
3. Demonstrated ability to effectively lead teams to achieve planned outcomes and implement change.
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 plan, organise, develop, and implement organisation goals, objectives, policies and procedures that are necessary for providing quality care.
6. Ability to respond and promote new approved methods and principles and be willing to incorporate them into existing nursing practices.
7. Demonstrated ability to report and utilise health information /evidence-based data, and analyse and draft solutions to complex problems to provide quality health care.
8. Demonstrated financial management skills and proven experience undertaking processes to secure staffing, nursing resources, budgets, assets, infrastructure and stores.
9. Demonstrated experience working effectively to oversee successful inputs and placements with external stakeholders and international visiting medical teams and volunteers.
10. Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.

MOHMS 100/2018 DIRECTOR OF NURSING – ST GILES HOSPITAL

Position:	Director of Nursing
Salary Band	Band K
Salary Range:	\$59,945.18 - \$97,603.03
Location:	St. Giles Hospital, Reservoir Road, Suva
Unit/Division	Central
Reports to:	Medical Superintendent, Director Nursing Services
Subordinates:	NUO3, NUO4, NUO5, NUO6, NUO7, NUO8
Other Contacts/Liaison	MS, EO, other stakeholders
Supplementary Roles	Standard of Practice supplementary to position.

Overview of the specific Area

St Giles Hospital is within the Division of Hospital Services and Community Services. St. Giles core element of a functional health system is the ability to provide curative, preventative, counseling and psychosocial rehabilitative health services in the field of psychiatry. St. Giles Hospital also has an In-patient that has a 100 bed capacity which consists of 45 bed unit in the Women's Ward and 55 bed unit in the Men's Ward and Out-patient services that is responsible for coordinating care of all clients that needs Mental Health Services.

The position

To provide leadership role and (provide) strategic directions to the unit managers and nursing personnel for the effective delivery of standardized clinical nursing services in accordance with the scope of practice within the facility.

To lead the available number of registered nurses and support staffs in upholding professionalism that will sustain quality clinical services, (nursing)

human resource management and health system standards as indicated in the facility business plan and accordance with legislative requirements in the Ministry of Health and Medical Services policies.

Key Responsibilities

1. Leads the process to develop, support, implement and evaluate the nursing business plans to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of St Giles hospital and the Ministry of Health.
2. Develops, maintains and implements nursing policies and guidelines that conforms to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
3. Workforce management to meet professional expectations of performance including overseeing all aspect of disciplinary process and performance management of senior nursing staff to ensure delivery of quality nursing services/ outcomes.
4. Oversee efficient staffing levels to deliver nursing services required to meet patient demand and expected standards by preparing and reviewing the nursing services component in the overall hospital budget development including the submission for nursing overtime.
5. Oversee and ensure a well- educated nursing workforce through development, implementation, monitoring and review of the annual CWM hospital nursing training plan, contribution to the national Master In-Service Training Plan, and compliance with the Fiji Nursing Council legislation for mandatory continuing professional development and annual re-licence.
6. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.

Key Performance Indicators

1. Nursing Business plans are developed, approved and implemented within the agreed timeframes.

2. Timely and effective monitoring of compliance with nurse focussed policies and guidelines to meet agreed Ministry and international standards to enable patient safety and delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments/expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

The Person

In addition to a degree in Nursing, Post graduate Diploma in Mental Health/Health Management, Registered with the Fiji Nursing Council, the following knowledge, skills and abilities are required for the successful performance of the role.

Knowledge and Experience (essential)

1. At least 5 years nursing workforce management experience relevant to the position and scope of roles and responsibilities in diverse and cross cultural settings.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Decree and Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Proven substantial senior management experience and ability to effectively manage a large health workforce to a professional standard reflecting the MOHMS values.
2. Previous experience in strategic planning and leadership particularly in resource constrained environments.
3. Demonstrated experience working effectively to oversee successful inputs and placements with external stakeholders and international visiting medical teams and volunteers.

4. Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.
5. Capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 101/2018 DEPUTY DIRECTOR OF NURSING – ST GILES HOSPITAL

Level:	Deputy Director of Nursing
Salary range:	F\$27,163 - \$33,466
Duty Station:	St Giles Hospital
Reports to:	Deputy Director of Nursing, St Giles Hospital
Liaises with:	
Subordinates:	Senior Sisters (NUO4), Clinical Sisters(NUO5), Staff Nurses, Ward Assistants, Medical Orderlies

Position Purpose

To provide administrative support and manage the performance of Unit managers of both the wards and special areas within the hospital thus assuring high standard of care by providing leadership to fellow nursing supervisors and nursing staffs.

The position also manages the, Medical Orderlies, Enroll nurses and Staff Uniforms and is responsible in facilitating development and implementation of the business plan of each unit/ward by the in charges.

Key Responsibilities

1. Responsible to the St Giles hospital Management teams by overseeing the delivery of clinical services within the five units.
2. Ensure that human resources are well utilized by implementing and monitoring a workable rostering cycle, and facilitate training and development for all nurses in the facility
3. Provides the direction and support for the respective Senior Sister In Charge and the team

4. Monitors utilization of relevant resources accordingly
5. Responsible to Manager Nursing , St Giles Hospital in monitoring and reporting on human resource activities: - establishment, performance appraisal, discipline
6. Develops a yearly/annual training plan as per training plan template of the Ministry and develops appropriate training and development for all nursing activities/other cadres.
7. Evaluates and reports on the effectiveness of all trainings and development activities undertaken through the use of specific audit tools.

KEY PERFORMANCE INDICATORS

1. Ensure that quality service delivery for all patients is performed according to the standard operating procedures on a timely manner
2. Ensure that overall management of Nursing Human Resources, especially ward coverage, leave schedules, safe rostering, staff rotation, nursing overtime and supervisory rosters for after-hours is in accordance with the guidelines and financial instructions and is submitted in a timely manner
3. Ensure that an up skilled nursing workforce towards mental health nursing aligned with mental health core skills are implemented and evaluate.
4. Provide necessary audit and improvements are identified.

Person Specification

In addition to a Degree in nursing and Post Graduate Certificate in Mental Health, Registered with the Fiji Nursing Council, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. Continuous nursing practice with experience relevant to the post.
2. Understanding of the current challenges with the Nursing Standard Implementation and scope of nursing practice;
3. Working knowledge of all nursing manuals, nursing protocols and 2011 Nursing Decree;
4. Knowledge on the code of ethics governing nurses,
5. Sound knowledge and Experience in Human Resource Management

Skills and Abilities

1. Demonstrate ability to monitor, supervise the administration of the Unit Business Plan.
2. Demonstrated ability to manage, monitor and motivate staffs.
3. Ability to work under pressure, meet set times –
4. Demonstrate effective communication (verbal and written) skill
5. Demonstrate strong negotiation skills
6. Demonstrate ability to collaborate with specialist teams to ensure optimum nursing care is achieved for all clients
7. Demonstrate the ability to strategize to meet unit goals and deliverables.

MOHMS 102/2018 SENIOR DENTAL TECHNICIAN – CWM HOSPITAL

Role	Senior Dental Technician
Position Level:	Band G
Salary Range:	\$28,605.45 - \$47,675.75
Duty Station:	CWM Hospital
Reports To:	National Advisor Oral Health
Liaises with:	1. Supervising Dental Technician – All Divisions 2. Divisional and Principal dental Officer – All Divisions 3. Dental Logistics Officer – FPBS 4. Biomedical Officer 5. Mechanical Services 6. Fiji National University – School of Oral Health 7. Other internal and external stake holders including international groups.
Subordinates:	1. Supervising Dental Technicians x 3 2. Dental Technicians x 9

POSITION PURPOSE

The Senior Dental Technician operates from a National level and maintains effective communication role between the NATIONAL ADVISOR ORAL HEALTH and the divisional hospitals to ensure effective delivery of prosthetic services in Fiji

KEY RESPONSIBILITIES

1. Manages the dental technician team and provides advice on all HR issues to the National Advisor Oral Health to provide expected services and meet National Prosthetic targets of the Oral Health business plan and Divisional Hospitals.
2. Is responsible to mentor and provide professional development and training directly or supports opportunities for mandatory CPD with the dental technician team.
3. Oversees the practice design, construction and modification of high quality removable prosthetic and surgical appliances to replacing missing teeth and orthodontic appliances for treatment and malformed dentitions diagnosed and prescribed by Dental officers and to the approved standards.
4. Manage, liaise and consult with national and divisional teams and supervising dental technicians to ensure procurement and budget of prosthetic appliances.
5. Monitor and ensure robust data collection systems used accurately and on time (particularly to track consumption rates for prosthetic materials, liaise and confirm with MOHMS stores) and submit professional level reports.
6. Provide supports for outreach clinics to provide prosthetic and orthodontic services.
7. Manage and complete auditing of all dental laboratories.

KEY PERFORMANCE INDICATORS

1. Ensure HR management team is effective to provide services as planned (measure achievement as a % against targets: including track vacancies and transfers completed (monthly) to provide services in Divisions; professional development and training completed successfully (quarterly) against the recommended courses of training/in-service; track all other staff activities, recruitment, promotions, staff relieving and discipline issues monthly).
2. Monitor and report as Clinical Targets (with reference to team IWPs to ensure that prosthetic and orthodontic services are provided according to the Oral Health Business Plan and in accordance with approved

MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.

3. Manage and support prosthetic and orthodontic health services to outreach program as programmed in the CWM Oral Health Business Plan.
4. Undertake annual audit of all dental laboratories to oversee that specialised prosthetic appliances are provided to approve standards and to the requirements prescribed.
5. Monitor and maintain prosthetic and orthodontic resources stores (equipment's, materials and consumables) and ensure procurements are from recommended lists from FPBS, and to agreed standards to provide expected services (check stores weekly and submit request monthly)
6. Provide accurate review of collected data and submit reports for decision making and to assess progress against targets (including for monthly data reports, quarterly and annual reports (% of Divisions achieving national targets) and quarterly Productivity reports) consumption versus output).

The Person

In addition to Certificate or Diploma of Dental Technology, registered with the Fiji Dental Council and a valid Annual license as a Dental Technician, the following Knowledge, Experience, Skills and abilities are required for the successful performance of the role of the position.

Knowledge and Experience

1. Minimum of 15 years' experience in a similar position and 2 years' experience in a Supervisory Role-
2. Sound knowledge with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
3. Proven knowledge of relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures and Occupational & Health Safety Policies as applicable to contemporary dental technology practice.
4. Maintain privacy and confidentiality of all patient or staff information and data.

Skills and Abilities

1. Demonstrate experience in professional level communications (written, oral and interpersonal) evidence-based decision making, and good organisational and planning skills to implement and evaluate programs effectively.
2. Demonstrate leadership and accountability for all actions and use approved clinical practice guidelines and evidence-base data in working with dental prosthetic appliances.
3. Demonstrate technical competence in line with the recognised scope of practice for dental technologists and to meet targets (as outlined in the IWP).
4. Demonstrated ability to use high level analysis and solve complex issues and problems in often resource constrained environments and budgets.
5. Demonstrated ability to manage and work effectively and cooperatively as a lead member of the oral health dental technology team, to ensure expected standards are met and reflecting the MOHMS values.
6. Demonstrate ability to communicate respectfully, effectively and positively with all patients/ their families and colleagues.

PROJECT POSITIONS JOB DESCRIPTIONS

MOHMSP 01/2018 National Suicide Prevention Project Officer

Role:	National Suicide Prevention Project Officer
Level:	Yet to be determined
Salary range:	Currently in process - JEE
Location:	Namosi House
Unit/Division:	Mental Health
Reports to:	The position reports to the National Advisor Mental Health through the National Mental Health Coordinator
Subordinates:	

The Position

National Project Officer Suicide Prevention is tasked to assist the National Coordinator Mental Health (NCMH) in coordinating Divisional and National Suicide Prevention program activities

As the National Project Officer Suicide Prevention, the position has a responsibility of assisting the National Coordinator Mental Health in the development of Suicide Prevention programs in the seven wellness settings. The role requires advanced communications skills and experience or a strong desire to work with Mental Health activities.

Key Duties

- Provide administrative and financial support to the National Advisor Mental Health (NAMH) and National Coordinator Mental Health to enable them to implement Suicide Prevention Programs.
- Organize and coordinate Suicide Prevention training logistics.
- Work with and provide financial and administration support to other officers of Ministry of Health & Medical Services and respective stakeholders in conducting Suicide Prevention activities and programs.
- Update and maintain mainline and donor funds records for Suicide Prevention programs; to prepare monthly financial reports for monitoring and reporting of funds.
- Assist in conducting community based Suicide Prevention trainings and surveys.
- Be responsible for Suicide Prevention IEC distribution for relevant stakeholders.
- Prepare monthly reports of the Mental Health Unit on the Suicide Prevention programme.
- Facilitate requests and needs of Divisional Mental Health Project Officers.
- Obtain quotes for payments and maintain and update financial records.
- Maintain and update stock cards for IEC materials for Mental Health Unit
- Weekly financial updates to NAMH

The Person

In addition to Bachelor in Nursing, Public Health, Social or Behavioural Sciences or the following; Knowledge, Experience, Skills and Abilities are required for successfully undertake this role.

Post Graduate Certificate in Mental Health or Health Sciences would be essential.

Knowledge and Experience

- Experience in voluntary or community work relating to Mental Health or similar field

- Experience in design, plan, implement and administer training
- Knowledge and understanding of the primary health care and health promotion concepts
- Knowledge of basic procurement and public finance regulations

Skills and Abilities

- Excellent communication (verbal and written) and presentation skills
- Ability to work effectively in a resource constraint environment
- Ability to effectively use Microsoft programs such as - MS Word, Excel & Power point
- Demonstrated ability to work cooperatively and effectively within a team environment
- Demonstrated effective organizational skills to meet tight deadlines

MOHMSP 02/2018 National Mental Health Project Officer

Role:	Project Officer – National Mental Health
Level:	Yet to be determined
Salary range:	Currently in process - JEE
Location:	Namosi House
Unit/Division:	Mental Health
Reports to:	The position reports to the National Advisor Mental Health through the National Mental Health Coordinator
Subordinates:	

The Position

As the National Project Officer Mental Health, the position has a responsibility of assisting the National Coordinator Mental Health in the development of Mental Health Awareness, and Psychosocial Rehabilitation programs in the seven wellness settings. The role requires advanced communications skills and experience or a strong desire to work with Mental Health activities.

Key Duties

- Responsible for the preparation of training materials on Mental Health Training, Awareness and Psychosocial Rehabilitation.
- Promote Mental Health to people of all age groups in the seven wellness settings.
- Liaise with all relevant stakeholders to conduct Mental Health Training, Awareness and Psychosocial Rehabilitation programs

- Responsible for Mental Health IEC distribution to stakeholders
- Any other duties assigned by the National Advisor Mental Health
- Provide administrative and accounting support to the National Advisor Mental Health (NAMH) and National Coordinator Mental Health (NCMH) for implementation of Mental Health Training, Awareness and Psychosocial Rehabilitation Programs
- Work with and provide financial and administration support to other officers of Ministry of Health & Medical Services and respective stakeholders in conducting Mental Health activities and programs;
- Update and maintain mainline and donor funds records for Mental Health Training, Awareness and Psychosocial Rehabilitation programs and to prepare monthly financial reports;
- Assist in conducting community based Mental Health trainings and surveys;
- Be responsible for Mental Health IEC distribution for relevant stakeholders;
- Prepare monthly reports of the Mental Health Unit and its programs;
- Facilitate requests and needs of Divisional Mental Health Project Officers;
- Organize and arrange logistics for Mental Health Unit staff and participants of its programs, workshops and meetings;
- Obtain quotes for payments and maintain and update financial records;
- Maintain and update stock cards for IEC materials for Mental Health Unit;
- Maintain Issuing, Requisition and Asset registers for Mental Health Unit; and
- Provide weekly financial updates to NAMH and National Coordinator Mental Health.

The Person

In addition to Bachelor in Nursing or Public Health Social or Behavioural Sciences or the following; Knowledge, Experience, Skills and Abilities are required for successfully undertake this role.

Post Graduate Certificate in Mental Health or Health Sciences would be essential.

Knowledge and Experience

- Experience in voluntary or community work relating to Mental Health or similar field
- Experience in design, plan, implement and administer training
- Knowledge and understanding of the primary health care and health promotion concepts
- Knowledge of basic procurement and public finance regulations

Skills and Abilities

- Excellent communication (verbal and written) and presentation skills
- Ability to work effectively in a resource constraint environment
- Ability to effectively use Microsoft programs such as - MS Word, Excel & Power point
- Demonstrated ability to work cooperatively and effectively within a team environment
- Demonstrated effective organizational skills to meet tight deadlines

A range of exciting opportunity is now available for you to join the Ministry of Health and Medical services. The core function of the Ministry of Health & Medical Services is to provide high quality healthcare through capable governance and systems to the people of Fiji. The Ministry is committed to improve primary, secondary and tertiary healthcare.

Applicants for employment in the Ministry of Health & Medical Services 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 report and police clearance as a condition of employment.

Ministry of Health & Medical Services is an Equal Employment Opportunity Employer.

We invite applications from suitably qualified individuals for the following positions:

Vacancy No.	POSITIONS	SALARY RANGE
MOHMS 103/2018	National Advisor Oral Health	\$67,830.20 - \$110,441.49
MOHMS 104/2018	Chief Health Inspector	\$67,830.20 - \$110,441.49
MOHMS 105/2018	Instructor Dental Therapist – CWM Hospital	\$34,760.31 - \$56,591.92
MOHMS 106/2018	Principal Administrative Officer - ESU	\$28,155.85 - \$56,596.92
MOHMS 107/2018	Executive Officer - ESU	\$17,518.41 - \$30,515.63
MOHMS 108/2018	Principal Pharmacy Officer – CWM Hospital	\$43,296.63 - \$70,495.80
MOHMS 109/2018	Hospital Attendant – CWM Hospital [4 Posts]	\$8,849.10 - \$13,840.90

MOHMS 110/2018	Kitchen Hand – CWM Hospital [2 Post]	\$8,849.10 - \$13,840.90
MOHMS 111/2018	Ward Assistant – CWM Hospital [4 Posts]	\$8,849.10 - \$13,840.90
MOHMS 112/2018	Driver – CWM Hospital [4 Posts]	\$10,339.99 - \$16,172.81
MOHMS 113/2018	Driver- Waimaro Health Centre	\$5.37 - \$8.41
MOHMS 114/2018	Driver- Rakiraki Sub-Divisional Hospital	\$5.37 - \$8.41
MOHMS 115/2018	Driver- Tavua Sub-Divisional Hospital [2 Posts]	\$5.37 - \$8.41
MOHMS 116/2018	Driver- Ba Sub-Divisional Hospital [2 Posts]	\$5.37 - \$8.41
MOHMS 117/2018	Driver- Nadi Sub-Divisional Hospital [2 Posts]	\$5.37 - \$8.41
MOHMS 118/2018	Driver- Sigatoka Sub-Divisional Hospital [2 Posts]	\$5.37 - \$8.41
MOHMS 119/2018	National Coordinator Community Health Worker Program	\$19,409.75 - \$30,515.63

PROJECT POSITIONS

MOHMSP 03/2018	Divisional RHD Nurse Coordinator Northern	\$28,000.00
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Interested applicants should download the job descriptions and applicant information from the Ministry's Website: www.health.gov.fj or Ministry of Health and Medical Services Facebook account.

Applicants should submit their covering letter not more than three pages addressing how they meet the Knowledge, Experience, Skills and Abilities required for the position, with their current CV and copies of relevant academic transcripts or certificates.

Applications that do not address the selection criteria will not be considered.

Applications for the position must be received **by 4.00pm on Friday 23th February 2018** and addressed to:

1. **Applications by post:**

Permanent Secretary for Health & Medical Services
PO Box 2223, Government Buildings
Suva, Fiji

2. **Applications can be hand delivered to:**

“DROP MOHMS JOB APPLICATION BOX”
Reception Desk, Ground Floor, Dinem House, 88 Amy Street,
Suva, Fiji

3. **Applications can also be e-mailed to:**

recruitment@health.gov.fj

LATE APPLICATIONS WILL NOT BE CONSIDERED.

ADDENDUM

1. Position title for vacancy MOHMS 99/2018 should read
Director of Nursing Eastern Division instead of Deputy
Director of Nursing Eastern Division

WITHDRAWAL OF VACANCY

Vac No.	Post	Reason for withdrawal
374/2017	National Advisor Oral Health	Wrong salary Band
373/2017	Chief Health Inspector	Wrong Salary Band

JOB DESCRIPTION

MOHMS 103/2018 NATIONAL ADVISOR ORAL HEALTH -HEADQUARTERS

Role:	National Advisor Oral Health (NAOH)
Salary Band :	Band L
Salary range:	\$67, 830.20 - \$110, 441.49
Location:	Wellness Centre, Namosi House, Ministry of Health & Medical Services (MOHMS) Suva
Unit/Division:	Oral Health
Reports to:	Deputy Secretary Public Health & Deputy Secretary Hospital Services
Subordinates:	• Secretary to NAOH • Dental Logistics Officer @ Fiji Pharmaceutical & Biomedical Services (FPBS) • Oral Health Promotion Officer @ Wellness Centre • Principal Dental Officers • Divisional Dental Officers

The Position

The NAOH is responsible to the Permanent Secretary for Health and Medical Services through the Deputy Secretary Public Health (DSPH) and Deputy Secretary Hospital Services (DSHS) for policy advice and management of the National Oral Health Services.

Key Duties

The incumbent is expected to:

- i) Develop and formulate Oral Health Policies and National Oral Health Strategic Plans
- ii) Plan, monitor, evaluate and review oral health programs identifying areas of improvement
- iii) Advice & co-ordinate procurement and acquisition of identified dental equipment, materials, consumables and dental instruments.
- iv) Manage and maintain appropriately trained, skilled and motivated oral health workforce

- v) Provide policy advice on oral health to the Permanent Secretary through the Deputy Secretary Public Health and Deputy Secretary Hospital Services.
- vi) Liaise with the Fiji Dental Council (FDC) on relevant issues with regards to dental staff and the profession of Dentistry.
- vii) Provide professional advice on Oral Health Services as Deputy Chairperson of the Fiji Dental Council and Deputy Chairperson of the Board of Management Fiji Medical and Dental Secretariat
- viii) Assist in the preparation of the national budget by providing input for the budgetary requirement of the National Oral Health Services.
- ix) Ensure that all the four health service divisions align oral health procedures and process to the National Oral Health Service Policy and MOHMS Annual Corporate Plan.
- x) Conduct cost-effective analysis on the provision of services and specialised oral health technical equipment.

The Person

In addition to a Postgraduate Diploma in any Oral Health Specialty, Bachelor in Dental Surgery Degree, valid registration and annual practicing licence with Fiji Medical and Dental Council, the following Knowledge, Experience, Skills and Abilities are required to undertake this role:

Knowledge and Experience

- Extensive knowledge and proven experience in a similar role.
- High level of understanding of the requirements of dental services delivery in both the clinical and preventative areas.
- Understand and implement policies with regards to human resources management.
- Proven experience in oral health policy development, implementation and review
- An understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Demonstrated ability to develop and maintain network with relevant stakeholders.
- Ability to provide advice to Senior Management.
- Strong communication skills, written and oral, and a proven capacity to influence and drive change

- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Demonstrated ability to effectively and efficiently monitor and evaluate Oral Health Services in Fiji.
- A strong customer focused approach
- Demonstrated ability to provide sound leadership to the oral health team

MOHMS 104/2018 CHIEF HEALTH INSPECTOR/NATIONAL ADVISOR ENVIRONMENTAL HEALTH HEAD QUARTERS

Role:	Chief Health Inspector/National Advisor Environmental Health - HQ
Salary Band :	Band L
Salary range:	\$67,830.20 - \$110,441.49
Location:	HQ, Suva
Unit/Division:	Environmental Health
Reports to:	PSHMS through Deputy Secretary Public Health.
Direct Reports	Senior Health Inspector Quarantine, Senior Health Inspector Food Unit, Senior Health Inspector Pollution Control, Senior Health Inspector Water, Sanitation & Hygiene, Secretary, Manager Tobacco Control Unit

The Position

The position provides strategic policy advice on environmental health issues to senior management and ensures all environmental health services are in accordance with the relevant Acts and Legislations.

Key Responsibilities

1. Provide strategic policy advice and technical support to senior management, executive support unit and leadership at Head Quarters on all Environmental Health matters.
2. Management of Environmental health service ensuring that the Environmental Health services are provided in accordance with requirements of all Acts and Regulations within the jurisdiction of Central Board of Health as follows: Public Health Act, Cap 111; Food

- Safety Act 2003; Food Safety Regulation 2009; Quarantine Act, Cap 116; Town Planning Act, Cap 139; Town Planning General Provisions; Sub-Division of Land Act, Cap 125; Burial & Cremation Act, Cap 117; Tobacco Control Decree 2010; Tobacco Control regulation 2012; Litter Decree 2009
3. Responsible for the coordination, analyzing, monitoring and evaluating of all environmental health programs and services
 4. Responsible for the Submission and Management of Environmental Health Unit budget.
 5. Collaborate with other relevant government agencies and NGO's that have equal interest in Environmental Health services and activities to promote Wellness and preventing diseases.
 6. Provide advice to Central Board of Health, directions and guidance to Local Authorities, stakeholders and public on Environmental Health services as required by Law.
 7. Ensure the proper management of human resources functions such as recruitment and selection, discipline, performance management and learning and development.

Selection Criteria

The Person

In addition to a Degree in Environmental Health or equivalent; and registered Member of Fiji Institute of Environmental Health with a valid Practicing Licence as an Allied Health Practitioner, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. Extensive and proven experience in a similar role.
2. Understanding of legislative requirements designed to protect the environment and public health.
3. Understanding the basic sequence in enforcement process and litigation procedures.
4. Understanding of WHO Strategic Development Goals and Healthy Island settings to enhance community health.
5. Experience in developing and maintaining sustainable networks with relevant stakeholders and partners
6. Experience in and understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.

7. Experience in post disaster response coordination is desirable

Skills and Abilities

1. Excellent communication skills both written and verbal
2. Highly proficient in the use of computer software packages such as Microsoft applications.
3. Excellent project management, monitoring and evaluation skills
4. Ability to give technical advice to clients or communities on environmental health issues.
5. Ability to analyse, evaluate and initiating actions in response to an issue.
6. Ability to build and motivate team work
7. Good organizational skills.
8. Ability to adapting and respond to changes within the organisation effectively.

MOHMS 105/2018 INSTRUCTOR DENTAL THERAPIST – CWM HOSPITAL

Position Title:	Instructor Dental Therapist
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	CWM Hospital
Unit/Division:	Divisional Hospital
Reports to:	Principal Dental Officer CWM Hospital
Liaises with	Senior Dental Officers, Dental officers, Senior Dental Technician, Dental Logistics Officer FPBS, Biomedical and Hospital Support Services, School Teachers, and other stakeholders.
Subordinates:	Dental Therapists, Dental Hygienists, Dental Technicians, Dental Attendants

Position Purpose

The role seeks to achieve improved oral health outcomes through effective management, and support strategies for effective and efficient

oral health services as per strategic and corporate plans of Ministry of Health and Medical Services.

Key Responsibilities

1. Provide managerial and leadership role in the management of oral health service operations, programs and coordinate maintenance of stores and equipment requirements.
2. Responsible for planning, implementation, monitoring and evaluation of sanctioned oral health programs through consultations, data collation, analysis, audits and report writing.
3. Supervise, monitor and assess staff performance to enable continuous improvement of business process, and the delivery of quality services and outcomes.
4. Assist in health information, research and development of oral health promotional programs through effective negotiation, advocacy as per the oral health business plan
5. Actively contribute to the ministry requirements, including planning and budgeting as per annual cooperate plan.

Key Performance Indicators

1. Effective patient management and services are provided in compliance with relevant legislation, policies, and guidelines, and within agreed timeframes.
2. Timely achievement of agreed targets of planned activities as per the Oral Health Business Plan.
3. Provide regular and timely assessment of team member's performance in delivery of oral health services and professional development and to communicate feedback, and appraisal.
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

The Person

In addition to a Diploma in Dental Therapy or a Bachelor in Oral Health from a recognised university and be registered as a dental practitioner with a valid Annual Practice Licence with the Fiji Medical & Dental Council,

the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 15 years' experience as a Registered Dental Therapist.
2. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Practitioner.
3. Knowledge and experience working on a broad range of managerial role.
4. Ability to initiate, design and conduct relevant training development programmes for staff and reporting to management on application of learning outcomes, return on investment and improvements required
5. Practical and sound knowledge and experience in all aspects of an oral health service and with the Fiji Medical & Dental Practitioners Act (amended) 2017 and other relevant legislation (required to practice dentistry in Fiji)

Skills and Abilities

1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing Dental Therapy services.
2. Demonstrate technical competence and capacity to effectively carry out oral health promotion activities and programs
3. Demonstrate effective and professional level communications in all collaborations with clients, families, co-workers and other stakeholders and promotes best use of resources to achieve planned organisation outcomes
4. Capacity to utilise computer programs to support the operational goals of the organization
5. Effective service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation
6. Demonstrated ability to effectively work within a team

MOHMS 106/2018 PRINCIPAL ADMINISTRATIVE OFFICER - ESU HEADQUARTES

Role:	Principal Administrative Secretary – Executive Support Unit
Salary:	\$34,760.31 - \$56,596.92
Location:	Head Quarters – Ministry of Health and Medical Services
Unit/Division:	Executive Support Unit
Reports to:	Minister and Permanent Secretary for Health and Medical Services
Liaises with:	Minister, Assistant Minister, Permanent Secretary and Senior Managements and External and Internal stakeholders
Subordinates:	Senior Media Liaison Officer, Assistant Media Officer, Administrative Officers, Personal Assistants, Executive Officer and Drivers

Purpose of the Position

The role of the position is to oversee and manage the operational and personnel functions of the Executive Support Unit. Provide high level advice and general executive support services to the office of Executives (Minister, Assistant Minister and the Permanent Secretary) within the Ministry including the management of confidential information, as well as critical and complex issues. Disseminate the information, decisions and instructions from the Executives Offices and to ensure that these information are adhered to and action as and when required. Establish Standard of Operating Procedures (SOP) to manage the flow of internal and external communication to and from the Executives offices to a broader network and to enable the transfer of timely and reliable advice.

Key Responsibilities/Duties

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

- 1) Provide leadership, management and supervision of the Executive Support Unit to deliver timely advice and decisions.
- 2) Oversee the timely responses to members of the public and media queries.
- 3) Oversee the timely execution of all MOUs/MOAs between the Ministry and its stakeholders.
- 4) Coordinate and facilitate drafting and submission of Cabinet Papers to Cabinet Office according to the standards and requirement of Cabinet Paper Guidelines.

- 5) Responsible for the timely coordination, facilitation and sharing of the decisions of the following Board and Committee Meetings;
 - Mental Health Review Board;
 - Interim Leadership Team Committee; and the
 - Senior Management Meetings.
- 6) Coordinate and facilitate Parliament statements, questions and responses for the Minister during Parliament Sessions.
- 7) Oversee local and overseas tours and visits for Minister, Assistant Minister and Permanent Secretary for Health and Medical Services.
- 8) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators

1. Cabinet papers developed, approved and submitted to Cabinet Office for Cabinet Decisions within the agreed timelines.
2. MOUs and MOAs are facilitated, vetted and endorsed with the development partners and stakeholders.
3. Timely submission of meeting agendas, minutes and decisions are followed and implemented.
4. Effective and timely logistical arrangements of local and overseas tours within the timeline.
5. Effective and timely submission of responses, updates within the agreed timeline and making recommendations for decision making.

PERSON SPECIFICATION

In addition to a Bachelor Degree in Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Demonstrated experience in the management of executive support functions, including confidential matters and sensitive political and policy issues.
2. High level understanding of and experience in government and parliamentary processes government legislation or policies/procedures
3. Good understanding of MOUs, MOAs and Cabinet papers development and processes.
4. Sound knowledge of Microsoft Software – excel, word and

Skills and Abilities

1. Proven ability to make complex judgments and take initiative through delegated responsibilities.
2. Good and effective planning, prioritising, organisational and liaison skills.
3. Ability to deal with confidential information, maintain professionalism and able to manage a team.
4. Ability to provide administrative, logistical and secretariat support services in accordance with the strict deadlines.
5. A good team player and ability to work under pressure and able to meet timelines.
6. Ability to serve customers efficiently and effectively with due diligence.
7. Demonstrate ability to manage time and commitment to work.
8. Proven written and verbal communication skills, including preparation of advice to external stakeholders, submissions and business cases.
9. Advanced interpersonal skills, including demonstrated ability in stakeholder engagement, including representatives of clinical professional groups, executives, senior managers and external organisations.

MOHMS 107/2018 EXECUTIVE OFFICER SEU HEADQUARTERS

Role:	Executive Officer- Executive Support Unit
Salary: Band	Band E
Location:	Ministry of Health & Medical Services, Head Quarters
Unit/Division:	Executive Support Unit
Reports to:	Administrative Officer - Executive Support Unit
Liaises with:	Principle Administrative Secretary Executive Support Unit, Permanent Secretary for Health and Medical Services, the Minister and the Assistant Minister of Health and Medical Services.

POSITION PURPOSE

The position assist in the provision of general support services (Administrative, Secretarial and Logistical) to the office of the Executives of the Ministry. It also facilitate and progress the development of the Ministry's MOUs, MOAs and Cabinet Papers with the relevant stakeholders. Oversee the unit's assets and maintain the attendance register.

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. Assist in providing general (Administrative, Secretarial and Logistical) support services to the Executives of the Ministry consisting the Minister, Assistance Minister and Permanent Secretary for Health and Medical Services;
2. Facilitate, coordinate, liaise and conduct consultations with internal and external stakeholders to progress the MoU's/MoA's and cabinet papers in accordance with the Standard operating procedures.
3. Assist in planning and organising local / international tours or events for the Minister / Assistant Minister and Permanent Secretary for Health and Medical Services and report on the issues obtained in the talanoa session while accompanying the Ministers to the event.
4. Arrange meetings/workshops with stakeholders, internal & external customers for the Minister / Assistant Minister and Permanent Secretary for Health and Medical Services as and when required.
5. Maintain the time register for level 3 and submission of monthly Absenteeism returns;
6. Maintain, manage and monitor the unit's inventory.
7. Other duties assigned by the Administrative Officer – ESU, Principal Administrative Secretary- ESU, the Minister / Assistant Minister and Permanent Secretary for Health and Medical Services.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All Meeting minutes submitted to the respective Section Head for respective action to be taken;
2. Ensure all MOU's/MOA's are verified the Deputy Secretaries/Directors/National Advisors, vetted and cleared by the Solicitor General's Office and endorsed by the Hon Minister for Health

and Medical Services or the Permanent Secretary for Health and Medical Services;

3. Ensure successful logistical arrangements for events / meeting organised.

THE PERSON

In addition to Diploma in Management (or equivalent) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 3-5 years' experience doing something specific relevant to the job;
2. Sound knowledge of Microsoft office Software, esp. Excel and PowerPoint;
3. Basic Knowledge on the development and processes of the Memorandum of Understanding and Memorandum of Agreement;
4. Understanding of teams and how to work effectively within a team environment.
5. Good understanding of the Fijian Constitution (2013), applicable laws of Fiji and relevant legislations governing the Health Ministry.

Skills and Abilities

1. Ability to have discretion in dealing with confidential information;
2. Ability to provide administrative support services over a range of functions, including preparing external correspondence to other Ministries, NGO's and other stakeholders.
3. Demonstrated ability to effectively work within a team.
4. Communicate clearly and concisely, both orally and in writing
5. Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
6. Demonstrated ability to multitasking, manage conflict and change.
7. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
8. Possesses organisational skills, time management skills and negotiation skills.

MOHMS 108/2018 PRINCIPAL PHARMACY OFFICER – CWM HOSPITAL

Position	Principal Pharmacist – CWM Hospital
Band/Salary range	I/\$43,296.63 - \$70, 495.80
Location:	CWM Hospital
Unit/Division:	Central/Eastern
Reports to:	The Medical Superintendent
Subordinates:	Senior Pharmacist, Supervising Pharmacist, Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant

POSITION PURPOSE

The position is accountable for the delivery of high quality, progressive pharmacy services at the CWM Hospital, ensuring safe & quality use of medicines and the provision of medicine advice to produce optimum patient outcomes.

KEY RESPONSIBILITIES

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

1. Oversee the efficient planning, preparation and implementation of the pharmacy department action plan
2. Oversee the efficient and effective delivery of pharmacy service within the CWM Hospital as well as the allocation of pharmacy personnel in the Central/Eastern division
3. Provide professional leadership to all staff, intern pharmacists and students and be responsible for their development and support.
4. Ensure that staff are performing and all delegated activities are met
5. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

KEY PERFORMANCE INDICATORS

1. All activities within the Unit Action plan are completed and delivered as planned

2. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards
3. Training & Continuous Professional Development plan is implemented within the agreed timeframes and the learning outcomes are achieved.
4. Effective and timely management, and regular monitoring of staff performance and attendance to enable business continuity, and delivery of services

PERSON SPECIFICATION

In addition to Bachelor of Pharmacy degree (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. At least 7 years of experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computer programs to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 109/2018 HOSPITAL ATTENDANT CWM HOSPITAL (4 Posts)

Role	Hospital Attendants
Position Level	GWE
Salary range	\$8,849.10 - \$13,840.90
Duty Station	CWMH
Report To	Housekeeper
Liases With	Ward Sister in Charge
Subordinates	Nil

POSTION PURPOSE

To assist the Registered Nurse in the provision of patient care and to ensure the availability of oxygen.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure that sufficient supply of oxygen/medical air is available in the ward for patients at all times.
2. Assist stores and BOC gases in the storage of oxygen/medical air. Keep oxygen and medical air storage clean at all times.
3. Take patients for xray, CT Scan, MRI and ultrasound scan as and when required from the wards accompanied by the nurse.
4. Transfer patients from helipad, theatre, emergency into wards accompanied by a registered 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, ward timebookds to the responsible nursing supervisors.
8. Deliver food trolleys to wards from kitchen on time
9. Return clean food trolleys to kitchen from Ward.
10. Dispatching nurses transportation list daily and other dispatches from
11. respective supervisors to administration etc.
12. Assist in post mortem and embalming
13. Customer service

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Improved timely and sufficient supply of medical air and oxygen.
2. Patient is scanned, xrayed and results returned to the ward for further diagnosis.
3. Patient is warded appropriately and settled.
4. Samples are ready for further medical assessment.
5. Improvement on timely transfer of bodies to the morgue and body trolleys to be well maintained etc.

The Person

In addition to Form 6 qualification (or equivalent) the person must have knowledge and skills in patients care and safety the following knowledge experience skills and abilities are required for the successful performance of the duties of the post.

Knowledge and Experience

1. Experience and knowledge of hospital attendant duties or similar work environment.
2. Understanding of OHS, Infection Control Policy (color coding and waste management).
3. Knowledge and understanding of patients care
4. Knowledge of employment laws and policies.

Skills and Abilities

1. Excellent Communication skills
2. Good command of English- written and oral.
3. Demonstrate the ability to effectively work within a team, with less supervision.
4. Demonstrate the ability to work under pressure in a resource constrained environment.
5. Demonstrate empathy and care for patient in the course of assisting the Registered Nurse.
6. Demonstrate ability to listen and deliver the work with confidence and competence in a resource constrained environment.

MOHMS 110/2018 KITCHEN HAND – CWM HOSPITAL (2 POSTS)

Role:	Kitchen Hand
Level:	Band A
Salary range:	\$8,849.10 - \$13,840.90
Shift:	6am – 4pm, 7am – 5pm, 8am – 6pm, 12pm – 10pm
Location:	CWM Hospital, Suva
Unit/Division:	Foodservice Unit
Reports to:	Senior Dietician
Subordinates:	-

The Position

The position contributes towards planning, preparation and delivery of hygienic, timely and of good quality and therapeutic meals to inpatients and entitled staff of CWM Hospital.

Key Responsibilities

1. Execute all duties delegated to and rostered as in an effective, efficient and timely manner
2. Collect ingredients for preparation of meals from the chief cook
3. Collect ingredients for preparation of snacks and beverages from the chief cook
4. Maintain a hygienic work station, clean utensils, equipment's, machines and working tools.
5. Ensure adequate and proper use of all food supplies and ingredients issued for the day
6. Maintain a hygienic work station, clean utensils, equipment's, machines and working tools
7. Responsible for the general upkeep and the cleanliness of the kitchen and the surrounding area
8. Assist in special caterings and execute any other duties delegated by the supervisors within their legal and working jurisdiction
9. Follow Waste Management, Infection Control, Quality Customer Service, and OHS rules and regulations diligently
10. Attend to and bring to the attention of FS dietician any Foodservice issues that might affect work flow
11. Attend internal unit meetings as scheduled

The Person

In addition to a pass in Form 6 Exams and/or any relevant Catering Tertiary training suitable to the position and relevant Knowledge,

Experience, Skills and Abilities are required to successfully undertake the role of Kitchen Hand.

Knowledge and Experience

1. At least 1 year of experience in catering and foodservice would be a favourable qualification
2. Practical working knowledge in all areas of foodservice
3. Understanding of efficient team work within a high performing team
4. Understanding of the Infection Control protocols in relation to food hygiene and safety

Skills and Abilities

1. Creative and innovative cooking skills that also demonstrates hygienic and timely preparation of good quality meals and snacks.
2. Demonstrated ability to work effectively within a team
3. Service oriented approach, with a commitment to supporting the operational environment of the unit.

MOHMS 111/2018 WARD ASSISTANT – CWM HOSPITAL (4 POSTS)

Role	Hospital Ward Assistant
Position Level	GWE
Salary range	\$8,849.10 - \$13,840.90
Duty Station	CWMH
Report To	Sister Incharge, Unit Matron
Liases with	Housekeeper,CWMH
Subordinates	Nil

POSTION PURPOSE

To assist the Registered Nurse in the provision of patient care.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Assist the registered Nurse in the provision of patient needs and comfort measure within the scope of practice.
2. Assist the registered Nurse with routine preparation of admission procedures of patients as directed and routine discharge plan procedures of patients and laying dead bodies.
3. Assist the Registered Nurse in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by the doctors and nurses.
4. Responsible for cleaning, sterilizing of equipment, damp dusting and carbolizing the patient environment, utilities, ward/unit.
5. Perform bed making, rinsing soiled linen, updating linen count as required by hospital guideline.
6. Check and dispatch specimen to laboratory e.g. urine and sputum, blood and stool.
7. Assist the registered nurse in customer care related issues.
8. Assist the registered nurses in collecting the reports/records required for the patients.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure the patients environment are clean at all times Damp dusting of patient environment i.e. Lockers, beds, food-tables, hand basin, trolleys, and surfaces and taking used dressing and special trays to CSSD for autoclaving and collecting clean trays and dressing materials for ward use.
2. Assist nurses in sponging, turning of patients and also attending to oral toilets for patients that need it, collect food trolleys for patients meals and serving food to patients
3. Ensure that recording and dispatching of specimen to laboratory and discharge xray bags to xray department and collection of discharge medication.
4. Transfer and wheeling patients on wheelchair or trolley to x-ray, CT scan, echo, eye clinic, endoscopy and OT.

The Person

In addition to Form 6 qualification (or equivalent) the person must have Certificate in Care Giving level 3, the following knowledge, experience, skills and abilities are required for the successful performance of the role of the position.

Knowledge and Experience

1. Understanding of the Mission/Vision of the Ministry of Health and Medical Services and the PSC Code of Conduct and Values.
2. Experience and have knowledge of care giving in assisting the provision of patient care.
3. Understanding of OHS, Infection Control Policy (color coding and waste management).
4. Have the knowledge of the GWE working conditions 1988.
5. Understands the legal and ethical issues with regard to patient care and patient information.

Skills and Abilities

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

MOHMS 112/2018 DRIVERS CWM HOSPITAL (4 POSTS)

Role:	Driver
Level:	GWE
Salary range:	\$8,849.10 - \$13,840.90
Location:	CWM Hospital, Suva
Unit/Division:	Transport Unit/Central
Reports to:	Head Driver-CWM Hospital
Subordinates:	None

Overview of the Specific Area

The Transport Pool provides efficient transportations for the hospital staff and also the requests received from headquarters. The unit also covers for the central divisions upon approval from Senior Managers.

The Position

The position contributes to the smooth transport facilitation for all approved request received.

Key Duties

1. Checks vehicles for tyre defects, valid fitness expiry, water, engine oil, cleanliness, and damages before starting the vehicle daily.
2. Ensure to practice defensive driving and the proper maintenance of vehicles.
3. The proper record of daily vehicle movements with the running sheet.
4. Reports to the head driver for allocation of duties.

The Person

In addition to Group 2, 4 and 6 Driving License, Defensive Driving Course Certificate or First Aid training, the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' driving experience and a valid Defensive Driving Certificate;
2. Good knowledge on vehicle maintenance, cleanliness of transport rules & regulations
3. Basic knowledge of Basic First Aid and Occupational Health & Safety requirements.

Skills and Abilities

1. Demonstrated ability to communicate effectively and be well organized;
2. Ability to analyze situation and act accordingly to provide the best practical outcome;
3. Demonstrated ability to work as a team and assist staff when required;
4. Ability to manage time effectively;
5. Demonstrated ability to carry out tasks in order to meet set deadlines
6. Service oriented approach, with a commitment to supporting the operational environment of the organization;
7. Service oriented approach, with focus on transporting staff to their destinations.

MOHMS 113/2018 DRIVER WAIMARO HEALTH CENTRE –RA (1 POST)

MOHMS 114/2018 DRIVER RAKIRAKI SUB-DIVISIONAL HOSPITAL (1 POST)

MOHMS 115/2018 DRIVER TAVUA SUB-DIVISIONAL HOSPITAL (2 POST)

MOHMS 116/2018 DRIVER BA SUB-DIVISIONAL HOSPITAL (2POST)

MOHMS 117/2018 DRIVER NADI SUB-DIVISIONAL HOSPITAL (2 POST)

MOHMS 118/2018 DRIVER SIGATOKA SUB-DIVISIONAL HOSPITAL (2 POST)

Role:	Driver
Level:	Government Wage Earners
Salary Band	Band B
Salary Rate	\$5.37 - \$8.41
Location:	As per Above Listing
Unit/Division:	Transport/ Western Health Services
Reports to:	EO& CO Sub-division, CO Transport
Subordinates:	None

The Position

The position contributes to the smooth transport facilitation for all approved request received.

Key Duties

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

1. Ensure that vehicles are in good order ready for use and clean at all time.
2. Ensure to practice defensive driving and the proper maintenance of vehicles.
3. Ensure that vehicle documentation and recordings are in order
4. All runs are well planned and implemented with due economy
5. Actively contribute to all corporate requirements of the Ministry

Selection Criteria

The Person

In addition to Group 2, 4 and 6 Driving License, Defensive Driving Licence or First Aid training, the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' driving experience and a valid Defensive Driving Certificate;
2. Good knowledge on vehicle maintenance, cleanliness of transport rules & regulations
3. Basic knowledge of Basic First Aid and Occupational Health & Safety requirements.

Skills and Abilities

1. Demonstrated ability to communicate effectively and be well organized;
2. Ability to analyze situation and act accordingly to provide the best practical outcome;
3. Demonstrated ability to work as a team and assist staff when required;

4. Ability to manage time effectively;
5. Demonstrated ability to carry out tasks in order to meet set deadlines
6. Service oriented approach, with a commitment to supporting the operational environment of the organization;
7. Demonstrated ability to maintain confidentiality.

MOHMS 119/2018 NATIONAL COORDINATOR COMMUNITY HEALTH WORKER PROGRAM

THE REVISED JD IS NOT YET READY THEREFORE THE POST WILL BE WITHDRAWN AND READVERTISED AT A LATER DATE

PROJECT POSITIONS

MOHMSP 03/2018 DIVISIONAL RHD NURSE COORDINATOR NORTHERN

Role	Divisional Rheumatic Health Disease Nurse Coordinator
Salary Band	Band F
Salary Range	\$22,528.74 - \$36,103.75
Location	Northern Health Services
Unit/Division	Public Health /Northern
Reports To	Director Of Nursing – Divisional Level
Subordinates	N/A

The position

The Divisional RHD Nurse Coordinator is responsible for training and capacity building at divisional level, supporting primary health providers with the active management and monitoring of acute rheumatic fever and rheumatic heart disease patients, defaulter tracing, ensuring registration and appropriate referral of all newly diagnosed patients. The role provides direct support to the school health teams in delivery of school based, early case detection, screening. The key function of the role is the collection and reporting of quarterly injection data to the Rheumatic Fever Information System (RFIS) and reporting back to Divisions. Quarterly adherence data collection is essential for active management

and monitoring of patients and this data represents a key programmatic indicator.

The divisional RHD coordinator is critical to the achievement of Ministry NSP and Child Health Strategy targets in relation to RHD.

Key Responsibilities

1. Training and capacity building
2. Ensuring clinical care guidelines and referral pathway protocols are followed
3. Data collection and reporting
4. Benzathine supply and stock management
5. Coordinate patient and care support groups
6. Health promotion – community, school and workplace awareness for improved health seeking behavior aimed at prevention of rheumatic heart disease
7. Attend and contribute to relevant divisional, national and local meetings as required;
8. Support the integration of RHD with NCD and, where appropriate, other public health programmes.
9. Ensure compliance with policy procedures, protocols, and other instructions provided by the
10. Share knowledge on data analysis and build capacity in this regard at primary health care level
11. Work with medical officers to support regular echo outreach clinics at divisional level
12. Continue Self Professional development.
13. Train other officers on job related issues.
14. Compiling and submitting of monthly/ Quarterly/Bi annual and annual reports.

SELECTION CRITERIA

THE PERSON

In addition to a Bachelor of Nursing Degree or working towards completion within six months, or a Registered Nurse with Diploma or post -graduate certificate in Public Health, and a valid practicing license according to the Fiji Nursing Council Regulation, the following knowledge, experience, skills and abilities are required for the successful performance of the role.

Knowledge & Experience

1. Have knowledge to motivate primary and tertiary level health practitioners
2. Possess a good nursing assessment skills and pharmacological knowledge.
3. Ability to treat all patients and clients with dignity, respect and all information gathered are kept confidential.
4. Possess a good knowledge on the nursing scope of practice as outlined in the nursing policy
5. Knowledge of health education theory and practice.
6. Demonstrated knowledge and experience in the planning, implementation of programs

SKILLS & ABILITIES

1. Demonstrated ability to work independently, in a team environment,
2. Proven organizational skills with ability to determine competing priorities and plan, organize work activities to meet agreed goals
3. Good Clear/confident and excellent communicator skills
4. Possess excellent computing skills
5. Critical thinker and good problem solving skills
6. Strong oral and written communication skills