



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.

The Ministry of Health & Medical Service is obliged to ensure accessible, equitable and affordable health services to all citizens of Fiji without discrimination.

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

#### **LAUTOKA HOSPITAL**

#### **TECHNICAL OFFICER HIGH GRADE SPECIALS – MOHMS 89/2017**

<b>Role:</b>	Technical Officer High Grade Specials
<b>Level:</b>	HW05
<b>Salary range:</b>	\$23,700 - \$30,643
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Radiology/Western
<b>Reports :</b>	Superintendent MIT through the Supervisor
<b>Subordinates:</b>	Medical Imaging Technologist - HW06

#### **The Position**

The position is in charge of the Special Radiography (Fluoroscopy) Unit and is responsible for the planning, organizing and monitoring of its operational activities for efficient service delivery and interacts with other cadres in the hospital for this purpose.

#### **Key Duties**

1. Schedules patient appropriately and performs special examinations in accordance with special radiological protocols and guidelines.
2. Ensures smooth running of the unit's daily operational activities.

3. Record and report equipment technical faults to management for rectification in a timely manner.
4. Ensure appropriate workplace safety of patients, visitors and workers at all times.
5. Ensure that the unit's consumables are readily available at all times.
6. Collect and submits the units monthly and annual reports to supervisors.
7. Schedule and conducts quality assurance audits submit audit reports in a timely manner.
8. Conducts supervision and training for subordinates and students and actively participates in CPD activities.

#### **Selection Criteria**

##### **The Person**

In addition to a Diploma or Bachelor in Medical Imaging Science with the following Knowledge, Experience, Skills and Abilities are required for the position:

To be registered and licencing with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist is required.

##### **Knowledge and Experience**

- Experience in general and special radiography operational activities
- Excellent knowledge and experience of Radiology equipment and Picture Archiving Information System along with Radiology Information System.
- Experience in leading and facilitating groups.
- Good knowledge of fluoroscopy and other radiological equipment quality assurance and control.
- Knowledge of Radiation Health Decree and Fiji Society of Medical Imaging Decree 2009.

##### **Skills and Abilities**

- Demonstrated organizational and communication skills to be able to interact with people of diverse background.
- Appropriate Microsoft office skills suitable for the role and level to be able to collect data.
- Demonstrated ability to work effectively within a team environment.
- Demonstrated abilities to carry out the quality control and quality assurance audits.

- Demonstrated ability to work cooperatively and effectively within a team environment

**ST GILES HOSPITAL**  
**DIETITIAN – MOHMS 90/2017**

<b>Role:</b>	Dietitian
<b>Level:</b>	HW06
<b>Salary range:</b>	\$21,032 - \$23,405
<b>Location:</b>	St Giles Hospital
<b>Unit/Division:</b>	Dietetics & Nutrition
<b>Reports to:</b>	National Advisor Dietetics & Nutrition, MS St Giles Hospital

**The Position**

The position contributes to planning, delivery and monitoring of the hospital food services through provision of nutritionally adequate meals within the allocated budget to patients and staff for their wellbeing, effective clinical dietetics through effective nutritional counselling and assessment to all inpatients through dietary modifications to combat their various complications and to ensure that they lead a healthy lifestyle and responsible for efficient and effective public health activities through effective nutritional promotions activities across life course.

**Key Duties**

- Oversee, provide and market nutrition, health and wellness programs to the communities and health facilities within the subdivision
- Establish strategic partnership with local groups, NGOs, FBO, fitness Centres, schools, hospitals, clinics and business for effective implementation of nutrition across multiple target groups
- Conduct and participate in maternal health programs, school health programs, screening and other national nutrition programs and awareness in the communities
- Tailor nutrition messages and programs to meet the market's demographic and unique needs
- Provide nutrition services and medical nutrition therapy integrated with the patient's medical goals at subdivisional clinical facility
- Evaluate, interpret, monitor and document nutritional status and needs of hospitalized patients and outpatients using established standards of care and practise guidelines

- Instruct patients, families and health care staff in individualized diet therapy, general nutrition and/or clients in cooperation with health care staff
- Identify and provide age-specific nutrition counselling to meet recommended and cultural needs
- Planning meal programs and menus in food service settings, including hospitals, cafeteria and schools
- Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards
- Overseeing and supervise support staff performing the business tasks of managing a dietary/ meal request
- Conduct and provide input into evaluation of activities and plans
- Prepare and administer budgets for food, equipment and supplies
- Plan and prepare proposals to request program funding
- Comply with Nutrition Services meeting and attendance

**Selection Criteria**

**The Person**

In addition to Diploma in Dietetics and Nutrition (or equivalent) or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position:

**Knowledge and Experience**

- Promote best use of resources and time to achieve work outcomes
- Contributed to planning, delivering and evaluating of nutrition training programs and reporting to management based on indicators
- Understanding the scope of practise of Dietician as required by the positions
- Provide a good standard of practise and care to patients with dietary/nutritional needs
- Contribute and comply with Food Safety Act, Infection Control and Inventory management
- Understanding of the role and activities of Nutrition in the Ministry of Health and Medical Services Corporate and Strategic Plan

**Skills and Abilities**

- Effective Communication
- Good management and administrative skills
- Good supervisory skills

- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation
- Accountability and transparency
- Good team skills
- Demonstrate ability on project planning and proposal
- Technical expertise/ clinical skills

**TAMAVUA TWOMEY HOSPITAL**

**COOK GRADE II – 2 POSTS – MOHMS 91/2017**

<b>Role:</b>	Cook II [2 POSTS]
<b>Level:</b>	Government Wage Earner
<b>Salary range</b>	\$4.71/hr
<b>Location:</b>	Tamavua Twomey Hospital
<b>Unit/Division:</b>	Administration – Central Division
<b>Reports to:</b>	Dietician
<b>Subordinates:</b>	Cleaner Servant

**The Position**

The position is responsible for the preparation and presentation of meals for patients and staff.

**Key Duties**

1. Follow instructions directed by the Dietician or the Cook I and perform accordingly.
2. Cook meals according to menus, special dietary or nutritional instructed by the Dietician, and numbers of patients to be served.
3. Estimate expected food consumption with reference to the diet lists and meal request figures and keep food waste to minimum.
4. Complies consistently with healthy standard portion sizes, cooking method, specifications, quality standards and food service rules, policies and procedures
5. Maintain a clean and sanitary work station area including tables, shelves, grills, fryers, oven, blenders, flat top range and refrigeration equipment.
6. Ensure proper food service equipment operation and maintenance

7. Maintain routine meal schedules and serving times.
8. Follow and practice hazard analysis and critical condition points
9. Report any hiccups during preparation of meals
10. Assist the Dietician with planning of patients menu/diet in accordance with patients medical condition
11. Assist in food preparation and serving during off peak periods as needed.

**Selection Criteria**

**The Person**

The following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

**Knowledge and Experience**

- Knowledge of food preparation and presentation methods and techniques
- Must have knowledge of methods and procedure for serving food, principles of sanitation, and safe food handling.
- Experience in cooking at any similar working environment
- Knowledge and experience in quantity cooking of vegetables, meat, fish and poultry, baked goods.
- Basic knowledge of occupational health and Safety at the Workplace

**Skills and Abilities**

- Demonstrate ability to effectively work within a team
- Demonstrate ability to work under minimal supervision and longer hours
- Ability to cook both vegetarian and non-vegetarian meals in large quantities
- Demonstrate a high standard of personal appearance and good personal hygiene.
- Effective verbal and written communication skills
- Effective time management skills

**ELECTRICIAN – MOHMS 92/2017**

<b>Role:</b>	Electrician.
<b>Level:</b>	Government Wage Earners
<b>Salary range:</b>	\$5.10
<b>Location:</b>	Tamavua Twomey Hospital
<b>Unit/Division:</b>	Central Division
<b>Reports to:</b>	Executive Officer
<b>Subordinates:</b>	nil

### The Position

The purpose of this position is to facilitate the maintenance and repair of all Electrical works at Tamavua/ Twomey Hospital and Quarters premises.

### KEY RESPONSIBILITIES.

1. Plan, scope, repair and maintain electrical works within the Hospital and quarters premises ensuring compliance with the Health and Safety at Work Act 1996 and other relevant Legislations.
2. Maintain all Electrical equipment and Machines.
3. Provide reports to the Supervisor on all Electrical work done with updates on the work status.

### Selection Criteria

#### The Person

In addition to a Certificate in Electrical Engineering or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

#### Knowledge and Experiences

1. Knowledge and experience working as an Electrician
2. Knowledge of legislations relevant to Electrical work.
3. Basic knowledge of Occupational Health and safety at the work place

#### Skills and Abilities

1. Demonstrated ability to effectively work within a team
2. Demonstrated ability to work under minimal supervision
3. Demonstrated ability to use and maintain electrical machines and tools
4. Good communication skills.

### STOREMAN – MOHMS 93/2017

<b>Role:</b>	Storeman
<b>Level:</b>	SK05
<b>Salary range</b>	\$12,513 - \$17,407
<b>Location:</b>	Tamavua/ Twomey Hospital
<b>Unit/Division:</b>	Administration – Central Division
<b>Reports to:</b>	Executive Officer – Administration/Finance
<b>Subordinates:</b>	Nil

### The Position

The position reports to the Medical Superintendent through the Executive Officer for the management of stores on consumables, stationery, domestic rations, medical gas, cleaning chemicals and equipment's, donated items, fuels in accordance with Finance Instructions and Stores Regulations thereby contributing to enhancing quality, efficient and effective health services delivery.

### Key Duties

- Ensuring that all receipts are recorded correctly and to monitor the issues and distributions of consumables, also to see that stocks are available at all times.
- To ensure that all posting on tally cards/bin cards are done according to stores regulations
- Maintaining of Shelve and master tally cards on regular basis
- Obtaining quotes from reputable suppliers and making submission through Stores officer.
- Preparing requests and submission for purchases
- Issue daily receipts, issues, update tally cards and reports to be submitted on weekly/monthly basis.
- Prepare transfer, picking and imprest towards.
- Monitor stock level and attend to all queries and submit reports on monthly basis
- Process Pick, packing slips using EPICOR system and deliver imprest to wards.
- Check all receipts and shelving.
- Cleanliness of stores
- Maintaining stock level
- Replenishing of all surgical, domestic, stationery and dry rations stock.

### The Person

In addition to a relevant academic qualification the following knowledge, experience skills and abilities are required to successfully perform the duty of the post.

### Knowledge and Experience

1. Experience and knowledge of procurement, stock and inventory control
2. Knowledge and experience in Microsoft applications especially word and excel.
3. Knowledge of Financial Management Act, Finance Instructions and Procurement Regulations.

4. Basic knowledge of Occupational Health and Safety at the Workplace

#### Skills and Abilities

- Good management and organisation skills
- Demonstrated ability to effectively work as a team;
- Ability to communicate effectively both written and verbal
- Demonstrate ability to work under minimal supervision and longer hours
- Effective time management skills

#### PROJECT POSTIONS

#### RE-ADVERTISED - TOBACCO CONTROL ENFORCEMENT OFFICER – 3 POSTS

MOHMSP 59/2017 - Lautoka

MOHMSP 60/2017- Labasa

MOHMSP 61/2017- Suva

<b>Role:</b>	Tobacco Control Enforcement Officer
<b>Level:</b>	HW06 Project Post
<b>Salary range:</b>	\$21,032
<b>Location:</b>	1 – Lautoka, 1 Labasa, 1 Suva
<b>Unit/Division:</b>	Tobacco Control Unit
<b>Reports to:</b>	Health Inspector Lautoka, Labasa & Manager/Tobacco Control Enforcement Unit Suva
<b>Subordinates:</b>	Assistant Tobacco Control Officers

#### The Position

The Tobacco Control Enforcement Officer will be responsible for the running of the divisional enforcement offices and report to Sub-Divisional Health Inspector Lautoka, Labasa and Manager Tobacco in Suva. The officer is responsible for developing the required divisional work plan and ensures its implementation, monitoring and surveillance. The post is initially for one (1) year subject to further renewal under the Open Merit recruitment System (OMRS)

#### Key duties

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

1. Organize and carry out inspections, investigations and booking of offenders
2. Command and control enforcement operations
3. Develop plan for divisional enforcement operations

4. Train and prepare Assistant Enforcement Officers on enforcement procedures and field investigation methods
5. Daily monitoring of Assistant Enforcement Officers
6. Work closely with other law enforcement agencies on matter of equal interest
7. Assist in community awareness programs related to tobacco-free initiatives
8. Filing of legal documents in and obtaining case updates from court registries within the Division
9. Conduct prosecutions in the Magistrates Court
10. Submit monthly reports of enforcement, prosecution and community awareness programs conducted within the Division

#### Selection Criteria

##### The person

In addition to tertiary qualifications relevant to Public Health, Environmental Health, or any Enforcement field, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

##### Knowledge and experience

1. Experience in law enforcement or exposure at similar field
2. Experience in conducting community awareness or similar activity
3. Basic Prosecution Knowledge will be an advantage
4. Thorough knowledge of the Tobacco Control Decree (TCD) and Tobacco Control Regulation (TCR).

##### Skills and abilities

1. Demonstrated ability to lead, plan and organize the activities of the unit
2. Strong oral and written communications skills
3. Proficient in investigations and prosecution skills;
4. Demonstrate ability to confidently present self in court for formal proofs and cross examinations
5. Demonstrate ability to speak and present in public settings such as community, schools or villages.
6. Demonstrate ability to use MS Word, Excel and Power Point
7. Ability to work under minimum supervision and meeting deadlines

#### RE-ADVERTISED - ASSISTANT TOBACCO CONTROL ENFORCEMENT OFFICER – 9 POSTS

MOHMSP 62/2017 -Lautoka [3 posts]

**MOHMSP 63/2017-Sigatoka [1 Post]****MOHMSP 64/2017-Suva [3 posts]****MOHMSP 65/2017-Labasa [2 posts]**

<b>Role:</b>	Assistant Tobacco Control Enforcement Officer
<b>Level:</b>	HW 07 Project Post
<b>Salary range:</b>	\$15,287
<b>Location:</b>	3 – Lautoka, 1 –Sigatoka, 3-Suva, 2-Labasa
<b>Unit/Division:</b>	Tobacco Control Enforcement Unit
<b>Reports to:</b>	Health Inspector, Lautoka, Sigatoka, Labasa & Manager Tobacco Control Suva
<b>Subordinates:</b>	None

**The Position**

The Assistant Tobacco Control Enforcement Officer (ATCEO) will be directly responsible to the Sub Divisional Health Inspector through Tobacco Control Officer. The Assistant Enforcement Officer shall be responsible for the active enforcement of the Tobacco Control Decree 2010 and shall assist the Enforcement Officer in achieving the planned output. The post is initially for one (1) year subject to further recruitment under the Open Merit recruitment System (OMRS).

**Key duties**

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

1. Report directly to the Tobacco Control Enforcement Officer;
2. Organize and carry out inspections, investigations and booking of offenders;
3. Work closely with other law enforcement agencies on matter of equal interest;
4. Assist in community awareness programs related to tobacco-free initiatives;
5. Filing of legal documents in and obtaining case updates from court registries within the Division;
6. Appear for formal proofs and cross examinations in the Magistrates Court; and
7. Submit monthly reports of enforcement, prosecution and community awareness programs conducted within the Division
8. The officer will also be responsible for execution of the legal documents and preparation of Witnesses Statements.

9. To contribute to the achievement of the overall goals and objectives of MOHMS as contained in the Sub divisional BP, Divisional BP, ACP and the NSP.
10. To provide a high level of customer service to clients and the general public.

**Selection Criteria****The person**

In addition to tertiary qualifications relevant to Public Health, Environmental Health, or any Enforcement field, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

**Knowledge and experience**

1. Experience in law enforcement or exposure at similar field
2. Experience in conducting community awareness or similar activity.
3. Knowledge of prosecution procedures and court protocols
4. Knowledge of Tobacco Control Decree (TCD) and Tobacco Control Regulation (TCR).

**Skills and abilities**

1. Proficient in investigations and prosecution skills;
2. Demonstrate ability to confidently present self in court for formal proofs and cross examinations
3. Demonstrated ability to work effectively and efficiently within a team;
4. Demonstrate ability to speak and present in public settings such as community, schools or villages.
5. Demonstrate ability to use MS Word, Excel and Power Point
6. Ability to work under minimum supervision and meeting deadlines
7. Strong oral and written communications skills

**MOHMSP 66/2017 – ADMINISTRATIVE OFFICER - HQ [AMU]**

<b>Role:</b>	Project Officer – Administrative Officer
<b>Level:</b>	SS 03
<b>Salary range:</b>	\$ 23, 458 - \$ 29,982

<b>Location:</b>	HQ, Suva
<b>Unit/Division:</b>	Asset Management Unit
<b>Reports to:</b>	PAS (AMU)

### The Position

The position contributes to the management and monitoring of the capital projects of the ministry inclusive of properties and non-medical physical assets.

### Key Duties:

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

- Assist in the management and monitoring of delegated capital projects including facilitation of all operational logistics to support capital projects management.
- Ensure proper planning, coordination, supervision and reporting on projects to senior management and relevant stakeholders.
- Assist in the continuous monitoring of the Ministry's properties which includes the replacement and maintenance of non-medical equipment's and assets needed in various health facilities.
- Assist in verifying requests for project funding by divisions including the administration of funding for projects and assets below \$ 50,000.
- Prepare draft contracts and ensure proper vetting and endorsement by various stakeholders.
- Liaise with various stakeholders, line ministries and departments on issues regarding capital project works, land acquisition & leases, consultancy and contractual works and legal frameworks.
- Other duties as approved and assigned by supervisor

### Selection Criteria:

In addition to an Undergraduate Degree in Management & Public Administration, Project Management, Economics & Finance or equivalent from an accredited university and with relevant work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

### Knowledge and Experience

1. Sound knowledge and experience in Contract Management, Project Management & Project Administration duties.
2. At least 1 - 2 years' experience in a specific field relevant to the job.

3. Sound Building Industry and Government Machinery knowledge preferably in Health related fields are desirable.
4. Good understanding of various government policies & regulations e.g. Finance manual, procurement policies related to the duties.

### Skills and Abilities

1. Outstanding written and communication abilities inclusive of report writing skills.
2. Demonstrated ability to meet strict deadlines with minimum supervision.
3. Strong organizational skills and have the ability to maintain confidentiality.
4. Ability to travel extensively and work extensive hours (inclusive of Weekends & Public Holiday) when required.
5. Demonstrated teamwork.
6. Possess strong analytical and computer skills

### WITHDRAWAL OF VACANCIES

The following vacancies is withdrawn due to some changes in the duties and salary of the position

VACANCY NO.	POSITION
MOHMSP38/2017	TOBACCO CONTROL ENFORCEMENT OFFICER – LAUTOKA
MOHMSP39/2017	TOBACCO CONTROL ENFORCEMENT OFFICER – LABASA
MOHMSP40/2017	TOBACCO CONTROL ENFORCEMENT OFFICER – SUVA
MOHMSP41/2017	ASSISTANT TOBACCO CONTROL ENFORCEMENT OFFICER – LAUTOKA
MOHMSP42/2017	ASSISTANT TOBACCO CONTROL ENFORCEMENT OFFICER – SIGATOKA
MOHMSP43/2017	ASSISTANT TOBACCO CONTROL ENFORCEMENT OFFICER – SUVA
MOHMSP44/2017	ASSISTANT TOBACCO CONTROL ENFORCEMENT OFFICER – LABASA
MOHMSP51/2017	ASSISTANT TOBACCO CONTROL ENFORCEMENT OFFICER - LAUTOKA

Vacancies are re-advertised as **MOHMSP 59 – 65/2017** above. **All candidates who apply earlier are advised to re-apply for the position.**

### Personal Character and Eligibility

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.

The Ministry of Health & Medical Services is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.

To apply for this role provide an up-to-date resume with copies of academic certificates & transcripts, at least two referees with one being a current or recent supervisor, a covering letter of no more than three pages which explains how you meet each of the selection criteria. Applications that do not address the selection criteria will not be considered.

Applications for the position must be received **by 4.00pm on Friday 26<sup>th</sup> May 2017** and addressed to:

**Applications by post:**

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

**Applications hand delivered to:**

**“DROP MOHMS JOB APPLICATION BOX”**

Reception Desk, Ground Floor, Dinem House  
Suva, Fiji

**Applications emailed: [recruitments@health.gov.fj](mailto:recruitments@health.gov.fj)**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

For any enquiries, please email [kratusaitadra@psc.gov.fj](mailto:kratusaitadra@psc.gov.fj)