

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 BAND
MOHMS 281/2017	Carpenter A/B Western Health Office [1 Position]	D
MOHMS 282/2017	Labourer [Western Health Office] 4 Posts	A
MOHMS 283/2017	Supplies Officer – Purchasing Unit [FPBS] 1 post	F
MOHMS 284/2017	Stores Officer I – Purchasing Unit [FPBS] 2 posts	E
MOHMS 285/2017	Health Inspector [Nausori Health Office]	Attractive Salary will be offered
MOHMS	Health Inspector Vector Control [HQ]	Attractive

286/2017		Salary will be offered
MOHMS 287/2017	Senior Pharmacy Officer [Labasa Hospital]	Attractive Salary will be offered
MOHMS 288/2017	Divisional Dental Officer [Eastern Division]	Attractive Salary will be offered
MOHMS 289/2017	Senior Dental Officer [CWM 2 Posts]	Attractive Salary will be offered
MOHMS 290/2017	Senior Dental Officer [Lautoka]	Attractive Salary will be offered
MOHMS 291/2017	Dental Officer – Lautoka Hospital	Attractive Salary will be offered
MOHMS 292/2017	Dental Technician - CWM Hospital	Attractive Salary will be offered
MOHMS 293/2017	Supervising Pharmacy Technician - CWM Hospital	Attractive Salary will be offered
MOHMS 294/2017	Supervising Pharmacy Technician – Nadi Hospital	Attractive Salary will be offered
MOHMS 295/2017	Supervising Pharmacy Technician -Nausori Health Centre	Attractive Salary will be offered
MOHMS 296/2017	Supervising Pharmacy Technician - Nabouwalu Hospital	Attractive Salary will be offered
MOHMS 297/2017	Pharmacy Assistant – Lautoka Hospital	Attractive Salary will be offered
MOHMS 298/2017	Pharmacy Assistant – CWM Hospital [4 Posts]	Attractive Salary will be offered

MOHMS 299/2017	Supervisor Higher Grade Hospital Services [Lautoka Hospital]	Attractive Salary will be offered
MOHMS 300/2017	Storesman [FPBS]	C
MOHMS 301/2017	Senior Admin Secretary HQ[LDU]	G
MOHMS 302/2017	Senior Admin Secretary [Northern Health Service]	G
MOHMS 303/2017	Assistant Research Officer [Wellness Centre]	F
MOHMS 304/2017	Executive Officer -[Macuata Subdivisional Health Office]	E
MOHMS 305/2017	Executive Officer – Lautoka Hospital	E
MOHMS 306/2017	Clerical Officer - HQ [2 posts]	C
MOHMS 307/2017	Steno Typist [CWM Hospital]	C
MOHMS 308/2017	Telephone Operator [Tamavua Twomey Hospital]	C
MOHMS 309/2017	Typist [Suva Health Office]	C

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 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 28th October 2017 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.

JOB DESCRIPTIONS

MOHMS 281/2017 CARPENTER A/B [WESTERN HEALTH SERVICES]

Role:	Carpenter A/B [1 Position]
Salary Band	Band D
Salary Range:	\$7.50 - \$11.73
Location	DMOW
Unit/Division	General Services Unit/ Western Health Services
Reports to:	Executive Officer- General Services.
Subordinates:	Assistant Carpenter, Labourers

Overview of the Specific Area

To ensure that the Public Health Services in the Western Division are provided with carpentry services efficiently and effectively.

The Position

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

Key Duties

1. Hospital buildings, equipment and furnishings to include carpentry work, minor and major repairs, urgent maintenance repairs and required small building and carpentry projects.

2. Planning and scheduling of work to ensuring proper distribution of assignments, equipment's and supplies of performances of duties.
3. Scope required carpentry works and estimate time and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, requirement changes to facilitate and completion of assigned tasks.
4. Implementation of preventive maintenance programs.
5. Train new employees, volunteers and trainees.
6. Ensure the implementation and maintaining of O.H.S act at all times.
7. Perform other related task required by supervisor from time to time.

The Person

In addition to a Trade Certificate in Carpentry and Joinery and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 282/2017 LABOURER – WESTERN HEALTH SERVICES (4 Positions)

Role:	Labourer
Salary Band:	Band A
Wages/Annum	\$4.60 - \$7.90
Location:	DMOW
Unit/Division:	General Services/ Western Health Services
Reports to:	Executive Officer- General Services

The Position

The position provides support to the management by providing labourer assistance for maintenance for general services in health facilities in the division.

Key Duties

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

1. Ensure cleaning and preparing of job site for all works planned and facilitated in health facilities
2. Assist in loading and delivering materials to required health facilities within the division
3. Performs various manual labor tasks requiring some specialized skills to assist in the work of skilled tradesmen and craftsmen such as Carpenters, Plumbers, Electrician, etc.
4. Digging holes and installing supports using a variety of small hand and hand-held power tools.
5. Maintain upkeep and beautification of surrounding for health facilities;
6. Ensure the removal and disposal of waste from all health premises are maintained in compliance with OHS standards;
7. Assist in stocking all written off equipment's & furniture's to the storage area;
8. Any other duties assigned by immediate Supervisors/HOD

The Person

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

Knowledge and Experience

1. Experience working in similar field
2. Knowledge of Occupational Health & Safety Requirements
3. Knowledge of using basic tools and electric appliance/machinery.
4. Knowledge of workplace safety, safe lifting and handling procedures;

Skills and Abilities

1. Demonstrated ability to communicate effectively;
2. Demonstrated ability to work as a team and assist staff when required
3. Ability to follow instructions and meet set timeline;
4. Identifies and utilizes resources effectively and responsibly.
5. Ability to operate required equipment in a safe and responsible manner;
6. Service oriented approach, with a commitment to work in any working environment.

MOHMS 283/2017 SUPPLIES OFFICER – PURCHASING UNIT

Role:	Supplies Officer – Purchasing Unit
Salary Band:	Band F
Salary range:	\$22,528 - \$36,103
Location:	Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road
Unit/Division:	Fiji Pharmaceutical & Biomedical Services Centre
Reports to:	Senior Supplies Officer
Subordinates:	Packers, Stores Officer I and II

The Position

Responsible for contract management activities in the purchasing process ensure that all legislative and regulatory requirements are upheld and the highest standards of Health and Safety are maintained at all times.

Key Duties

1. Prepare contract document prior to tender advertisement. Liaise with MOH Legal Officer while preparing the contract document.
2. Send the contract document to Solicitor General Office for their final vetting.
3. Make the contract document available to the suppliers before closing of the tender.
4. Liaise with suppliers on terms & condition of the tender and make necessary amendment in liaison with the management.
5. Enter into a contract agreement between Ministry of Health & the contractor (endorsement of the contract document).
6. Arrange Surety /Performance Bond deposit for local & overseas suppliers as per the Ministry of Finance Policy on Determination of the PB.
7. Facilitate an endorsed copy of the contract document to the Supplier, FPO and to Legal officer at MOH.
8. Monitor performance of the contractors with the KPI's indicated in the contract.

The Person

In addition to possessing a Degree in Business Management from an accredited university the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Supplies Officer:

Knowledge and Experience

- Knowledge of warehousing and warehouse management
- Understanding of Purchasing Process and Contract Management
- Knowledge and Understanding of the FMIS and Tender process
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Excellent written and oral communication skills
- High attention to detail and accuracy and ability to manage and work in a team
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
- Ability to work with minimum supervision.

MOHMS 284/2017 STORES OFFICER I – PURCHASING UNIT [2 POSTS]

Role:	Stores Officer I – Purchasing Unit
Salary Band	Band E
Salary Range:	\$19,788 - \$23,507
Location:	Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road
Unit/Division:	Fiji Pharmaceutical & Biomedical Services Centre
Reports to:	Supplies Officer
Subordinates:	Packers, Stores Officer II

The Position

Responsible for ensuring that all the activities in the purchasing process are to ensure that the pharmaceutical and clinical products are purchased at the right time from the right place at the right price, from the right source in a timely manner.

This role will ensure that all legislative and regulatory requirements are upheld and the highest standards of Health and Safety are maintained at all times.

Key Duties

1. Liaise with FPBS LMU on stock status and purchasing need
2. Raising of indents/LPO for a given project in FMIS & Epicor system
3. Monitor ETA & updating in the system
4. Scheduling of tender upon closure of a tender
5. Measure supplier performance against each order & submit KPI report to Manager Procurement
6. Attend to supplier query regarding orders
7. Compile and submit monthly procurement report to Manager Procurement
8. Maintain an e-register for all purchase and commits for a given project

The Person

In addition to a relevant Degree from an accredited university the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Stores Officer I(SK04):

Knowledge and Experience

- At least two(2) years’ experience in warehousing settings
- Knowledge of warehousing and warehouse management
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Excellent written and oral communication skills
- High attention to detail and accuracy and ability to manage and work in a team
- Service oriented approach, with a commitment to supporting the operational corporate environment of the organisation.
- Ability to work with minimum supervision.

**MOHMS 285/2017 HEALTH INSPECTOR [NAUSORI HEALTH OFFICE]
MOHMS 286/2017 HEALTH INSPECTOR [NAUSORI VECTOR CONTROL] HQ**

Role:	Health Inspector
Level:	HW 05
Salary range:	An Attractive Salary will be offered
Location:	Health Office
Unit/Division:	Environmental Health
Reports to:	Sub Divisional Medical Officer / Central Board of Health
Subordinates:	Senior Assistant Health Inspectors /Rural local authority staff

The Position:

The purpose of the job is to provide strategic advice and oversee the implementation of Environmental Health services in the different subdivisions, which includes the overall planning, management, enforcement, coordination and monitoring of Environmental Health Programs categorised into 9 Key Result Areas.

Environmental Health contributes to the overall goals of the Ministry of Health and Medical Services by ensuring that factors, circumstances, and conditions in the environment or surroundings of humans that can exert an influence on their health and well-being are assessed, corrected, controlled and prevented through the activities outlined in the Subdivisional Business Plan.

This is also regulated through the enforcement of 10 Key legislations, managed at the subdivision by Health Inspectors in their capacity as the Secretary of the Rural Local Authority.

Key Duties:

The roles of the Sub Divisional Health Inspector are:

1. LEGAL AND ENFORCEMENT:

- I. As the Secretary of the Rural Local Authority, the incumbent is specifically responsible for supervising, guiding, monitoring and managing the prosecution of offences and the enforcement of these key legislations:
 - a. Public Health Act, Cap 111 and the National Building Code

- b. Food Safety Act 2003 and the Food Safety Regulation 2009
- c. Quarantine Act, Cap 116
- d. Environment Management Act
- e. Town Planning Act, Cap 139 and the Town Planning General Provisions
- f. Sub-Division of Land Act, Cap 125
- g. Burial & Cremation Act, Cap 117
- h. Tobacco Control Decree 2010 and the Tobacco Control Regulations 2012
- i. Litter Decree 2009
- j. International Health Regulations

2. **TECHNICAL:**

- I. Leading the local team in the implementation of technical activities under these established 9 Environmental Health Key Result Areas:
 - 1. KRA 1: Environmental Risk and Health Protection
 - 2. KRA 2: Pollution Control
 - 3. KRA 3: Health promotion
 - 4. KRA 4: Water and Sanitation
 - 5. KRA 5: Food Safety and Quality Control
 - 6. KRA 6: Vector Borne Disease Surveillance and Control
 - 7. KRA 7: International Quarantine and Port Health Services
 - 8. KRA 8: Legal Enforcement
 - 9. KRA 9: Central Board of Health and Local Authority Services
- II. Coordination of post disaster public health responses and projects
- III. Guiding the investigation of outbreaks of any infectious diseases and designing response plans.
- IV. Advise on legislative/policy approaches designed to protect the environment and public health
- V. Coordinate the implementation of WASH (Water, Sanitation and Hygiene) programs in the district
- VI. Organise community empowerment programs to alleviate the burden of disease by enhancing living conditions and improving lifestyle choices
- VII. Mobilizing of communities to adopt the Health Island principles to improve the quality of life in rural areas

3. **ADMINISTRATIVE**

- I. Ensure the office financial accounts and transactions are in order, per the requirements of the Fiji Financial Management Act.

- II. Utilise the Local Authority Grant to assist the Local Authority operations in the manner consistent with the CBH Grant Agreement
- III. Provide supervision and guidance in the execution of duties
- IV. Discipline staff in accordance with the Disciplinary Manual,
- V. Develop and supervise an in-house capacity building program to guide and train staff.
- VI. Facilitate the quarterly rural local authority meetings and ensure that the minutes of the meeting is compiled and forwarded to the Central Board of Health within 7 days as required under the Public Health Act Cap III.
- VII. Responsible for the formulation and timely submission of the office monthly, quarterly and annual reports to the Sub divisional Medical Officer, Divisional Health Inspector and the Chief Health Inspector.
- VIII. Ensuring that official registers are regularly checked and updated.
- IX. Attend various committee meetings on matters relating to the management and delivery of health service in the district.
- X. Advise the Divisional Medical Officer and the Sub divisional Medical Officer on Environmental Health issues in the district, as required under the Public Health Act.
- XI. Perform the duties of the Secretary and advisor to the Rural Local Authority on all Environmental Health issues in the Rural Sanitary District.
- XII. Collaborate with other relevant government agencies and NGO's that have equal interest on Environmental Health in the sub division.
- XIII. Monitor operations of sanitary services in the sub division.
- XIV. Provide technical support to clinical services in the area of Healthcare Waste Management.

Key Performance Indicators:

Performance will be measured through the following indicators:

- 1. All activities in the business plan is completed and delivered as plan
- 2. Successful prosecution of all noncompliance to align legislation and subsidy legislation
- 3. Timely submission of all reports
- 4. In house staff development programme, developed, implemented, monitored and reviewed
- 5. All resources management functions carried out in compliance with existing policies, procedures, manuals, service standards and applicable legislation

6. Communicate effectively with all people in the workplace, including internal and external customers and patients
7. Complete appropriate numeracy task suitable for role and level
8. Use workplace IT and equipment as required by role
9. Demonstrate effective Team work through appropriate and strong leadership
10. Demonstrate appropriate personal and professional behaviour in line with position and code of conduct

Selection criteria.

The Person:

In addition to a Bachelor of Environmental Health, a Member of Fiji Institute of Environmental Health, and possess 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

(i) Technical

- I. At least 6 years of experience and knowledge on:
 - Environmental Health Standard Operating Procedures
 - Public Health Act 111,
 - Quarantine Act 112,
 - Food Safety Act 2003,
 - Food Safety Regulation 2009,
 - Town Planning Act 139 and General Provision,
 - Subdivision of Land Act 140,
 - Environmental Management Act,
 - Burial & Cremation Act 117,
 - Litter Decree 2009,
 - Tobacco Control Decree 2010,
 - Tobacco Control Regulation 2012,
 - International Health Regulations
- II. Experience in coordination of post disaster public health responses
- III. Basic experience in accounting and handling of Local Authority accounts.
- IV. Strong understanding in the enforcement and litigation procedures

- V. Understanding of legislative/policy approaches designed to protect the environment and public health
- VI. Experience in the Implementation of WASH (Water, Sanitation and Hygiene) programs in the communities
- VII. Basic training in Field Epidemiology and the use of Epi Info software.
- VIII. Proven experience in community empowerment to alleviate the burden of disease by improving the living conditions of the vulnerable and disenfranchised in partnership with NGOs and other partners.
- IX. Experience in mobilizing of communities to adopt the Health Island principles to improve the quality of life in rural areas
- X. Knowledge in the use of desktop publishing software, Microsoft Office Applications
- XI. High command of the English Language both written and verbal.
- XII. Proven management and leadership skills.
- XIII. Established proficiency in using technical field equipment such as portable water testing equipment, audio meter, the use of field microscopes, sprayers and fogging equipment.

(ii) Administrative

- Proven experience in collaborating with relevant stakeholders to address the WHO Sustainable Development Goals
- Experience in working with other government and non-government agencies to successfully implement Fijis Green Growth Framework.
- Ability to develop MOUs with multiple partners in a constructive way that is beneficial to all parties.
- Knowledge and Understanding of the Monitoring and Evaluation Framework.

Skills and Abilities:

Technical

- Development of Water Safety Plans (WSP) and Water Safety Management Plans (WSMP)
- Development of Water Sampling plan (drinking and recreational waters)
- Interpretation of water sampling results and identification of remedial actions
- Ability to operate the Aqua Potable kit
- Development of Food Sampling Plan

- Facilitate restaurant grading process
- Examination of building and subdivision of land plans
- Inspection of building stages to conform with the building regulations and National Building Code
- Skills in investigating outbreaks of any infectious disease.
- Ability to offer advice to clients or communities on environmental health issues.

Administrative

- Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner
- Possess strong and effective communication (Written, Verbal) skills
- Proven good organizational skills and demonstrates commitment.
- Ability to work long hours and cope with pressure and setbacks.

MOHMS 287/2017: SENIOR PHARMACY OFFICER (LABASA HOSPITAL)

Role:	Senior Pharmacy Officer
Salary range:	Attractive salary will be offered
Location:	Labasa Hospital

The Position

The senior pharmacy officer position provides administrative and clinical support to the principal pharmacy officer.

Key Duties

- Initiates, schedules, direct and controls department daily activities; performs operations in some part and delegates remainder; coordinate and perform administrative duties in the absence of Principal Pharmacy Officer.
- Ensure compliance with all relevant legislations, policies and guidelines within the public and private sector.
- Organize activities pertaining to professional development and training.
- Compile relevant reports and updates upon request; participate in and contribute to management and professional committees at all level inside and outside of the hospital.

The Person

In addition to Bachelor of Pharmacy (or equivalent) and Registered under the Fiji Pharmacy Profession Board, the following knowledge, experience skills and abilities are required to perform the duties of the post.

Knowledge and Experience

- Understanding of the Medicinal Products Decree 2011, Pharmacy Profession Decree 2011 and National Medicinal Products Policy 2013.
- Experience in, and understanding of all aspects of pharmacy practice.
- Supervisory experience in a pharmacy set up or equivalent.
- Contributed to developing, monitoring and evaluating pharmacy activities.

Skills and Abilities

- Demonstrated ability to effectively work within a team.
- Must possess sound analytical and problem solving skills in resource-constrained environment.
- Demonstrate the ability to instruct, direct, motivate and evaluate staffs.
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 288/2017: DIVISIONAL DENTAL OFFICER EASTERN

Role:	Divisional Dental Officer
Salary Range:	Attractive salary will be offered
Location:	Eastern
Unit/Division:	Dental / Eastern
Reports to:	National Advisor Oral Health / Divisional Medical Officer Eastern
Liases with	Stakeholders, NGO's, Government Ministries, Sub-Divisional Medical Officers, Sub-Divisional Health Sisters, External Donor Partners, Administrative Departments, Accounts Departments, Human Resource Departments, Fiji Bio-Medical & Pharmaceutical Services, Principal Dental Officer CWM Hospital.
Subordinates:	Senior Dental Officer, Dental Officers, Instructor Dental Therapists, Dental Therapists, Dental Hygienist

POSITION PURPOSE

The purpose of the Divisional Dental Officers position at Eastern Health is to promote and implement the National Oral Health Policy through effective planning, coordination, delivery, monitoring and evaluation of oral health services as per the strategic direction and plans of the MOHMS, focussed on the catchment of the Eastern Division.

KEY DUTIES

1. Manage the delivery of all oral health services in the Eastern Division to provide clinical dental assessment, diagnosis and treat patients including

preventive, conservative, curative or prosthetics to meet the operational requirements of the services based on the MOHMS strategy and Oral Health Business plan.

2. Provide high level leadership in the management and administration of Oral Health services, activities and programs to the catchment population of the Eastern Division.
3. Oversee planning, monitoring and evaluation of oral health programs to meet expected outcomes of MOHMS strategic, corporate and facility business plans.
4. Consult with relevant stakeholders and coordinate procurement and maintenance of required dental equipment and consumables to ensure appropriate, effective and efficient oral health service delivery to the Eastern Division.
5. Promote standards and safety with approved protocols, and clinical practice guidelines.
6. Provide high level clinical oral health services support, advice, information and guidance on the development of the dental services including the development of benchmarks, indicators, analysis on trends, risk management identification and planning.
7. Manage and review data and monitoring and evaluation processes/system to ensure accuracy, and draft comprehensive and analytical professional level reports related to the oral health service in Eastern Division.

THE PERSON

In addition to a Bachelor's Degree in Dental Surgery from a recognised university, having a valid Annual Practising Licence and be registered as a General Dentist with the Fiji Medical & Dental Council, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Proven experience as a licensed dentist including related work experience in oral health management and administration.
2. Proven experience managing large health organizational structures and processes related to clinical oral health services, public oral health, human resources, assets and financial management.
3. Sound Clinical knowledge and experience in the principles and practice of general dentistry and all aspects and functions of oral health service standards including oral health policy, clinical practice guidelines, infection control protocols and procedures, minimum clinical operational requirements, standard operating procedures, and the laws, legislations and requirements to practice dentistry in Fiji.

Skills and Abilities

1. Demonstrated ability to provide leadership and accountability for all actions and use approved clinical guidelines and evidence-based data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrated ability to effectively work within and manage a team to a high professional standard reflecting the MOHMS values.
3. Demonstrated high level ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
5. Demonstrated ability to manage, supervise, mentor, and train all Oral Health staff and other members of the Oral Health team in the Eastern Division facilities.
6. Demonstrate ability to analyse and draft solutions to complex problems, especially in a resource constrained environment.

MOHMS 289/2017: SENIOR DENTAL OFFICER (CWMH) – 2 POSTS

MOHMS 290/2017: SENIOR DENTAL OFFICER (LAUTOKA HOSPITAL)

Role:	Senior Dental Officer
Salary Range:	Attractive salary will be offered
Location:	1 x Lautoka Hospital and 2 x CWM Hospital
Unit/Division:	Dental
Reports to:	PDO CWM and CWM Hospitals
Subordinates:	Dental Officers, Dental Therapists, Dental Hygienists & Support Staff.

Overview of the Specific Area

The department of oral health unit promotes National Oral Health Policy and plan and delivers quality oral health services to promote, protect, maintain, restore and improve the oral health & overall well-being of the public.

The unit provides quality, affordable, efficient and effective oral health services that are accessible by all communities and identifies, plans, coordinates, and monitors and evaluate the effectiveness of dental services as per strategic direction by the Ministry of Health & Medical Services.

The Position

The Senior Dental Officer provides Preventive, Conservative, Exodontia, Local Anaesthesia, Endodontic, Orthodontic advice, Prosthodontics advice, Oral Surgery and Administrative Support services at the CWM and CWM Hospitals.

Key Duties

1. Provide Preventive, Conservative, Exodontia, Local Anaesthesia, Endodontic, Orthodontic advice, Prosthodontics advice, Oral Surgery and Administrative Support services at the CWM and CWM Hospitals.
2. Plan, Coordinate, Monitor, Evaluate and report on the operation of the Dental Clinic including its Outreach Programmes.
3. Provide support, mentoring, training and supervision to junior Oral Health Staff and other members of the health team.
4. Manage the Human Resources, Assets and other Consumables of the Dental Clinic.
5. Contribute to outcomes of the Health Facility and the wider community through active collaborative participation and involvement with the Private Partners.
6. Facilitate collaboration between all staff within the health care setting in providing and improving short and long term Oral Health active collaborative participation and involvement with other relevant Stakeholders.

The Person

In addition to a Bachelor in Dental Surgery from a recognised tertiary institution, be registered as a General Dental Practitioner with the Fiji Dental Council (FDC) and having a valid Annual Practising Licence, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

- Proven experience in Clinical Oral Health including practice and care of patients in accordance with the Clinical Practice Guidelines.
- Proven experience in developing, delivering and evaluating oral health services.
- Experience in the provision of a good standard of practice and care to patients.
- Experience in taking prompt action to ensure patient safety and comfort.
- A general understanding and experience in the protection and promotion of oral health care to patients and the public.

Skills and Abilities

- Demonstrated ability to manage staff and resources.
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Effective Communication skills, both written and verbal.

- Exceptional Customer Service Skills with the ability to work in a diverse working environment.

MOHMS 291/2017: DENTAL OFFICER (LAUTOKA HOSPITAL)

Role:	Dental Officer
Salary range:	Attractive salary will be offered
Unit/Division:	Lautoka Hospital
Reports to:	Senior Dental Officer [Clinical, Lautoka Hospital], Principal Dental Officer [Lautoka Hospital]
Subordinates:	Instructor Dental Therapists / Supervising Dental Technician / Dental Technician / Dental Therapists / Dental Hygienists

The Position

The Dental Officer provides comprehensive management of patient's Oral Health. The post is responsible for the effective delivery of an excellent service by effectively communicating and ensuring the implementation of all relevant policies and activities to achieve the goal and objectives in alignment with the Ministry of Health & Medical Services plans.

The position is also responsible for the timely implementation of the department's business plan based on the objectives, strategies and performance indicators as determined in the National Oral Health Plan.

Key Duties

- Provide clinical assessment, diagnosis and treatment of patients seeking dental care within Oral Health clinics across the Ministry of Health & Medical Services.
- Acts as a member of the clinical team to provide support, mentoring, training and supervision to junior oral health staff and other members of the health team.
- Facilitate collaboration between all staff within the health care setting in providing oral health care to the community.
- Plan, coordinate and institute school visits and community Oral Health Programs.
- Refer patients to other dental specialist for more advanced procedures and care.
- Duties covered under the scope of practice of a dentist as approved by FMDC.
- Any other additional management and administrative duties assigned by the supervisor relevant to the scope of practice of the ministry.

The Person

Applicants are required to have a Bachelor's Degree in Dental Surgery from a recognised university, have a valid Annual Practising Licence and be registered as a General Dentist with the Fiji Medical & Dental Council. In addition the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Dental Officer.

Knowledge and Experience

- Familiar with the Fiji Medical & Dental Practitioners Act, laws and legislations required to practice dentistry in Fiji.
- Promote best use of resources and time to achieve work outcomes.
- Experience in and understanding of self-development; adult learning principles; and approaches to effective continuous professional training.
- Contributed to planning, delivering, monitoring and evaluating dental programs and reporting to management on application of outcomes, performance indicators and improvements required.
- Experience in the provision of a good standard of practice and care to patients.
- Experience in taking prompt action to ensure patient safety and comfort.
- A general understanding and experience in the protection and promotion of oral health to patients and the public.
- Proven experience in developing and maintaining professional performance.
- Apply knowledge and experience to practice.

Skills and Abilities

- Demonstrated ability to clinically assess, diagnose and treat patients seeking dental care Effective Communication
- Proven ability to provide support, mentor, train and supervise junior oral health staff and other members of the health team
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Excellent occupational, supervisory and administrative skills
- Good teamwork skills
- Service oriented with a commitment to supporting the operational /corporate environment of the organisation.

MOHMS 292/2017: DENTAL TECHNICIAN CWM HOSPITAL

Role:	Dental Technician – CWM Hospital
Salary range:	Attractive salary will be offered
Location:	CWM Hospital
Unit/Division:	Prosthetic Laboratory Unit/Department Of Oral Health
Reports to:	Supervising Dental Technician / Clinical Supervisor / Dental Officer / Senior Dental Officer / Principal Dental Officer
Subordinates:	Other Cadre

The Position

A Dental Technician will provide Laboratory Removable Dental Prosthetic and Orthodontic services within the clinic and also on outreach services in rural and maritime areas.

The Dental Technician acts as a member of the clinical team to provide the highest quality of removable prosthetic and orthodontic services under the guidance, coaching and mentoring of the Supervising Dental Technician and is part of the team within the health care setting in providing dental removable prosthetic and orthodontic services to our community.

Key Duties

- Demonstrates individual accountability for actions within the position and is able to make clinical and administrative decisions compatible with their level of training and experience.
- Demonstrates commitment to working to improve long term oral health outcomes in the community through the provision of a high quality of removable prosthetic and orthodontic appliances and advise.
- Works collaboratively with other health professionals in the multidisciplinary team to ensure optimal oral health patient outcomes.
- Comply with and use procedures, policies, regulations and standards which impact upon the position, including contemporary human resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies.
- Comply with guidelines on management of government resources of dental equipment, instruments and materials / consumables.
- Participates in outreach activities.

The Person

In addition to a Diploma in Dental Technology from a recognised tertiary institution, having a valid Annual Practising Licence and be registered as a Dental Technician with the Fiji Dental Council (FDC), the following Knowledge, Experience, Skills and Abilities are required to perform the duties of a Dental Technician:

Knowledge and Experience

1. Demonstrate professional behaviour in line with position and code of conduct
2. Knowledge of Resource and Time Management practices to achieve work targets.
3. Knowledge of support services to be provided to the Supervising Dental Technician to ensure quality finished laboratory work.
4. Knowledge and understanding of self-development; and approaches to effective continuous professional training.

Skills and Abilities

1. Demonstrate clinical competency according to the prescribed scope of practice.
2. Contribute towards Quality Improvement Programs
3. Effective communication skills
4. Ability to follow instructions and meet set targets
5. Demonstrated ability to work cooperatively within a team environment.
6. Effective service oriented approach with a commitment to supporting the operational / corporate environment of the organisation.

SUPERVISING PHARMACY TECHNICIAN [4 posts]

MOHMS 293/2017 SUPERVISING PHARMACY TECHNICIAN CWM Hospital

MOHMS 294/2017 SUPERVISING PHARMACY TECHNICIAN Nadi Hospital

MOHMS 295/2017 SUPERVISING PHARMACY TECHNICIAN Nausori Health Centre

MOHMS 296/2017 SUPERVISING PHARMACY TECHNICIAN Nabouwalu Hospital

Role:	Supervising Pharmacy Technician
Salary range:	Attractive salary will be offered

The Position

The supervising pharmacy technician provides supervisory duties in the respective sections in the department and other health facilities.

Key Duties

- To provide supervision, coaching, mentoring and assessing Pharmacy staff
- To provide training to other healthcare professionals in matters pertaining to pharmacy services.
- To practice good stock control, inventory management and distribution of pharmaceuticals in accordance with policies and procedures
- Direct and controls sections/health facilities on daily activities and operations
- Ensure compliance with all relevant legislations, policies and guidelines.
- Compile relevant reports and updates upon request to necessary stakeholders.

The Person

In addition to Bachelor of Pharmacy (or equivalent), Registered under the Fiji Pharmacy Profession Board with a valid practicing licence (or equivalent), Post Graduate Certificates/Diploma in Management and/or Pharmacy related courses, Be a member of the Fiji Pharmaceutical Society and Society of Hospital Pharmacist, the following knowledge, experience skills and abilities are required to perform the duties of the post.

Knowledge and Experience

- Understanding of the Medicinal Products Decree 2011, Pharmacy Profession Decree 2011 and National Medicinal Products Policy 2013.
- Experience in, and understanding of all aspects of pharmacy practice.
- Supervisory experience in a pharmacy set up or equivalent.
- Contributed to developing, monitoring and evaluating pharmacy activities.

Skills and Abilities

- Demonstrated ability to effectively work within a team.
- Must possess sound analytical and problem solving skills in resource-constrained environment.
- Demonstrate the ability to instruct, direct, motivate and evaluate staffs.
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 297/2017 – PHARMACY ASSISTANT LAUTOKA HOSPITAL
MOHMS 298/2017 – PHARMACY ASSISTANT CWM HOSPITAL (4 POSTS)

Role:	Pharmacy Assistant
Level:	PH05
Salary range:	An attractive salary will be offered
Unit/Division:	Pharmacy Department
Location	Lautoka Hospital – 1 post & CWM Hospital – 4 posts
Reports to:	Senior Pharmacy Technician

The Position

The Pharmacy Assistant provides non-technical support to qualified pharmacy technicians and registered pharmacists for the delivery of best practice pharmaceutical care; logistics management and distribution.

Key Duties

- To assist in the appropriate processing of prescriptions
- To assist in manufacturing in the preparation of disinfectants and antiseptics for wards supply.
- Ensures that the medicine storage in the outpatient's/inpatient's pharmacy area is kept clean and orderly and in accordance to the storage instructions from the manufacturer.
- Comply with the hospital/health facility safety policies and procedures
- Comply with policies and procedures related to Pharmacy services
- Maintains the confidentiality of patient and unit information.
- Ensures that the appropriate pre-packaging protocol, labelling and dispensing techniques are carried out, as monitored by the supervisor
- Assist with the collection and compilation of workload statistics for the section.
- Participates in educational activities related to medicine therapy to enhance personal knowledge.
- To assist with good inventory management
- Direct drug related questions and interventions to pharmacists

Selection Criteria

The Person

In addition to Foundation program at University or equivalent, the following Knowledge, Experience, Skills and abilities are required to successfully undertake the role of the post.

Knowledge and Experience

- Understanding of efficient customer service delivery
- Understanding of teams and how to work within a team
- Knowledge on record keeping and basic inventory management

Skills and Abilities

- Demonstrated good communication skills
- Demonstrated ability to effectively work within a team
- Must possess sound analytical and problem solving skills
- Service oriented approach, with a commitment to supporting department business plan
- Capacity to utilise basic computer programs to support operations of the department/health facility

MOHMS 299/2017 – SUPERVISOR HIGHER GRADE HOSPITAL SERVICES (LAUTOKA HOSPITAL)

Role:	Supervisor Higher Grade Hospital Services
Level:	An attractive salary will be offered
Location:	Lautoka Hospital
Unit/Division:	Hospital Services/ Western
Reports to:	Hospital Administrator – Lautoka Hospital
Subordinates:	Foreman HS-1, GWE – 20.

Overview of the Specific Area

To ensure that the Hospital Services functions in the Hospital are provided efficiently and effectively. Responsible for the effective management and operations of Hospital Services function in Lautoka Hospital and Western Division.

The Position

The SHG HS position supervises the priority planning, implementation and monitoring of staff in carrying out required tasks on maintenance, repair and servicing of equipment's and related hospital services functions and projects in the Hospital, Health Centres and Nursing stations.

Key Duties

- Planning and scheduling of work to ensure proper distribution of assignments, equipment and staff individual implementation and performance duties.

- Monitor the cash flow per month for the department and ensure timeline for projects/repairs are met. Ensure the timely ordering and receiving of materials for tasks and projects.
- Consult/inspect requirement of Medical Officers in the Hospitals, Estimate time, material and related costing's for assigned work to facilitate tasks.
- Establish and maintain communication with administration and professional staff regarding roster and weekend work.
- Implementation of preventative maintenance programs on mechanical and medical equipment (Generators, Autoclaves, Compressors, Suction pumps, etc).
- Provide reports to management on projects and small works.
- Provide counseling to employees. Ensure the implementation and maintaining of PSC Values, Code of Conduct and related policies and the O.H.S Act at all times.
- Perform other related duties incidental to the work described herein and as per management advice.

Selection Criteria

The Person

In addition to Tertiary qualifications (or equivalent) relevant to Mechanical/ Electrical and Building/ Structural, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Supervisor Higher Grade – Hospital Services.

Knowledge and Experience

- Experience and knowledge in Planning, Instructing, implementing and monitoring installation, maintenance and repair of Mechanical, Electrical Equipment and apparatus.
- Understand Plumbing and Building Structure and principles.
- Experience of at least five (5) years in a Supervisory or Leadership role.

Skills and Abilities

- Ability to interpret Engineering drawings, computer literate and understand steam work principle.
- Effective Oral and Written Communication Skills.
- Ability to identify and utilise resources effectively and responsibly.
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Good Organisational Skills
- Ability to work in multiple functional areas

MOHMS 300/2017 – Storeman (FPBS)

Role:	Storeman (FPBS)
Level:	Band C
Location:	Fiji Pharmacy and Biomedical Services
Unit/Division:	Warehouse
Reports to:	Warehouse Manager
Subordinates:	Packers

Overview of the Specific Area

The Dispatch section identifies, plans, coordinates, delivers and monitors the supply of medical supplies and services for the Ministry of Health & Medical Services.

The Position

Directly reporting to Warehouse Manager, the incumbent shall always ensure that all activities in regards to the supply of goods and services from the Fiji pharmaceutical services are carried out in accordance to the standard operating manual and the specific duties as listed herewith. The duties perform shall be in line with the ministry's objectives, mission and vision.

Key Duties

1. Monitor the proper distribution of all items from the warehouse after checking and packing.
2. Monitor the correct checking Check of items being loaded in the truck for dispatch.
3. Ensure that correct quantities of cartons are loaded and that delivery docket is signed properly.
4. Ensure that correct numbers of cartons are offloaded and notify warehouse manager of any discrepancies.
5. Ensure accurate labelling and proper sealing of cartons prior to it being dispatched to facilities.
6. Ensure proper care of items in transit to avoid it being damaged.
7. Respond to queries in regards to distribution.
8. Carry out all additional duties as assigned by warehouse manager.
9. Update of records in regards to division, no of cartons, supplementary or main order.

The Person

In addition to tertiary qualifications relevant to Management or equivalent from an accredited university the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Storeman:

Knowledge and Experience

- Demonstrated experience working in warehousing settings
- Proficient knowledge of warehousing and warehouse management
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Excellent written and oral communication skills
- High attention to detail and accuracy and ability to manage and work in a team
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
- Ability to work with minimum supervision.

MOHMS 301/2017: SENIOR ADMINISTRATIVE OFFICER HEADQUARTERS (LEARNING AND DEVELOPMENT UNIT)

Role	Senior Administrative Officer
Level	Band G
Location	HQ - Suva
Unit/ Division	Learning & Development Unit / HRM
Reports To	Principal Administrative Officer - LDU
Subordinates	2

Overview of the Specific Area

The Learning and Development Unit [LDU] identifies, plans, coordinates, delivers and monitors the effectiveness of Staff Development and training activities in support of core skills development across the Ministry of Health & Medical Services.

The Unit liaises closely with the Senior Staff of the Ministry, the Training Division of the Ministry of Civil Service, Donor Agencies and Training Providers.

The Position

The position contributes to planning, delivery and monitoring of the effectiveness of staff development and training activities in support of core skills development across the Ministry of Health & Medical Services. It also ensures that support and service is provided to the Head of Unit in support of National Policies on Training and Development.

Key Duties

1. Assist the Learning & Development Unit in the efficient coordination of In-Service Training [local & overseas]
2. Assist the Learning & Development Unit in the coordination and timely payment of Tuition fees for all MOHMS sponsored courses / candidates.
3. Assist the Learning & Development Unit in maintaining database records for all In-service MOHMS Awardees, including the academic results and obtaining completed course Certificates from Awardees at the end of the training for HRIS purposes.
4. Actively capture and analyze Training and Development achievements and reporting of the same.
5. Act as Secretariat to the Learning & Development Committee and facilitate all requirements for the monthly meeting in consultation with PAS [LDU] and ensure that minutes of NLDC is circulated a week after the NLDC meeting.
6. Actively contribute to the compilation of bi- monthly Grant Levy as per requirement.
7. Actively assist and coordinate the SEA Activities, Awareness and timely submission of Framework.
8. Actively contribute to all human resource requirements of the Ministry including planning and budgeting where required.

The Person

In addition to University qualifications [or equivalent] relevant to adult training, human resource development or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the Senior Training Officer.

Knowledge and Experience

- Possess thorough knowledge of the Acts, various Regulations and Instructions, Manuals and Guidelines of the Ministry and machinery of the Fiji Government.
- Understanding of the Fijian Constitution [2013] and applicable Laws of Fiji
- Experience in and understanding of staff development; adult learning principles and approaches to effective staff training.

- Contributed to developing, delivering and evaluating training and staff development programs and reporting to management on application of learning outcomes, return on investment and improvements required.

Skills and Abilities

- Demonstrated ability to correctly apply existing HR Policies and practices of the Ministry.
- Effective training development, delivery and evaluation skills.
- Demonstrated ability to effectively work within a team.
- Demonstrated ability to analyze 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 organization.

MOHMS 302/2017 SENIOR ADMINISTRATION OFFICER (CORPORATE SERVICES NORTHERN HEALTH)

Role:	Senior Administration Officer [Corporate Services]
Level:	Band G
Location:	Northern Health Services, Divisional Office
Unit/Division:	Corporate Services
Reports to:	Divisional Medical Officer Northern
Subordinates:	22 Established, 137-GWE

The Position

The position reports to the Divisional Medical Officer for managing the corporate infrastructure in supporting the day-to-day management of the Division including Human Resources Management, Development and General Services.

Key Duties

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

1. Assist in developing of the Divisional Business Plan annually.
2. Plan and facilitate infrastructure maintenance of health facilities in the Division.
3. Management of Human Resources for the Division including the Human Resource Information System and facilitating recruitment through the Open Merit Recruitment and Selection Process.
4. Assist in planning infrastructure development of health facilities.
5. Assist in development and delivery of training to all staff.

6. Providing quality and sound advice to the DMO Northern on matters relating to Human Resources and General Services and major projects development.
7. Facilitating the investigations of concern raised by the communities of the deliveries of health services as the Ministry of Health & Medical Services staff.
8. Measure the outcome of health service delivery and its impact on the community by monitoring and reviewing the achievement of corporate targets.
9. Monitoring of all Capital projects in the West and attend to stakeholders meeting with regards to Provincial Development from any of the six-subdivisions.

The Person

In addition to tertiary qualification relevant to Human Resources, Management or Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

- Experience in Human Resources Management and holds a supervisory role;
- Practical working knowledge of the principals and procedures for personnel recruitment, selection, remuneration and benefits discipline, performance management, employee relations and health and safety;
- Understanding of General Orders, Financial Management Act, Finance Instructions, Transport Policy, Procurement Policy and other Internal Act and Policies;
- Understanding and experience in all aspects of ordering procuring and managing stock and inventory;
- Working knowledge of public sector administration and financial management policy and procedures.

Skills and Abilities

- Effective communication skills will be appropriate ;
- Demonstrated ability to be efficient in time management for meeting deadlines;
- Service oriented approach, with a commitment to supporting department business plan;
- Demonstrated ability to manage demanding workload and tight deadline personally and through effective team leadership to achieve results;

- Ability to effectively work within a team with people from diverse background and communicate with people at all levels and proven team leadership skills and abilities.
- Demonstrated ability in Project Management

MOHMS 303/2017: ADMINISTRATIVE OFFICER (ASSISTANT RESEARCH OFFICER – WELLNESS CENTRE)

Role:	Administrative Officer (Assistant Research Officer)
Level:	Band F
Location:	Headquarters
Unit/Division:	Wellness Centre
Reports to:	National Advisor for Wellness

The Position

The position is responsible for facilitating and conducting research, developing policies, training and capacity building in Health Promotion and managing the development, planning, implementation, monitoring and performance review process for health promotion programmes..

Key Duties

1. Identify training needs for health promotion across sectors
2. Planning, implementing, evaluating and coordinating in-service training for community health workers in health promotion
3. Developing resources for training in health promotion
4. Providing expert advice on pre-service training in health promotion for health professionals
5. Taking a leading role in the general health promotion activities of the Centre
6. Liaising with trainers/tutors for undergraduate health promotion training e.g. at FSM/FSN
7. Participating in other planning, policy development and health promotion activities of the Centre
8. Providing secretariat service to the National Health Promotion Council Meetings and Activities
9. Any other duties as assigned by the National Advisor for Wellness Centre.

The Person

In addition to tertiary qualifications relevant to Management, Public Administration, and Public Health or similar, the Knowledge, Experience, Skills and Abilities below are required to perform the duties of this post:

Knowledge and Experience

- Knowledge and Experience in Health Promotion Activities
- Knowledge of the guidelines and policies in relation to Health Promotion
- Experience in and understanding of staff development; adult learning principles and approaches to effective staff training.
- Experience in developing, delivering and evaluating training and staff development programs and reporting to management on application of learning outcomes, return on investment and improvements required.

Skills and Abilities

- Demonstrated ability to conduct training for Adults.
- Demonstrated ability to effectively work within a team.
- Demonstrated ability to analyze and contribute to improving Health Promotion Activities and solutions to complex problems, in a resource constrained environment.
- Ability to provide efficient Secretariat Services for forums.

MOHMS 304/2017: EXECUTIVE OFFICER (MACUATA SUBDIVISION)

Role:	Executive Officer
Level:	Band E
Location:	Macuata Subdivision
Unit/Division:	Macuata Subdivision
Reports to:	Subdivisional Medical Officer Macuata
Subordinates:	-

Overview of the Specific Area

The Macuata hospital provides health services to the province of Macuata.

The Position

The Executive Officer will provide the highest standard of support services to the Subdivisional Medical team. The position is responsible for the implementation of all financial and HR issues within the subdivision. Ensure that all stations have a timely supply of stores and are well equipped with all tools needed for efficient and effective delivery of service to the community.

Key Duties

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

1. Monitor all Human Resources, Finance and General Services issues within the Sub Division.
2. Ensure the availability of Fuel, Stores, Stationeries and Rations are in stock.
3. Issuing of LPO's upon SDMO's endorsement to local suppliers and following up on Invoices for payments.
4. Ensure proper management of Sub-divisional fleet.
5. Provide updates to the Northern Divisional Headquarters on minor maintenance of Hospital, Health Centres and Nursing Stations in the Sub-Division.
6. Ensure the Commitment & Expenditure Ledgers are maintained and timely and accurate submission of unpaid Purchase Order Returns to Accounts Section at Divisional office.
7. Oversee work performed by the Sub- divisional Clerical Officer.
8. Oversee the process of payments and endorse the Purchase Orders in the absence of SDMO in accordance with the Finance Management Act and its subsidiary Regulations and policies.
9. Ensure that Board of Survey is carried out within the Sub Division annually.
10. Ensure that Tally cards and Registers are maintained and updated at all times.
11. Any other duties assigned by the Supervisor from time to time.

The Person

In addition to University qualifications (or equivalent) relevant to Human Resource Management, Public Administration, Industrial and Employee Relations /or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Executive Officer (Macuata Subdivision).

Knowledge and Experience

- Understanding of General Orders, Financial Management Act, Finance Instructions, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.
- Understanding and experience in all aspects of ordering procuring and managing stock and inventory
- Experience on delegation of duties within the department
- Knowledge and Experience in Mentoring and Coaching staff

Skills and Abilities

- Demonstrated ability to be efficient in time management for meeting deadlines
- Service oriented approach, with a commitment to supporting department business plan
- Ability to have discretion in dealing with confidential information

- Capacity to utilize basic computer programs to support operations of the department/ health facility
- Effective written communication skills including the ability to prepare reports, proposals, policies and procedures
- Effective public relations and public speaking skills
- Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
- Demonstrated ability in Team building, problem solving and work independently within the team

MOHMS 305/2017: EXECUTIVE OFFICER (LAUTOKA HOSPITAL)

Role:	Executive Officer
Level:	Band E
Location:	Lautoka Divisional Hospital
Unit/Division:	Human Resource/Lautoka Hospital
Reports to:	Hospital Administrator
Subordinates:	Clerical Officers, Typist, MS Secretary and other Corporate HODs

Overview of the Specific Area

To Administrate, facilitate and monitor the transportation fleet, asset, accommodation and housekeeping to carry out the objective of Lautoka Hospital in a timely and efficient manner.

The Position

To Administrate, facilitate and monitor the transportation fleet, asset, accommodation and housekeeping to carry out the objective Lautoka Hospital in a timely and efficient manner.

Key Duties

1. Monitoring and Control of Transportation
2. Administration and Monitoring of government plant, equipment and inventories
3. Management and facilitation of accommodation and housekeeping
4. Provision of Secretariat Services to the Hospital Executive Committee, Admin HOD Meeting and other relevant forums.
5. Oversee the smooth running of Laundry Services working with the Laundry Supervisor

The Person

In addition to a Tertiary qualification relevant to Human Resources, Management or Public Administration or equivalent, the following Knowledge, Experience, skills and abilities are required to undertake the role of the post.

Knowledge and Experience

- Experience working within a service delivery environment governed by legislation or any similar field.
- Experience in the use of computers, office equipment and the Microsoft Office suite of software.
- Understanding of the relevant legislations governing terms and conditions of employment, OHS, industrial relations
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Demonstrated ability to work independently, in a team environment,
- Proven organizational skills with ability to determine competing priorities and plan, organize work activities to meet agreed goals
- Proven ability to effectively supervise staff, allocating and monitoring work.
- Demonstrated ability to multitasking, manage conflict and change possess excellent interpersonal and communications skills and a strong customer service orientation

MOHM 306/2017 A: CLERICAL OFFICER (HEADQUARTERS – ASSET MANAGEMENT UNIT)

Role:	Clerical Officer – Asset Management Unit
Level:	Band C
Location:	HQ, Suva
Unit/Division:	Asset Management Unit
Reports to:	Principal Administrative Secretary – Asset Management Unit
Subordinates:	-

Overview of the Specific Area

The Asset Management Unit looks after the management of non-technical physical assets for the Ministry of Health & Medical Services from Procurement, right through to the writing-off and disposal of assets.

The Position

The principal function of this post is to Plan, Organise, Implement and Monitor Budget (Funds) released for Capital Projects & other maintenance works e.g. requesting fund release, making payments and keeping financial records updated in regards to the movement of funds for the Health Ministry.

Key Duties

- Requesting fund release from Ministry of Economy
- Process payments (capital works) as marked by PAS – AMU / SAS – AMU to Contractors for their respective projects and keeping record for acquittal purpose.
- Assist in preparing Furniture Fixture and Equipment list for newly built Hospitals, operating theatres and Health Centre from their floor plans.
- Do research for more details on Furniture Fixture and Equipment's for new Hospitals & Health Centre.
- Request for Quotations for Purchase of furniture
- Check request for funds from divisions as directed by Manager (vetting) and forwarding for necessary approvals
- Evaluate submission for Furniture and Equipment purchase or any other purchase assigned by PAS
- Liaise with accounts department for timely payment for requested payments
- Call RFQ (request for Quotations) as and when required
- Assist PAS – AMU in preparing Financial reports on utilisation of funds
- Assisting in Tender Evaluation
- Submit updated Financial reports to PAS - AMU
- Absenteeism Return for each month for AMU staffs.
- Keeping proper Filing record
- Other general admin tasks

The Person

In addition to a pass in Fiji Seventh Form Examination or equivalent. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Clerical Officer - AMU.

Knowledge and Experience

- At least 1-2 years relevant experience specific to the job and works demand.
- Understanding policies, procedures and government regulations.
- Good computer skills to use proficiently at least word and excel software of Microsoft Office.

- Effective time management skills.
- Good written and verbal communication skills.

Skills and Abilities

- Ability to plan, organise and monitor work, taking into consideration its importance.
- Must be able to work in an environment with many interruptions and deadlines.
- Ability to maintain confidentiality.
- Ability to work as a team with or without supervision.
- Sound time management and organisational skills.

MOHM 306/2017 B: CLERICAL OFFICER (HEADQUARTERS - CASHIER)

Role:	Clerical Officer – Cashier
Level:	Band C
Location:	HQ, Suva
Unit/Division:	Accounts
Reports to:	Assistant Accounts Officer (Payment)
Subordinates:	-

Overview of the Specific Area

The Accounts Department is responsible for managing financial systems, accounts and audit, budget preparation and coordination, management accounting, contract management.

The Position

The principal function of this post is to process payments through Cheque or Electronic Funds Transfer.

Key Duties

- Processing all Cheque and EFT payments in accordance with the relevant legislations.
- Receiving and Banking all Revenue in relation to Quarantine fees, Health License fees, Notification of Birth and Death fees and building fees.
- Daily management of Imprest by issuing, balancing and timely replenishment of Imprest.
- Provide efficient Customer Service to all customers
- Daily checking of General Ledger 350 and the corresponding Bank Statement.

The Person

In addition to a pass in Fiji Seventh Form Examination or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Clerical Officer - Cashier.

Knowledge and Experience

- Knowledge and Experience in processing Payments.
- Knowledge of Banking Procedures
- Knowledge and experience in working according to set legislations and guidelines

Skills and Abilities

- Ability to use Microsoft Programmes such as Word, Excel and other Finance Computerised systems.
- Good Attention to Detail Skills
- Good written and verbal communication skills.
- Ability to work as a team with or without supervision.
- Sound time management and organisational skills
- Ability to plan, organise and monitor work

MOHMS 307/2017: STENO TYPIST (CWM HOSPITAL)

Role	Radiology Typist
Position Level	Band C
Duty Station	Radiology/CWMH
Reports: Directly To	Consultant Radiologist
Indirectly to	Principal Admin Officer , Superintendent MIT, Technical Officers
Liases with	Nurses/Receptionist/Typist/Ward Assistants/Nurses
Subordinates	Nil

POSTION PURPOSE

This position plays an important role in the daily operational activities of the Radiology Department for an effective and efficient service delivery.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Read and analyze incoming handwritten reports, clarify, amend and enter into the Patient Information System and dispatch accordingly.
2. Open, sort, and distribute incoming correspondence, and emails.

3. File and retrieve department documents, records, and reports.
4. Greet visitors and determine whether they should be given access to specific individual's needs.
5. Prepare responses to correspondence containing routine inquiries.
6. Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
7. Prepare agendas, make arrangements and record minutes for departmental staff meetings.

Person Specification

In addition to relevant Academic qualifications in Secretarial Studies, Office Technology and Administration, Frontline Office Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post,

Knowledge and Experience

- Experience as a Typist or in the provision of Secretarial Services
- Knowledge and experience in using Computer programmes such as Microsoft Office, Word, Excel, Powerpoint, Outlook, Internet Explorer, etc
- Proven Experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically.

Skills and Abilities

- Ability to maintain confidentiality.
- Must have a high level of interpersonal skills to handle sensitive and confidential situations
- Good Communication skills (verbal and written)
- Excellent Customer Service skills
- Time-Management skills and ability to Multi-Task
- Ability to have discretion in dealing with confidential information.

MOHMS 308/2017: TELEPHONE OPERATOR (TAMAVUA/TWOMEY HOSPITAL)

Role:	Telephone Operator
Level:	Band C
Location:	Tamavua Twomey Hospital
Unit/Division:	Administration – Central Division
Reports to:	Executive Officer

Overview of the Specific Area

The purpose of the position is to operate a telephone switchboard to relay incoming, outgoing, or interoffice calls.

The Position

The position reports to the Executive Officer in ensuring that all outgoing calls are well recorded in the telephone calls register.

Key Duties

- Manage and record incoming and outgoing calls for staff and Customers
- Greet Customers and facilitate relevant information/advice/directions in accordance with their service needs
- Adhering to strict confidentiality protocols with regard to Patient information
- Arrange for meeting with doctors and other nurses as and when required
- Create and maintain log book of incoming and outgoing calls on a daily basis
- Arrange for appropriate emergency services by relevant medical staff member as and when required
- Set up conference calls in different locations and time zones.
- Reconcile telephone bills with log book at the end of the month.

The Person

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

Knowledge and Experience

- Knowledge of customer services
- Knowledge of proper handling PABX phone
- Experience and knowledge of book keeping
- Basic knowledge of occupational health and Safety at the Workplace

Skills and Abilities

- Ability to plan and organise work in a timely manner
- Demonstrate ability to work as a team
- Effective verbal and written communication skills
- Demonstrate ability to work extra hours

MOHMS 309/2017: TYPIST (SUVA HEALTH OFFICE)

Role:	Typist – Public Health Suva
Level:	SS05
Salary range:	\$14,095
Location:	Tamavua
Unit/Division:	Public Health
Reports to:	Health Inspector Suva: Sub Divisional Medical Officer, Suva

Overview of the Specific Area

To provide administration and secretarial support and working towards achieving the objectives of the department and organisation.

The Position

The position is responsible for providing secretarial support and administration to the environmental health officers.

Key Duties

- Provide secretarial duties and reports to the environmental department.
- Typing and updating of quarantine revenue reports and dispatching invoices to respective Agencies
- Provide and submit monthly absences and late arrival return
- Revenue collection for quarantine and assist collection with the Suva Sub Division when need arises.
- Filing correspondence
- Provide any other related duties assigned by Supervisors.

The Person

In addition to relevant Academic qualifications in Secretarial Studies, Office Technology and Administration, Frontline Office Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post,

Knowledge and Experience

- Experience as a Typist or in the provision of Secretarial Services
- Knowledge and experience in using Computer programmes such as Microsoft Office, Word, Excel, Powerpoint, Outlook, Internet Explorer, etc
- Proven Experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically.

Skills and Abilities

- Ability to maintain confidentiality.
- Must have a high level of interpersonal skills to handle sensitive and confidential situations
- Good Communication skills (verbal and written)
- Excellent Customer Service skills
- Time-Management skills and ability to Multi-Task
- Ability to have discretion in dealing with confidential information.

END