

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

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

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

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

Vacancy No.	POSITIONS	SALARY RANGE
MOHMS 419/2017	Pharmacy Assistant – CWM Hospital 1 Post	\$19,041.75 - \$30,515.63
MOHMS 420/2017	Pharmacy Assistant – Labasa Hospital 3 Posts	\$19,041.75 - \$30,515.63
MOHMS 421/2017	Pharmacy Assistant – Taveuni Hospital	\$19,041.75 - \$30,515.63
MOHMS 422/2017	Pharmacy Assistant – Nasea Health Centre 2 Post	\$19,041.75 - \$30,515.63
MOHMS 423/2017	Pharmacy Assistant Dreketi Health Centre	\$19,041.75 - \$30,515.63
MOHMS 424/2017	Pharmacy Assistant – Seaqaqa Health Centre	\$19,041.75 - \$30,515.63
MOHMS 425/2017	Pharmacy Assistant – Lautoka Hospital 2 Posts	\$19,041.75 - \$30,515.63

MOHMS 426/2017	Pharmacy Assistant – Viseisei Health Centre	\$19,041.75 - \$30,515.63
MOHMS 427/2017	Pharmacy Assistant – Natabua Health Centre	\$19,041.75 - \$30,515.63
MOHMS 428/2017	Pharmacy Assistant – Punja Health Centre	\$19,041.75 - \$30,515.63
MOHMS 429/2017	Pharmacy Assistant – Kamikamica Health Centre	\$19,041.75 - \$30,515.63
MOHMS 430/2017	Part Time Cleaner - NFNS	\$8,849.10 - \$13,840.90
MOHMS 431/2017	Part Time Gardener - NFNC	\$8,849.10 - \$13,840.90

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

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

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

Applications for the position must be received **by 4.00pm on Friday 29 December 2017** and addressed to:

- Applications by post:**
 Permanent Secretary for Health & Medical Services
 PO Box 2223, Government Buildings
 Suva, Fiji
- Applications can be hand delivered to:**
 "DROP MOHMS JOB APPLICATION BOX"
 Reception Desk, Ground Floor, Dinem House, 88 Amy Street,
 Suva, Fiji
- Applications can also be e-mailed to:** recruitment@health.gov.fj

LATE APPLICATIONS WILL NOT BE CONSIDERED.

WITHDRAWAL OF ADVERTISED VACANCIES

The following vacancies have been withdrawn due to the following reasons:

Advert Date	Vacancy Number	Post and Reason
18/11/2017	MBU 03/2017	Team Leader Public Health [3 Posts]
18/11/2017	MBU 04/2017	Registered Nurse [15 posts]

JOB DESCRIPTION

PHARMACY ASSISTANT

MOHMS 419/2017 Pharmacy Assistant – CWM Hospital 1 Post

MOHMS 420/2017 Pharmacy Assistant – Labasa Hospital 3 Posts

MOHMS 425/2017 Pharmacy Assistant – Lautoka Hospital 2 Posts

Role:	Pharmacy Assistant
Salary Band:	Band E
Salary range:	\$19,041.75 - \$30,515.63
Location:	Major Hospitals (CWM, Lautoka, Labasa)
Unit/Division:	Central/Western/Northern
Reports to:	Principal Pharmacy Officer
Subordinates:	Nil

Overview of the Specific Area

The Pharmacy Service is driven by the National Medicinal Products Policy which ensures:

1. The ready and reliable availability of good quality, acceptably safe and proven effective medicines at a price the individual and the community can afford.
2. The rational use of medicines through the provision of improved medicine utilization information and training of health professionals, and through education of the public in appropriate medicine use and storage with aim of rationalizing medicine supply management, prescribing and dispensing, and improving patient compliance.

The pharmacy service also fully supports the Ministry's strategy and the fulfillment of Section 29 of the Public Hospitals and Dispensaries Act.

The Position

The position provides non-technical support to Senior Pharmacy Technicians & Licensed Pharmacists in the delivery of pharmacy service at the health facility.

Key Duties

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

- To practice pharmacy in a professional manner & promote the rational and optimal use of medicines
- Preparation of the dispensary, replenishment of stock, pre-packaging of medicines, and preparation of pharmaceutical products
- Managing Inventory including stock rotation, stock take and distribution to clinics and wards
- Collection and analysis of data to provide information

KEY PERFORMANCE INDICATORS

- Quality and timely delivery of Pharmaceutical Services
- Medicine stock availability

PERSON SPECIFICATION

In addition to a pass in the Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognised institution (or equivalent relevant experience); the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

- Proven experience in serving customers in the front line services to the public.
- Have some knowledge or experiences of organisation and management
- Have a good understanding of the basic sciences of human body

Skills and Abilities

- Demonstrated ability to effectively work within a team environment and to follow instructions
- Have the ability to use mathematical calculations
- Capacity to utilize computer programs to support the daily operations
- Good verbal and writing skills to communicate with customers effectively
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

PHARMACY ASSISTANT

MOHMS 421/2017 Pharmacy Assistant – Taveuni Hospital
MOHMS 422/2017 Pharmacy Assistant – Nasea Health Centre 2 Post
MOHMS 423/2017 Pharmacy Assistant Dreketi Health Centre
MOHMS 424/2017 Pharmacy Assistant – Seaqqa Health Centre
MOHMS 426/2017 Pharmacy Assistant – Viseisei Health Centre
MOHMS 427/2017 Pharmacy Assistant – Natabua Health Centre
MOHMS 428/2017 Pharmacy Assistant – Punja Health Centre
MOHMS 429/2017 Pharmacy Assistant – Kamikamica Health Centre

Role:	Pharmacy Assistant
Salary Band:	Band E
Salary range:	\$19,041.75-\$30,515.63
Location:	Health Centres & Taveuni Hospital
Unit/Division:	Central/Western/Northern
Reports to:	Medical Officer in Charge
Subordinates:	Nil

Overview of the Specific Area

The Pharmacy Service is driven by the National Medicinal Products Policy which ensures:

1. The ready and reliable availability of good quality, acceptably safe and proven effective medicines at a price the individual and the community can afford.
2. The rational use of medicines through the provision of improved medicine utilization information and training of health professionals, and through education of the public in appropriate medicine use and storage with the aim of rationalizing medicine supply management, prescribing and dispensing, and improving patient compliance.

The pharmacy service also fully supports the Ministry's strategy and the fulfillment of Section 29 of the Public Hospitals and Dispensaries Act.

The Position

The position is responsible for the management & the delivery of the Pharmacy service at the health facility under the direct supervision of the Medical Officer in-charge.

Key Duties

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

- Manage the pharmacy in terms of the dispensary service and Inventory Management
- Medicine ordering from the FPBS, medicine storage and distribution to patients and to internal clinics.
- Dispensary service with strict adherence to the laws & regulations, guidelines and policies

- Practice pharmacy in a professional manner & promote the rational and optimal use of medicines
- Preparation of the dispensary, replenishment of stock, pre-packaging of medicines, and preparation of pharmaceutical products
- Collection and analysis of data to provide information for Reporting

KEY PERFORMANCE INDICATORS

- Quality and timely delivery of Pharmaceutical Services
- Medicine stock availability

PERSON SPECIFICATION

In addition to a pass in the Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognised institution (or equivalent relevant experience); the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

- Proven experience in serving customers in the front line services to the public
- Experience in a pharmacy set-up may be an added advantage.
- Have some knowledge or understanding of basic inventory management
- Have a good understanding of the basic sciences of the human body

Skills and Abilities

- Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
- Capacity to utilise computer programs to support the operations of a complex organisation
- Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
- Have the ability to use advance mathematical calculation

- Demonstrated ability to effectively work within a team environment
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 430/2017 PART TIME CLEANER - NFNS

Role:	Part Time Cleaner
Salary Band:	Band A
Salary range:	\$5.37 to \$7.19
Location:	National Food and Nutrition Centre, 1 Cl
Unit/Division:	Public Health Services Division
Reports to:	Administrative Officer
Subordinate	Nil

The role of the National Food and Nutrition Centre is to monitor the food and nutrition situation in the country through surveys and assessment of the national food supply. Advise government and other stakeholders on the food and nutrition situation and to formulate evidence based policies and programmes to improve the nutritional status in Fiji. Coordinate and review nutritional programmes and projects and the FPAN which aims to combat nutritional related diseases affecting the population and educate the population about good diet and nutrition.

The Purpose of this Position

The position is responsible for the general cleaning inside and outside of both NFNC buildings and the library. Cleaning and changing of office curtains, hand towels and kitchen towels. Preparation of meeting venue and refreshments, prepare store order and assist the technical staff or admin staff when the need arises.

Key Responsibilities/duties

The position will achieve its responsibilities and accomplish its targets by carrying out the following duties:

1. Maintains the cleanliness of both NFNC buildings including the Library, sweeping, damp dusting all furniture, rug, equipment, shelves and windows.
2. Ensure curtains, hand towels and tea towels are cleaned and changed when required.
3. Maintains the cleanliness of bath rooms and toilets, kitchen sinks, refrigerator and cooking stove.
4. Ensure that stairways, passages and footpath are swept and scrubbed when necessary.
5. Clean the kitchen and store safely all kitchen utensils in appropriate cupboards.
6. Empty and dispose of rubbish on pick up days by the City Council rubbish Collectors.
7. Prepare order for replenishment of stores and update tally cards.
8. Prepare meeting venue and refreshments for meetings.
9. Assist in attending to the switch board when the Secretary is not available.
10. Assist the Technical Staff in the prepositioning of advocacy materials for distribution.
11. Any other duties assigned by the Administrative Officer.

Key Performance Indicators

1. Ensure that all NFNC buildings are kept clean at all times
2. Ensure that all rubbish are emptied and disposed off on pick up days by the rubbish collectors.
3. Ensure that stores are replenished when due and tally cards updated accordingly.
4. Ensure that meeting venue is clean and refreshments prepared.
5. Assist Admin staff in attending to switch board when the need arises.

The Person

In addition to a pass in year 12 examinations, the following Knowledge, experience, skills and abilities are required to carry out the role of the position.

Knowledge and Experience

- Proven experience in housekeeping or similar working environment.
- Have knowledge of proper handling and use of cleaning agents.
- Have basic knowledge of switchboard.

Skills and Abilities

- Ability to plan and organize work in a timely manner.
- Demonstrate ability to communicate (verbal/written) effectively with good writing skills.
- Demonstrate ability to work effectively as a team.
- Effective time management skills.

MOHMS 431/2017 PART TIME GARDENER - NFNC

Role:	Part Time Gardener/Labourer
Level:	GWE
Salary range:	\$5.37 per Hour
Location:	National Food and Nutrition Centre, 1 Cl
Unit/Division:	Public Health Services Division
Reports to:	Food Security Officer
Subordinate	Nil

The Purpose of this position

The position is responsible for maintaining the NFNC Organic Demonstration garden, Green House, sowing and planting of seeds and seedlings, mowing and raking the grass, pruning trees and hedges, minor maintenance and plumbing works and the general landscaping and cleaning of the compound.

Key Responsibilities/Duties

The position will achieve its responsibilities and accomplish its targets by carrying out the following duties:

1. Ensure that the Maintain the organic crop cycle, diversification and crop health of the NFNC Demonstration garden.
2. Maintain the green house, sowing and planting of seeds and seedlings, and transplanting of seedlings.
3. Monitor and keep the garden free from insects and pests using organic means of integrated pest management.
4. Prepare planting beds and composting as necessary.
5. Harvest produce and keep proper records and data.
6. Prune trees and crops in and around the NFNC garden and landscaping the compound.
7. Mow and rake the grass, keep drains and hedges clean and proper disposal of green waste.
8. Ensure working tools and materials are kept and stored in a safe place.
9. Carry out minor carpentry and plumbing works.
10. Assist in maintaining boarded office items for National Food and Nutrition Centre.
11. Assist in the preparation of nutrition advocacy display materials as required.
12. Any other duties assigned by the Food Security Officer.

The Person

In addition to Year 12 (Form 6) pass examination or equivalent the following knowledge, Experience, Skills and abilities are necessary to carry out the duty of the post.

Knowledge and Experience (essential)

1. Experience in farming, carpentry and plumbing works in a similar working environment.
2. Have knowledge of proper handling and use of farming and gardening tools.

3. Knowledge of gardening and landscaping, crop mulching, soil conservation techniques, integrated pest management and composting.

Skills and Abilities

1. Ability to plan and organize work in a timely manner.
2. Demonstrate ability to communicate (verbal/written) effectively with good writing skills.
3. Demonstrate ability to work effectively as a team.
4. Effective time management skills.