

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 388/2017	Senior Pharmacy Technician, CWM Hospital	\$22,528.74- \$36,103.75
MOHMS 389/2017	Senior Pharmacy Technician, Nabouwalu	\$22,528.74- \$36,103.75
MOHMS 390/2017	Administrative Officer, FPBS	\$22,528.74- \$36,103.75
MOHMS 391/2017	Technical Officer Class II, Radiology – Lakeba Hospital	\$22,528.74- \$36,103.75
MOHMS 392/2017	Research Assistant, Virus Lab	\$34,760.31- \$56,596.92
MOHMS 393/2017	Laboratory Assistant, Virus Lab	\$14,428.13 - \$22,567.07
MOHMS 394/2017	Dietician, Levuka	\$19,041.75- \$30,515.63

	Hospital	
MOHMS 395/2017	Dietician, Lomaloma Hospital	\$19,041.75- \$30,515.63
MOHMS 396/2017	Clerical Officer, HR [Eastern Divisional Office]	\$12,081.69 - 18,879.01
MOHMS 397/2017	Senior Domestic Assistant, Laundry Supervisor [Lautoka Hospital]	\$12,081.69 - 18,879.01
MOHMS 398/2017	Telephone Operator	\$12,081.69 - 18,879.01
MOHMS 399/2017	Stores Officer I – [3 Posts]	\$19,041.75 - \$30,515.63
MOHMS 400/2017	Medical Orderly, St Giles [5 Posts]	\$12,081.69 - 18,879.01
MOHMS 401/2017	Senior Physiotherapist	\$28,605.45-\$47,675.75
MOHMS 402/2017	Carpenter A, Eastern Health Services	\$5.37 – \$8.41
MOHMS 403/2017	Electrician A, Eastern Health Services	\$5.37 – \$8.41
MOHMS 404/2017	Handyman II, Eastern Health Services	\$5.37 – \$8.41
MOHMS 405/2017	Labourer, Eastern Health Services	\$4.60 - \$7.19
MOHMS 406/2017	Plumber, Eastern Health Services	\$5.37 – \$8.41
MOHMS 407/2017	Trade Assistant, Eastern Health Services	\$5.37 – \$8.41
MOHMS 408/2017	Carpenter A, Northern Health Services	\$5.37 – \$8.41
MOHMS 409/2017	Plumber [Supervisor/Project], Northern Health Services	\$5.37 – \$8.41
	PROJECT POSITIONS	
MOHMSP 70/2017	Project Clerical Officer, Purchasing Officer [Eastern Health Services]	\$12,081.69 - 18,879.01
MOHMSP 71/2017	Project Clerical Officer, Wages [Eastern Health	\$12,081.69 - 18,879.01

	Services]	
MOHMSP 72/2017	Project Clerical Officer, General Services Unit	\$12,081.69 - 18,879.01
MAKOI BIRTHING UNIT - VACANCIES		
MBU 01/2017	Administrative Officer, General Services	\$22,528.74- \$36,103.75
MBU 02/2017	Assistant Accounts Officer, Central Divisional Office [2 Posts]	\$19,041.75- \$30,515.63
MBU 03/2017	Team Leader Public Health [3 Posts]	\$28,605.45 - \$47,675.75
MBU 04/2017	Registered Nurse [15 posts]	\$22,528.74- \$36,103.75
MBU 05/2017	Senior Pharmacy Technician [3 Posts]	\$22,528.74- \$36,103.75
MBU 06/2017	Pharmacy Assistant [6 Posts]	\$19,041.75 - \$30,515.63
MBU 07/2017	Cleaner [6 Posts]	\$5.37 – \$8.41
MBU 08/2017	Laborer [2 Posts]	\$4.60 – \$7.19
MBU 09/2017	Drivers [3 Posts]	\$5.37 – \$8.41
MBU 10/2017	Ward Assistant [7 Posts]	\$5.37 – \$8.41
MBU 11/2017	Recorder [3 Posts]	\$5.37 – \$8.41
NAKASI HEALTH CENTRE -VACANCIES		
NHC 01/2017	Sub Divisional Nursing Manager	\$34,760.31- \$56,596
NHC 02/2017	Team Leader Public Health – 2 Posts	\$28,605.45 - \$47,675.75
NHC 03/2017	Registered Nurse – 15 Posts	\$22,528.74- \$36,103.75
NHC 04/2017	Senior Pharmacy Technician – 3 Posts	\$22,528.74- \$36,103.75
NHC 05/2017	Pharmacy Assistant – 6 Posts	\$19,041.75 - \$30,515.63
NHC 06/2017	Administrative Officer	\$22,528.74- \$36,103.75
NHC 07/2017	Assistant Accounts Officer – 2 Posts	\$19,041.75- \$30,515.63
NHC 08/2017	Cleaner [6 Posts]	\$5.37 – \$8.41
NHC 09/2017	Laborer [2 Posts]	\$4.60 - \$7.19
NHC 10/2017	Driver [3 Posts]	\$5.37 – \$8.41
NHC 11/2017	Recorder [2 Posts]	\$5.37 – \$8.41

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 1st December 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.

WITHDRAWAL OF ADVERTISED VACANCIES

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

Advert Date	Vacancy Number	Post and Reason
14/10/2017	MOHMS 296/2017	Wrong position titled advertised
21/10/2017	MOHMS 338/2017	Advertised earlier

ADDENDUM:

- MOHMS 284/2017 Dietician – CWM Hospital [Re-advertised] the Vacancy Number should read as MOHMS 384/2017
- MOHMS 285/2017 Dietician – Tamavua Twomey Hospital [Re-advertised] the Vacancy Number should read as MOHMS 385/2017
- MOHMS 286/2017 – Dietician – Lautoka Hospital [Re-advertised] the Vacancy Number should read as MOHMS 386/2017
- MOHMS 287/2017 Dietician – Seaqaqa Health Centre [Re-advertised] the Vacancy Number should read as MOHMS 387/2017

For re-advertised positions, candidates who had already applied must not reapply, unless applying for a new position.

CWM HOSPITAL

MOHMS 388/2017 – SENIOR PHARMACY TECHNICIAN

Role:	Senior Pharmacy Technician
Level:	PH04
Salary range:	\$22,528.74 - \$36,103.75
Location:	CWMH
Unit/Division:	Central/Eastern
Reports to:	Supervising Pharmacy Technician, Senior Pharmacy Officer and Principal Pharmacy Officer
Subordinates:	Pharmacy Assistants, GWEs

The Position

The Pharmacist position is the base entry level for graduates whilst awaiting the pharmacist registration process. The position is responsible for the daily operations in the delivery of pharmacy service and the incumbent would be required to work in all the different pharmacy units.

Key Duties

- Provide relieving duties within the hospital and outer centers
- Provide overtime and on call duties in the weekdays and weekends
- Carry out interventions with liaison with the doctor or nurse
- Manufacture, dispense, order, counsel and record activities related to Clinical ,Pediatric, Outpatients, Logistics, Oncology and Inpatients Pharmacy under supervision of Supervising Pharmacy Technicians and Senior Pharmacy Officers
- Supervise and orientate students, volunteers on basic standard operating procedures of the department (only pharmacist)
- Present in departmental professional development sessions

Key Performance Indicators

- Quality and timely delivery of Pharmaceutical Services
- Sufficient and adequate supply of Medicine stock and pharmaceutical drugs at all times

Selection Criteria

The Person

In addition to a Bachelor of Pharmacy or equivalent, registration as a pharmacist under the Fiji Pharmacy Profession Board would be desirable and the following Knowledge, Experience and Skills & Abilities are required to successfully undertake this role.

Knowledge and Experience

- Immense experience in pharmacy practice

- Knowledge and understanding of the Medicinal Products Act 2011, Pharmacy Profession Act 2011, Illicit Drug Control Act 2004 and the National Medicinal Products Policy 2013.
- Experience in and understanding of all aspects of pharmacy practice.
- Knowledge in developing, monitoring and evaluating pharmacy activities.

Skills and Abilities

- Demonstrated ability to effectively work within a team environment
- Ability to analyze and solve problem in resource-constrained environment.
- Demonstrate the ability to instruct, direct, motivate and evaluate employees.
- Good computer skills
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

NORTHERN HEALTH SERVICES

MOHMS 389/2017 – Senior Pharmacy Technician – Nabouwalu

Role:	Senior Pharmacy Technician
Salary Band	F
Salary range:	\$22,528.74 - \$36,103.75 per annum
Location:	Nabouwalu Hospital
Unit/Division:	Northern Health Services
Reports to:	Supervising Pharmacy Technician, Senior Pharmacy Officer and Principal Pharmacy Officer
Subordinates:	Pharmacy Assistants, GWEs

The Position

The Pharmacist position is the base entry level for graduates whilst awaiting the pharmacist registration process. The position is responsible for the daily operations in the delivery of pharmacy service and the incumbent would be required to work in all the different pharmacy units.

Key Duties

1. Provide relieving duties within the hospital and outer centers
2. Provide overtime and on call duties in the weekdays and weekends
3. Carry out interventions with liaison with the doctor or nurse
4. Manufacture, dispense, order, counsel and record activities related to Clinical ,Pediatric, Outpatients, Logistics, Oncology and Inpatients Pharmacy under supervision of Supervising Pharmacy Technicians and Senior Pharmacy Officers
5. Supervise and orientate students, volunteers on basic standard operating procedures of the department (only pharmacist)

- Present in departmental professional development sessions

Key Performance Indicators

- Quality and timely delivery of Pharmaceutical Services
- Sufficient and adequate supply of Medicine stock and pharmaceutical drugs at all times

Selection Criteria

The Person

In addition to a Bachelor of Pharmacy or equivalent, registration as a pharmacist under the Fiji Pharmacy Profession Board would be desirable and the following Knowledge, Experience and Skills & Abilities are required to successfully undertake this role.

Knowledge and Experience

- Immense experience in pharmacy practice
- Knowledge and understanding of the Medicinal Products Act 2011, Pharmacy Profession Act 2011, Illicit Drug Control Act 2004 and the National Medicinal Products Policy 2013.
- Experience in and understanding of all aspects of pharmacy practice.
- Knowledge in developing, monitoring and evaluating pharmacy activities.

Skills and Abilities

- Demonstrated ability to effectively work within a team environment
- Ability to analyze and solve problem in resource-constrained environment.
- Demonstrate the ability to instruct, direct, motivate and evaluate employees.
- Good computer skills
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES

MOHMS 390/2017 – Administrative Officer, FPBS

Role:	Administrative Officer
Salary Band	G
Salary range:	\$22,528.74 - \$36,103.75 per annum
Location:	Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road
Unit/Division:	Fiji Pharmaceutical & Biomedical Services Centre
Reports to:	Director, Fiji Pharmaceutical & Biomedical Services Centre
Subordinates:	2 clerical officer's, driver's, cleaner, laborer

The Position

The position of Administration Officer is responsible to the Director Fiji Pharmaceutical & Biomedical Services to provide support on matters in relation to Human Resources components.

Key Duties

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

- Process all personnel issues such as: for long service leave allowance; the declaration of business interests; issues of confirmation of appointment letter for the FPBS staff; cessation of salary for overpayment or deemed resignation.
- Process all forms of exits including resignations, deemed resignations, compulsory retirement, retirement on medical ground, and deceased.
- Manage and facilitate all administrative and HR requests from HODs
- Prepare and submit monthly reports of targets achieved to DFPBS
- Attend required meetings and respond to queries as and when required.

Selection Criteria

The Person

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

Knowledge and Experience

- Experience and understanding of human resource management practices and applications in the area of recruitment & selection, ethics, training and development and performance management, and staff well-being.
- Experience in supervising a small of team of workers to ensure timely achievement of results
- Working knowledge of a human resource information system
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

- Good analytical and problem solving skills with an attention to details
- Proven ability to organize work and achieve objectives within the given time frame
- Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels
- Good communication skills both written and oral

5. Good computer skills and proficient in MS Office applications such as MS Word, Excel and PowerPoint to support operations of the organization
6. Good customer service skills with a focus on ensuring customer satisfaction

EASTERN HEALTH SERVICES

MOHMS 391/2017 – Technical Officer Class II, Radiology

Role:	Technical Officer Class II, Radiology
Level:	PH04
Salary range:	\$22,528.74 - \$36,103.75
Location:	Lakeba Hospital
Unit/Division:	Eastern Health Services
Reports to:	Directly to SDMO Lakeba, Superintendent Radiographer CWMH Indirectly to the DMO Central and National Coordinator Radiology Services Liaises with MO's, Nurses, Attendants
Subordinates:	

The Position

This position works without supervision and is in charge of the Radiology unit, performs general radiography and ultrasound examinations on a daily basis and is also on call and standby after hours for emergency cases.

Key Duties

1. Process requested x-ray and ultrasound examinations in line with departmental protocols on a daily basis and is on call for urgent requests.
2. Provides appropriate radiation protection to patients, relatives and staff and maintains a clean and tidy environment.
3. Records necessary patient and procedure information and compiles and submits monthly and annual reports to management maintaining confidentiality and the right to privacy.
4. Conducts quality audits and necessary quality improvement activities required in this field and reports equipment malfunction and facility issues to management for rectification.
5. Attending staff and HOD meetings, relevant workshops, actively participates in Continuous Professional Development and share knowledge, information and skills with colleagues.
6. Ensures that consumables are readily available in a timely manner.

7. Supervises Medical Imaging Students on attachments.

Key Performance Indicators

1. Number of successful examinations are performed, recorded, proper images are produced in line with department protocols and timely collection and submission of the unit's reports and statistics
2. Quality audits are carried out, recorded and reported in a timely manner.
3. Radiology consumables are available at all times.
4. Number of CPD activities attended and points gained for renewal of practicing licence

SELECTION CRITERIA

The Person

In addition to a Bachelor in Medical Imaging Science, registered licenced with the Fiji radiation health board and the Fiji Society of Medical Imaging Technologist and the following knowledge, experience, skills and abilities is required to successfully undertake this role.

Knowledge and Experience

1. Sound technical knowledge and working experience of 2years or more in general radiography and ultrasound to be able to work independently without supervision.
2. Sound knowledge and experience of general radiography and ultrasound examinations, protocols and reporting.
3. Knowledge of radiation and occupational health and safety
4. Knowledge of radiology equipment and quality assurance and control.

Skills and Abilities

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
2. Appropriate numeracy and Microsoft office skills suitable for the role and level to be able to compile necessary reports.
3. Demonstrated ability to analyse and solve complex problems.
4. Demonstrated abilities to carry out quality audits and assurance activities.
5. Ability to promote best use of resources and time to achieve work outcomes

VIRUS LAB

MOHMS 392/2017 – Research Assistant

Role:	Research Assistant
Level:	HW04
Salary range:	\$34,760.31 - \$56,596.92

Location:	Lakeba Hospital
Unit/Division:	Fiji Centre for Communicable Disease Control Eastern Health Services
Reports to:	National Advisor Communicable Disease Control
Subordinates:	

The Position

The position will have to adhere to Standard Laboratory Practices (ISO 1589/ISO 17025) acquired by the Laboratory Quality Management System Protocols for the provision of essential diagnostic services and reference testing to support the ongoing surveillance for priority communicable diseases in Fiji and other Pacific Island Countries and Territories (PICTs).

Key Duties

1. Ensure all services being rendered is geared towards achieving Fiji Centre for Communicable Disease Control Plan.
2. Ensuring the daily function of the laboratory is properly maintained to enable an efficient and effective service delivery locally and to PICTs.
3. Ability to manage laboratory inventory, establishing preventative maintenance schedule for equipment; overseeing computerized records system.
4. Enforces safety procedures are maintained and consults with other supervisors on the issue.
5. Evaluates quality control and quality assurance statistics and modifies manuals as needed.
6. Ability to assist and support laboratory based research programmes from external Research Institutes and manage and develop laboratory services to be able to be adapted to changing needs required.
7. Evaluates staff proficiency and performance and be informative on new technologies evolving in the Medical Laboratory field and rationale of its introduction.
8. Update Medical Students and Visiting Academic Personnel on Laboratory functions

Selection Criteria

The Person

In addition to Masters in Laboratory Medicine the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 5 years in Laboratory experience with management background.

2. Sound knowledge of Laboratory Quality Management System, Good Laboratory practice.
3. Have an adequate scientific background on the priority communicable diseases tested with knowledge of algorithms followed in diagnostic and confirmatory testing.
4. Knowledge of public health approaches and methods including surveillance and monitoring and evaluation activities.
5. Highly developed organisational and communication skills and ability to work harmoniously in a team environment to contribute to teams' objectives.
6. A sound understanding of Workplace and Safety standards and Risk management in a Laboratory environment.
7. Understanding of or demonstrate the ability to acquire knowledge of Fiji Institute of Medical Laboratory Science & Allied Health Practice procedures

Skills & Abilities

1. Ability to work in a team and provide effective solutions
2. Ability to manage reporting, monitoring, resources, and laboratory personnel
3. Ensure adherence to regulatory requirements, budgets, and schedules
4. Ensure the safety and maintains a calibration program for testing equipment that affect quality results
5. Supervises training of Medical students on site visitations and ability to evaluate quality control and quality assurance statistics and modifies manuals when needed
6. Consults and forecasts on the Labs test kits and consumables budget and maintains control of lab costs.
7. To conduct scheduled internal audit in all laboratories, encompass under Public Health Laboratories.

MOHMS 392/2017 – Laboratory Assistant

Role:	Laboratory Assistant
Level:	HW06
Salary range:	\$14,428.13 - \$22,567.07
Location:	Virus Lab
Unit/Division:	National Centre for Communicable Disease
Reports to:	National Advisor for Communicable Disease
Subordinates:	GWE

The Position

To provide quality public health laboratory services for diagnostic, reference testing and support surveillance for priority communicable diseases.

Key Duties

1. Ensure that all biological samples received are documented, and analysed as per required standard procedures.
2. Evaluate test performance and establish validity of each test runs and be able to interpret results.
3. Report tests results to clients and advice if results are of clinical significance and needs further testing.
4. Assist the Lab Manager in the technical aspects of the Laboratory and also be involved in designated communicable disease meetings internally and externally

Selection Criteria

The Person

In addition to Bachelors in Laboratory or equivalent the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role.

Knowledge and Experience

1. Experience in a similar role;
2. Sound knowledge of Laboratory Quality Management System,
3. Good laboratory practice and experience in microbiology, serology or virology is desirable
4. Understanding of Occupational Health & Safety procedures in a laboratory

Skills and Abilities

1. Good communication skills both oral and written
2. Ability to organise work well
3. Good analytical and problem solving skills
4. Ability to set up, use, and maintain laboratory equipment.
5. Ability to work within a team

EASTERN HEALTH SERVICES

MOHMS 394/2017 – Dietician, Levuka Hospital

MOHMS 395/2017 – Dietician, Lomaloma Hospital

Role:	Dietician
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$30,515.63 per annum
Location:	Levuka Hospital & Lomaloma Hospital
Unit/Division:	Eastern Health Sevrcices
Reports to:	National Advisor Dietetics & Nutrition
Subordinates:	None

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.

Key Duties

1. Oversee, provide and market nutrition, health and wellness programs to the communities and health facilities within the subdivision
2. Conduct and participate in maternal health programs, school health programs, screening and other national nutrition programs and awareness in the communities
3. Evaluate, interpret, monitor and document nutritional status and needs of hospitalized patients and outpatients using established standards of care and practise guidelines
4. Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards
5. Overseeing and supervise support staff performing the business tasks of managing a dietary/ meal request

Selection Criteria

The Person

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

Knowledge and Experience

1. Knowledge and experience in planning, delivering and evaluating of nutrition training programs
2. Understanding of Food Safety and Stores & Inventory management
Understanding of Occupational Health & Safety

Skills and Abilities

1. Good planning and organisational skills
2. Ability to monitor and evaluate nutrition programs
3. Demonstrated ability to effectively work within a team;
4. Good communication skills both oral & written

MOHMS 396/2017 – Clerical Officer, Human Resources

Role:	Clerical Officer, Human Resources
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$18,879.01 per annum
Location:	Eastern Health Services Divisional Office
Unit/Division:	Eastern Health Services

Reports to:	Executive Officer, Eastern
Subordinates:	None

The Position

The position ensures the efficient and effective provision of administration and human resource management through the prudent use of budget allocated for the Eastern Division.

Key Duties

1. Ensure all Human Resources and administrative issues such as staffing, inventory, personnel and employment related issues, and emergency related cases are addressed
2. Process all payments related to administration in accordance with Financial Management Act, Finance Instructions, Procurement Regulations and Finance Manual
3. Ensure that Board of Survey is carried out within the Sub Division once a year.

Selection Criteria

The Person

In addition to a Form 7 Pass or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 2 years' experience in the similar field
2. An understanding of Financial Management Act, Finance Instructions, Supplies & Services Instructions, Transport Regulations and other relevant legislations
3. Experience in managing budget allocations and ensuring prudent use of funds
4. Experience in managing staff establishment, recruitment and selection, training and development and personnel issues of staff

Skills and Abilities

1. Ability to work as a team and assist staff when required
2. Ability to communicate effectively
3. Ability to analyze situation and provide viable outcomes
4. Good customer service skills

LAUTOKA HOSPITAL

MOHMS 397/2017 – Senior Domestic Assistant [Laundry Supervisor]

Role:	Senior Domestic Assistant [Laundry Supervisor]
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Salary Band:	Band C
Salary range:	\$12,081.69 - \$18,879.01 per annum
Location:	Lautoka Hospital
Unit/Division:	Laundry, Lautoka Hospital
Reports to:	Administrative Officer
Subordinates:	Nil

The Position

The position reports directly to the Hospital Administrator in meeting and provision of laundry services within Lautoka Hospital.

Key Duties

1. Ensure that linen cleaning services are carried out efficiently and effectively to the required hospital standards.
2. Ensure the proper use of chemicals in all washers and that the annual linen counts are carried out.
3. Monitors the proper running and maintenance of laundry machines.
4. Ensure that the infection control procedures are followed at the laundry department, ensuring safety of staff
5. Ensure good work communication and team work is maintained
6. Assist in verification of complaints and all queries from wards and units.
7. Submit timely reports to management on the stock status and highlight on out of stock items urgently.

Selection Criteria

The Person

In addition to a form 7 pass, the following knowledge, experience and Skills & Abilities are required to successfully undertake this role.

Knowledge and Experience

- Experience in similar work environment
- Knowledge in Occupational Health & Safety
- Knowledge in planning and proper managing of the linen supply

Skills and Abilities

- Ability to communicate effectively both verbal & written
- Ability to organise and maintain good supply chain of linen.
- Demonstrated ability to effectively work in a team;

MOHMS 398/2017 – Telephone Operator, Lautoka Hospital

Role:	Telephone Operator
Salary Band:	Band C
Salary Band	\$12,081.69 - \$18,879.01

Location:	Lautoka Hospital
Unit/Division:	Lautoka Hospital
Reports to:	Administration Officer
Subordinates:	Telephone Attendant

The Position

The position ensures the prompt, accuracy and delivery of information where all telephone exchange services are recorded and the delivery of information that ensures quality health services.

Key Duties

1. Ensure all incoming and outgoing calls are attended to in an efficient and effective manner

Selection Criteria

The Person

In addition to the successful completion of secondary school education preferably a Form 6 pass, the following knowledge, experience and Skills & Abilities are required to successfully undertake this role.

Knowledge and Experience

- Experience in a similar role
- Sound knowledge of operating a PABX Telephone System

Skills and Abilities

- Demonstrate ability to communicate (verbal and written) effectively
- Good customer service skills
- Ability to manage time effectively
- Ability to do shift work

FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES

MOHMS 399/2017 – Stores Officer I – 3 Posts

Role:	Stores Officer I
Salary Band:	Band E
Salary range:	\$19,041.75 - \$30,515.63 per annum
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

The position is to maintain the quality, cost effective and safe management of medicines and other medical products through executing good standard

practices under procurement, warehouse and distribution within the procurement legislation

Key Duties

1. Ensure the accurate procurement, storage, right picking and correct distribution of medical items in the warehouse by using good standard operating procedures.
2. Proper and accurate information system in place for inventory and suppliers operations
3. Maintain the security of the inventory and good sanitation of the procurement and warehouse environment
4. Maintain quality improvement development program related to procurement, warehouse and distribution
5. Maintain good customer relationships
6. Proper record keeping and effective reporting on daily activities to management

Selection Criteria

The Person

In addition to academic qualifications relevant to Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role.

Knowledge and Experience

- At least two [2] years' experience in warehousing settings
- Proficient knowledge of warehousing and warehouse management
- Sufficient knowledge in procurement and information management system

Skills and Abilities

1. Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
2. Ability to analyse and provide solutions for complex problems, in a resource constrained environment.
3. Excellent written and oral communication skills
4. High attention to detail and accuracy and ability to manage and work in a team
5. Ability to work with minimum supervision

ST GILES HOSPITAL

MOHMS 400/2017 – Medical Orderly – 5 Posts

Role:	Medical Orderly
Level:	NUO8
Salary range	\$12,881 - \$18,897
Location	St. Giles Hospital, Reservoir Road, Suva
Unit/Division	Central
Reports to:	Staff Nurses, Sisters, Senior Sisters, Matron, Senior Matron
Subordinates	Patients and relatives

The position

The position contributes to assisting the doctors and nursing staff in a mental health facility.

Key Duties

1. Observe, assess, conducts mental status assessment (MSE) and documentation of patients progress in all shifts
2. Identify patients for Occupational therapy programs and other activities.
3. Assist nurses in treatment and handling of aggressive clients.
4. Observation and treatment of patients with suicidal risks.
5. Accompany patients on special outings.
6. Assist in admissions, assessment of patients and presenting/giving reports.
7. Maintain and provide a clean, safe, and secure environment.
8. Psychotherapy one is to one interview to clients/Provide one to one interaction to patients.

Selection criteria

The person

In addition to form 6/7 pass University/Qualification (or equivalent) relevant to Mental Health Training or similar the following knowledge, Experience, skills and Abilities are required to successfully undertake the role of the medical Orderly.

Knowledge and Experience

1. Experience in the provision of primary care and nursing support to patients within a hospital setting or primary care institution.
2. Knowledge and experience in key tasks and duties.
3. Emergency care would be an advantage.

Skills and Abilities

1. Possess good communication skills
2. Clinic skills and demonstrated ability to listen and learn.

3. Ability to be composed and maintain professionalism in an emergency situation.
4. Ability to empathize and develop therapeutic relationship with people.
5. A passion for working with patients and administering care to improve patients and improve health

LAUTOKA HOSPITAL

MOHMS 401/2017 – Senior Physiotherapist

Role:	Senior Physiotherapist
Salary Band:	Band G
Salary range:	\$28,605.45 - \$47,675.75
Location	Lautoka Hospital
Unit/Division	Physio/Lautoka Hospital
Reports to:	Medical Superintendent
Subordinates	Patients

The Position

The position is accountable for management and administration of the Physiotherapy Department in the Divisional Hospital and monitors and guides the Western Subdivisional Physiotherapists; [Rakiraki, Tavua, Lautoka, Nadi & Sigatoka] and Community Rehabilitation Assistants [CRAs].

Key Duties:

1. Manages all the administration duties for the Physiotherapy department in Lautoka Hospital.
2. Provides guidance, assistance and monitors the Western Division subdivisional Physiotherapists and Community Rehabilitation Assistant.
3. Organises Physiotherapy service coverage in the other subdivisional facilities in the West when required;
4. Assists in the provision of Physiotherapy services in the Outpatients clinics and wards within Lautoka Hospital.
5. Comply with the operation of Physiotherapy machines, equipment and consumables;
6. Record and report equipment technical fault to management for rectification in a timely manner.
7. Comply with relevant policies & procedure of the unit and hospital and provide Physiotherapy awareness and educational programs in the institutions and communities when required;
8. Assists in the provision of Physiotherapy services in the Outpatients clinics and wards within Lautoka Hospital.
9. Assist and contribute in the purchasing of Physiotherapy consumables & equipment in the West

Selection Criteria

The Person

In addition to a Bachelors in Physiotherapy and a member of Fiji Physiotherapy Association, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role.

Knowledge and Experience:

1. Similar work experience
2. Excellent knowledge, experience and clinical understanding and approaches to effective Physiotherapy skills and provision of the various Physiotherapy services.
3. Good supervising and training knowledge
4. Good knowledge in development and delivering Physiotherapy services and reporting on Physiotherapy outcomes and improvements required.
5. Good knowledge of Health Promotion facilitation
6. Sound knowledge of the Fiji Allied Health Decree [49/2011]
7. Understanding of the Fijian Constitution [2013] and applicable laws of Fiji

Skills and Abilities:

- Demonstrated organisational and communication skills to be able to interact with people of diverse background
- Demonstrated ability to work effectively within a team environment
- Effective Physiotherapy clinical development, delivery and evaluation skills.
- Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

EASTERN DIVISION

MOHMS 402/2017 – Carpenter

Role:	Carpenter A
Salary Band:	Band B
Salary range:	\$5.37 - \$8.41 per hour
Location	Eastern Division Headquarters.
Unit/Division	Eastern Health Services.
Reports to:	Clerical Officer, General Services
Subordinates	

The Position.

The position is responsible for the effective general maintenance and repairs of all carpentry works within the Eastern Division Health Services when required.

Key Duties.

1. Supervise and participate in activities in the maintenance of Eastern health facilities 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 and estimate the required carpentry works, time and material for 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. Ensure proper documentation of building materials, equipment's and supplies and meeting of planned schedule
5. Ensure safekeeping and transportation of building materials and equipment to the required destination health facility.

Selection Criteria

The Person

In addition to a Trade Certificate in Carpentry and Joinery together with experience of two (2) years, the following knowledge, experience & skills and abilities

Knowledge and Experience.

1. Experience in repair, maintenance 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. Also must have carpenter tools and able to work under pressure or with less supervision.

Skills and Abilities.

1. Ability to identify and use carpentry tools and equipment's.
2. Ability to understand and interpret building drawings and standards.
3. Also be able to standby for clinical and patient safety care where possible in extreme weather conditions
4. Ability to communicate orally and in written.
5. Identifies and utilizes resources effectively and responsibly.
6. Demonstrates a positive attitude in work assignment and interaction with others

MOHMS 403/2017 – Electrician

Role:	Electrician
Salary Band:	Band B
Salary range:	\$5.37 - \$8.41 per hour

Location	Eastern Health Services Divisional Office
Unit/Division	Eastern Health Services
Reports to:	Clerical Officer, General Services
Subordinates	

The Position.

The position is responsible for the effective day to day operations, maintenance and repairs of all electrical works and fixtures, equipment's, operating and backup generators within Eastern Health Services Division.

Key Duties.

1. Manage staff engaged in the maintenance teams within the Eastern Division and the equipment's, lighting fixtures, electrical appliances, electrical fixtures and all other electrical works.
2. Co-ordinate planning and scheduling of work to distribution of assignments, equipment's and supplies.
3. Provide the scope of work and material list for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
4. Establish and maintain liaison with administration and professional staff regarding maintenance programs.
5. To ensure preventive maintenance programs is in place and implemented.
6. Ensure the implementation and maintaining of O.H.S act at all times.

Selection Criteria

The Person

In addition to a Trade Certificate in Electrical with Wireman's License is an advantage, the following knowledge, experience & skills and abilities

Knowledge and Experience.

1. At least 2 years' experience in a similar work environment
2. Knowledge in repair, maintenance and new installations of Electrical equipment's and gadgets.
3. A broad knowledge of maintenance methods and procedures involved in the maintenance of building electrical wiring and repair of electrical steam operated equipment's, Generators and pumps, wiring installation and electrical fixtures.
4. Knowledge of Occupational Health & Safety

Skills and Abilities.

1. Ability to assist in carrying out fault finding techniques as to solve Electrical faults and breakdown.

2. Ability to carry out physical work as for digging and repair of underground electrical cabling and laying of new wiring works.
3. Ability to communicate orally and in written.
4. Identifies and utilizes resources effectively and responsibly.

MOHMS 404/2017 – Handyman II

Role:	Handyman
Salary Band:	Band B
Salary range:	\$5.37 - \$8.41 per hour
Location	Eastern Health Services Divisional Office
Unit/Division	Eastern Health Services
Reports to:	Clerical Officer, General Services
Subordinates	

The Position

The position provides assistance to the carpenter and plumber for their major repairing works within the Eastern Health Division.

Key Duties

1. Repair of minor plumbing works.
2. Repair of minor carpentry works
3. Ensure the loading and offloading of building materials.
4. Ensure that building materials are properly stored and recorded.
5. Assist the maintenance team as and when required

Selection Criteria

The Person

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

Knowledge and Experience

1. Possess basic experience in Carpentry and plumbing work
2. Possess basic Gardening/landscaping work experience.
3. Knowledge of proper handling and use of carpentry and plumbing tools
4. Understanding of Occupational Health and Safety at the workplace
5. Experience as labourer in a similar working environment

Skills and Abilities

1. Ability to plan and organise work in a timely manner
2. Ability to communications effectively
3. Ability to maintain consistency in attending to daily routine work
4. Ability to repair and maintain work equipment and tools

MOHMS 405/2017 – Labourer

Role:	Labourer
Salary Band:	Band A
Salary range:	\$4.95 - \$8.41 per hour
Location	Eastern Health Services Divisional Office
Unit/Division	Eastern Health Services
Reports to:	Clerk General Services
Subordinates	

The Position

The position provides assistance to the divisional carpenter and plumber for their major repairing works within the sub-division.

Key Duties

1. Assist in repair of minor plumbing and carpentry works
2. Cleaning of the health facility –floor, walls & windows
3. Receiving of building materials from companies and the proper safe keeping of the goods.
4. Loading and unloading of building materials, medical supplies and equipment.

Selection Criteria

The Person

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

Knowledge and Experience

1. Possess basic experience in Carpentry and plumbing work
2. Possess basic Gardening/landscaping work experience.
3. Knowledge of proper handling and use carpentry and plumbing tools
4. Understanding of Occupational Health and Safety at the workplace
5. Experience as labourer in a similar working environment

Skills and Abilities

1. Ability to plan and organise work in a timely manner
2. Ability to communications effectively
3. Ability to maintain consistency in attending to daily routine work
4. Ability to repair and maintain work equipment and tools

MOHMS 406/2017 – Plumber

Role:	Plumber
Salary Band:	Band B
Salary range:	\$5.37 - \$8.41 per hour

Location	Eastern Health Services Divisional Office
Unit/Division	Eastern Health Services
Reports to:	Clerk General Services
Subordinates	

The Position

The position is responsible for the planning, effective delivering and monitoring of all plumbing repairs requested within the Eastern Health Services Division.

Key Duties

1. To collect, receive and record daily job requests before prioritizing in order of importance.
2. To organize technicians to attend to repairs either by request or rostered with materials and spare parts.
3. Ensure all job requests are requested through the proper channel and enforce proper procedures are followed
4. Ensure procurement of all goods needed to complete work through the proper usage of Procurement regulations
5. To enforce and ensure safe working conditions and OHS regulations is maintained at all times
6. Provide effective weekly reports to management of technicians on work progress

Selection Panel

The Person

In addition to a Trade Certificate in Plumbing or equivalent, the following knowledge, experiences, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. Knowledge on work development and project management
2. Experience in plumbing in basic house or industrial water piping works, water fittings repairs, small water appliances repairs and water associated steam operated machines and equipment repairs
3. Experience in similar role.

Skills and Abilities

1. Effective work performance with minimum resources available.
2. Ability to analyze and contribute to solutions when assisting junior technicians in complex problems.
3. Time management to meet goal.
4. Strong oral and written communication.

MOHMS 407/2017 – Trade Assistant

Role:	Trade Assistant
Salary Band:	Band B
Salary range:	\$5.37 - \$8.41 per hour
Location	Eastern Health Services Divisional Office
Unit/Division	Eastern Health Services
Reports to:	Clerk General Services
Subordinates	

The Position.

The position is responsible for providing assistant to the Eastern Health Services maintenance team leader for the effective day to day operations of the equipment and furnishings in terms of servicing,

Key Duties.

1. Assist and participate in activities of personnel engaged in the maintenance of Eastern Health Facility equipment and furnishings to include repair and service of Air conditioning Units, blowers, freezers, coolers and other refrigeration works.
2. Ensuring that the Air Conditioning units, freezers, coolers and other relation equipment's or machinery is in operational conditional and note down break downs.
3. Ensuring that the establish preventive maintenance program is maintained and liaison with administration and professional staff regarding its schedule
4. Ensure that the OHS Regulations is maintained at all times in the workplace both internal and external.
5. Ensure the working and workshop environment is kept clean and tidy at all times.

Selection Criteria

The Person

In addition to a Trade certificate in Air Conditioning and experience minimum of 2 years, the following knowledge, experiences, skills and abilities are required to successfully undertake this role.

Knowledge and Experience.

1. Work requires broad knowledge of maintenance methods and procedures involved in the maintenance of Air Conditioning units, freezer, coolers etc.
2. Minimum of 2 years of experience in basic general maintenance and repair in RAC

3. Skills and knowledge in electrical would be an advantage.
4. Basic knowledge of Occupational Health & Safety

Skills and Abilities.

- Ability to assist in carrying out fault finding techniques as to solve Electrical faults and breakdown.
- Ability to communicate orally and in written.
- Identifies and utilizes resources effectively and responsibly.
- Ability to work in a team

PROJECT POSITIONS

EASTERN HEALTH SERVICES

MOHMSP 70/2017 – Project Clerical Officer, Purchasing Officer

Role:	Project Clerical Officer, Purchasing Officer
Salary Band:	Band C
Salary range:	\$12,081.69 - \$18,879.01
Location:	Tamavua
Unit/Division:	Accounts Department
Reports to:	AAOE
Subordinates:	Nil

The Position

The position is provides accurate and timely purchase orders for services carried out in the Eastern Division.

Key Duties

1. Responsible to the Divisional Medical Officer Eastern through Assistant Accounts Officer Eastern in providing accurate and timely purchase orders for services carried out in the Eastern Division.
2. Duties include ensure that all purchase orders issued are in accordance with budgetary allocations and financial/procurement regulations. Ensure that requests are properly documented with relevant quotes and approved by an authorized officer.
3. Facilitate and process approved purchase order requests promptly. Ensure purchase orders are properly return.
4. Updating of purchase order register. Verifying and processing of purchase orders for payments. Arrangement of patient referral tickets.
5. Photocopying, recording and filling of all purchase orders and any other assigned duties assigned by the supervisor from time to time

Selection Criteria

The Person

In addition to a Form 7 or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Sound understanding and knowledge of financial Acts, General Orders, and relevant Circulars.
2. Experience in organizing the administration requirements for a team
3. Sound knowledge of filing systems and information management

Skills and Abilities

1. Demonstrated ability to effectively work within a team
2. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
3. Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
4. Team building, problem solving and work independently within the team
5. Ability to handle pressure

MOHMSP 71/2017 – Project Clerical Officer, Wages

Role:	Project Clerical Officer, Wages Officer
Salary Band:	Band C
Salary range:	\$12,081.69 - \$18,879.01
Location:	Tamavua
Unit/Division:	Accounts Department
Reports to:	AAOE
Subordinates:	Nil

The Position

The position is responsible for the preparation of weekly wages for all relieving officers and permanent Government Wages Earners for the Eastern Division.

Key Duties

1. Responsible to the Divisional Medical Officer Eastern through the Assistant Accounts Officer Eastern for the preparation of weekly wages for all relievers and permanent Government Wages Earners for the Eastern Division in accordance with the Terms & Conditions Order
2. Duties include process of wages, replenishment of imprest on time and in close consultation with the respective sub divisional heads and clerks.
3. Liaising with clerks from sub-divisions for their Wages Reconciliation and other monthly and quarterly returns (Monthly Revenue, Unused revenue receipts and license forms, Quarterly Arrears of revenue)

4. Ensure that all the settlements are completed on time. Provide quality Customer Services through giving prompt attention to the public and staffs. Contribute to the development of work place learning environment and any other assigned duties assigned by the supervisor from time to time

Selection Criteria

The Person

In addition to a Form 7 Pass or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 2 years' experience in the similar field
2. An understanding of Financial Management Act, Finance Instructions, Supplies & Services Instructions, Transport Regulations and other relevant legislations
3. Experience in managing budget allocations and ensuring prudent use of funds
4. Experience in managing staff establishment, recruitment and selection, training and development and personnel issues of staff

Skills and Abilities

1. Demonstrated ability to effectively work within a team
2. Ability to work as a team and assist staff when required
3. Ability to communicate effectively
4. Ability to analyse situation and provide viable outcomes
5. Good customer service skills

MOHMSP 72/2017 – Project Clerical Officer, General Services Unit

Role:	Project Clerical Officer, General Services Unit
Salary Band:	Band C
Salary Grade:	\$12,081.69 - \$18,879.01
Location:	Eastern Health Service, Tamavua
Unit/Division:	General Service Unit
Reports to:	Admin Officer Eastern
Subordinates:	-

The Position

The position will carry out the work with efficiency and effectiveness and to ensure that requirement of the subdivision are carried out in line with the provisions of General Orders, Finance Instructions, Supplies and Services Instructions, PSC & Finance Regulations and MOH Standing Instructions.

Key Duties

1. Duties are to ensure that all requests are received, approved, sent and recorded in the respective registers daily.
2. Organize and obtain relevant quotes for Gas, Oxygen, Food Rations, General Stores, and Fuel etc. Ensure that Purchase Orders issued are in accordance with Budgetary Allocations and Financial Procurement Regulations.
3. Facilitate requests received from Subdivisional Facilities in the Eastern Division and ensure that they are properly documented with relevant quotes and approved by Authorised Officer to avoid any delays in processing.
4. Ensure that goods are purchased, supplied and delivered on time their respective stations.
5. Coordinate with Shipping Agents, Flight Centres, Government Departments, Hire Trucks etc. for the shipment and collection of supplies [gas, oxygen, food supplies, general stores, fuel, medical equipment and furniture] etc.
6. Ensure proper documentation for shipment of supplies [dispatch notes] is filed for easy reference.
7. Ensure regular updating of tally cards and registers in maintained.
8. Completion of monthly returns. Ensure correct filling of fuel for Divisional vehicles and the updating of its tally cards. Any other duties assigned by the Supervisor from time to time.

Selection Criteria

The Person

In addition to a Form 7 or diploma in business studies, with computer skills or equivalent, the officer must have the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years' experience in the similar field or equivalent. Computer literate
4. Thorough knowledge of General Orders, Finance Instructions/MOH Finance Manual, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.

Skills and Abilities

1. Demonstrated ability to work as a team and assist staff when required
2. Demonstrated ability to communicate effectively with good listening skills

3. Ability to analyze situation and act accordingly to provide best practical outcome and follow instructions and meet targets
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Demonstrate ability and efficiency to achieve customer expectations.

MAKOI BIRTHING UNIT

MBU 01/2017 – Administrative Officer, General Services

Role:	Administrative Officer [General Services]
Salary Band:	Salary Band E
Salary range:	\$22,528.74 - \$36,103.75
Location:	Central Division
Unit/Division:	General Services
Reports to:	Senior Administrative Officer

The Position

The position is responsible for providing support services to the various health facilities in the Central division and provides advice and assistance to supervisors and staff and coordinates maintenance works for the various health facilities and ensures

Key Duties

1. Plan, organise, recruit and manage maintenance/repair works required for all health facilities.
2. Ensure procurement, transportation, conducting board of survey, supervision of GWE's performance assessment and monitoring of Asset Management, transfer of staffs, performance of subordinates and attending to complaints from the central division health facilities
3. Coordinates maintenance works for various health facilities and ensures that accurate and timely submissions are collated for recruitment of unskilled laborers, scope of works, materials and funding are secured in line with the approved government contracted policies from Fiji Procurement Office. These vital information are required for effective decision making.
4. Organise Purchase Orders for supplies and ensure supply of good are accounted for and oversee and manage vehicle fleet for the Central vehicles in the absence of Transport Officer
5. Attend meetings, supervisory visits and provide reports and updates to Heads of Department and assist in budget preparation for new financial year and provide standardized furniture and equipment to all health facilities
6. Develop Standard Operating Procedures [SOP] for General Services Unit
7. Facilitate transfer of officers & belongings for all cadres

8. Process requests received from subdivision and ensure that they are allocated funding and provide support services to supervisors and staffs
9. Schedule and organise subordinates to attend to complaints received on plumbing and electrical issues, general maintenance of health facilities, generators, electrical equipment, water pumps, brush cutters, power failure, water supply, water tanks, air conditions, telephone, RT's etc.

Selection

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 position:

Knowledge and Experience

1. Experience in Human Resources Management and holds a supervisory role
2. Practical working knowledge of the principals and procedures for recruitment and appointment selection, performance management, employee relations, remuneration and other benefits
3. Understanding the Fijian Constitution [2013] and applicable laws of Fiji
4. Knowledge of public sector administration and financial management policy and procedures

Skills and Abilities

1. Effective written communication skills including the ability to prepare reports, proposals, policies and procedures
2. Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
3. Demonstrated ability to manage demanding workload and tight deadlines
4. High level of ethics and integrity to maintain confidentiality and take responsibilities for actions

MBU 02/2017 – Assistant Accounts Officer, Central Division [2 Posts]

Role:	Assistant Accounts Officer
Salary Band:	Salary Band E
Salary Range:	\$19,041.75 - \$30,515.63
Location:	Central Divisional Office
Unit/Division:	Finance
Reports to:	Senior Administrative Officer
Subordinates:	Clerical Officer

The Position

The position is responsible for processing revenue collection, payment of GWE Salaries, goods and services in accordance with the Finance Act 2004, Finance Instructions 2010 and the appropriate legislations of the Ministry.

Key Duties

1. Process revenue collection in accordance with the Finance Act 2004, Finance Instructions 2010 and the Ministry of Health and medical Services Finance manual.
2. Ensure timely payment of salaries, wages, allowances, goods & services, and bills
3. Conduct reconciliation of accounts for payment and wages
4. Manage imprest and ensure that it is replenished on weekly basis
5. Supervise and ensure that subordinates meet the expected output
6. Provide advice to management and subordinates as and when required
7. Checking on reports in the FMIS on the Open Payables and also close PO in the FMIS system.
8. Ensure proper updating and editing of master files for newly appointed government wage earners and ensure that GWE employees receive wages appropriately.
9. Checking wages edits report after punching of hours in the system.

Selection Criteria

The Person

In addition to a University qualification in Accounting/Finance/Commerce, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Knowledge and experience in using of Financial Management Information System [FMIS] or similar Computerised Financial management system.
2. Good understanding of Finance management Act 2004, Financial Instruction 2010
3. Experience in the similar working environment, particularly for payment of goods and services, salaries and wages.

Skills and Abilities

1. Demonstrated ability to lead and supervise subordinates
2. Demonstrated skills and ability to use Microsoft Applications and other computer programmes
3. Sound oral and written communication skills
4. Demonstrated resourcefulness and ability to work under pressure to meet deadlines
5. Demonstrated ability to work as a team

MBU 03/2017 – Team Leader Public Health [3 Posts]

Role:	Team Leader Public Health
Salary Band:	Band G
Salary range:	\$28,605.45 - \$47,675.7
Location:	Central Division – Makoi Birthing Unit
Unit/Division:	Nursing
Reports to:	Medical Officer in Charge
Subordinates:	Registered Nurses; Government Wage Earners

The Position

The position contributes to planning, delivery and monitoring of the effectiveness of staff performance, development with training and promotional health activities in support of core nursing skills development across the Division and Ministry of Health & Medical Services.

Key Duties

1. Planning and policy-develop a schedule for school health, community and outreach programme
2. Organize staff deployment and development to facilitate school health and outreach programmes
3. Screen staff for training and capacity building programmes and monitoring, regulating and reporting on staff performances
4. Ensure the implementation of 5'S' concept at health facility and that nursing practice is congruent with relevant legislation, regulation, scope and standards of practice
5. Ensure compilation of monthly, quarterly, annual reports and submissions.
6. Awareness on safe motherhood and family health planning to all CBA women, ante natal and post natal mothers.
7. Analysing of data and redesigning work plans to meet the desired requirements or desired goals as according to Business plan.
8. Manage and organize the daily operational activities of the ward including admissions, transfers and discharges and allocating nursing duties and ward assistant during shift hours rostered
9. Discharge patients on PATIS, document on form C then dispatch to records department and counsel, provide support to relatives prior to discharge and home care

Selection Criteria

The Person

In addition to Diploma or Degree in Nursing/Post Graduate Certificate/Diploma in Midwifery, valid annual practising Licence and registered as a general nurse under the Fiji Nursing Council; for specialized area in the hospitals, 5 years' experience in that discipline is essential, the following knowledge, experience, skills, and abilities are required to successfully undertake this role

Knowledge and Experience

1. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
2. Knowledge of primary health care and health promotion concepts
3. Experience in supervisory role in a nursing environment or similar
4. Knowledge of managing and monitoring staff performance

Skills and Abilities

1. Ability to manage and lead in a team environment
2. Good communication skills [written & spoken]
3. Reliable primary nursing and curative skills
4. Supervisory and coaching skills
5. Demonstrated good customer focus and a team player

MBU 04/2017 – Registered Nurse – [15 Posts]

Role:	Registered Nurse
Salary Band:	Salary Band F
Salary range:	\$20,163
Location:	Makoi Birthing Unit
Unit/Division:	Nursing
Reports to:	Medical Officer in Charge

The Position

The position is to provide and implement quality nursing care to all patients. To effectively facilitate the nursing standard for implementation of nursing care needs to all patients, respect the social, cultural, religious protocol of patients and advocate on behalf of the patients.

Key Duties

1. To maintain high quality nursing care at all level and provide supervision to junior nurses and trainee nurses
2. To facilitate nursing standards with accurate documentation of nursing care

3. Providing patients/family education and relatives on the continuity of care at home
4. Maintain confidentiality in matters related to patient's family and client
5. Receiving and reporting of patients' condition to appropriate personal during each shift.
6. Perform therapeutic nursing intervention as established by individualized plan of care for the patient and his/her family.

Selection Criteria

The Person

In addition to Diploma or Degree in Nursing, Certificate/Post Graduate Diploma in Midwifery, valid annual practicing License and registered as a general nurse under the Fiji Nursing Council, for specialized area in the hospitals, 2 years' experience in that discipline is essential, the following knowledge, experience, skills, and abilities are required to successfully undertake this role.

Knowledge and Experience

1. Experience in nursing at any major hospital, community health or similar nursing environment.
2. Sound knowledge of basic nursing principles and clinical practices
3. Knowledge of Nursing Regulation/Degree 2011, Policies, Guidelines, Protocols Procedures and Nursing standards
4. Some understanding of customer focused practices

Skills and Abilities

1. Ability to work as a team
2. Demonstrate excellent [verbal and written] communications skills
3. Ability to communicate with people from diverse background
4. Ability to use Microsoft applications such as word and excel

MBU 05/2017 – Senior Pharmacy Technician [3 Posts]

Role:	Senior Pharmacy Technician
Level:	PH04
Salary range:	\$17,700 - \$23,404
Location:	Makoi Health Centre
Unit/Division:	Central
Reports to:	Supervising Pharmacy Technician
Subordinates:	Pharmacy Assistants, GWE

The Position

The position is responsible for the appropriate dispensing of medication to patients in accordance with MOH policies and Pharmacy Decrees.

Key Duties

1. Dispense medications by reviewing and interpreting physician's orders with accuracy and appropriateness as monitored by the supervisor.
2. Providing appropriate patient counseling; and medicine information to the medical and nursing staffs, other health care practitioners, and support staff.
3. Maintains confidentiality of patient and unit information.
4. Supervises the duties of the sub-ordinates.
5. Contribute to ensuring adherence of relevant SOPs and guidelines and compilation of statistics for reporting.
6. Participates in continuous professional development programs

Selection Criteria

The Person

In addition to a Bachelor of Pharmacy or equivalent Diploma/Certificate, completed the Internship Program and a registered Pharmacist, the following knowledge, experience, skills and abilities are required to undertake the role.

Knowledge and Experience

1. Understanding and experience in all aspects of pharmacy practice.
2. Knowledge of carrying out research or surveys in improving pharmacy practice.
3. Similar work experience

Skills and Abilities

1. Ability to effectively work within a team
2. Ability to undertake compounding, packaging and labelling of medicines
3. Must possess sound analytical and problem solving skills
4. Service oriented approach, with a commitment to supporting department business plan
5. Capacity to utilise basic computer programs to support operations of the department/health facility

MBU 06/2017 – Pharmacy Assistant [6 Posts]

Role:	Pharmacy Assistant
Salary Band:	D
Salary range:	\$19,041.75 - \$36,103.75 per annum
Location:	Makoi Birthing Unit, Central Division
Reports to:	Senior Pharmacy Technician
Subordinates:	N/A

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

1. To assist in the appropriate processing of prescriptions and preparation of disinfectants and antiseptics for wards supply.
2. Ensures that the medicine storage in the outpatient’s/inpatient’s pharmacy area is kept clean and in an orderly manner and in accordance to the storage instructions from the manufacturer.
3. Comply with the hospital/health facility safety policies and procedures and policies and procedures related to Pharmacy services
4. Maintain the confidentiality of patient and unit information.
5. Ensures that the appropriate prepackaging protocol, labeling and dispensing techniques are carried out, as monitored by the supervisor
6. Assist with the collection, compilation of workload statistics for the section and also assist with good inventory management

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognized institution; the following knowledge, experience, skills and abilities is required to perform the duties of the post.

Knowledge and Experience

1. Knowledge of basic accounting practices
2. Experience on dispensing of medications
3. Knowledge on record keeping and basic inventory management

Skills and Abilities

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

MBU 07/2017 – Cleaner [6 Posts]

Role:	Cleaner
Salary Band:	A
Salary range:	\$5.37 - \$8.41 per hour
Location:	Makoi Birthing Unit

Reports to:	Sister In Charge
Subordinates:	None

The Position

The position is responsible for keeping the Health facility clean and an orderly manner.

Key Duties

1. Clean, stock and supply designated facility areas [dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, office space, corridors, entrances]
2. Ensure the proper and safe use of appropriate cleaning agents for the respective areas within the health facility
3. Perform and document routine inspection and maintenance activities and notify management of occurring deficiencies or needs for repairs and maintenance works
4. Stock and maintain supply room and ensure compliance with health and safety regulations

Selection Criteria

The Person

In addition to the successful completion of secondary school education preferably a Form 6 pass, the following knowledge, experience and Skills & Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Proven working experience as a cleaner
2. Knowledge of basic cleaning procedures, chemicals and equipment
3. Basic knowledge of Occupational Health and Safety at Workplace
4. Experience in using cleaning chemicals and equipment

Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Good verbal and written communication skills
3. Good customer service skills

MBU 08/2017 – Labourer [2 Pots]

Role:	Labourer
Salary Band	A
Salary Range:	\$4.60 - \$7.19 per annum
Location:	Makoi Birthing Unit
Reports to:	Health Sister in Charge
Subordinates:	-

The Position

The position is responsible for the general maintaining, cleaning and safe keeping of environment of health facilities.

Key Duties

1. General cleaning of the compound.
2. Regular landscaping such as mowing, raking, weeding, trimming of flowers/overgrown trees and removing of fallen branches.
3. Incinerate clinical wastes and burn or bury general wastes
4. Responsible for the safe keeping of general rubbish and written off items
5. Maintain safe storage of working tools and update supervisors for landscaping materials.
6. Inform supervisors for any acts of vandalism.
7. Regular scrubbing/mopping of inside and outside walls

Selection Criteria

The Person

In addition to the successful completion of secondary school education preferably a Form 6 pass, the **following knowledge, experience and Skills & Abilities are required** to successfully undertake this role.

Knowledge and Experience

1. Understanding of Occupational Health and Safety at work place
2. Possess basic gardening/landscaping work experience
3. Knowledge of proper handling and use of farming and gardening tools
4. Knowledge in safe storage of cleaning chemicals and working tools

Skills and Abilities

1. Ability to plan and organize work in a timely manner
2. Ability to communicate effectively
3. Ability to repair and maintain work equipment in a safe manner
4. Demonstrated ability to work effectively with a team

MBU 09/2017 – Driver [3 Posts]

Role:	Driver
Salary Band:	A
Salary Range:	\$5.37 - \$7.19
Location:	Makoi Birthing Unit
Reports to:	Executive/Clerical Officer [Transport]
Subordinates:	-

The Position

The position is responsible for planning, organizing and facilitating of transport services through liaising with the responsible supervisors.

Key Duties

1. Responsible for transporting officers and medical supplies as and when required.
2. Assist with loading and unloading of medications and medical supplies
3. Transporting rostered officers for weekends, public holidays and afternoon shifts
4. Standby for ambulance runs
5. Ensure vehicle is kept secure, clean, and in good working condition at all times
6. Prepare and submit vehicle report including records of vehicle operations, maintenance, and mileage.
7. Assist the Executive Officer to ensure vehicle insurance and registration is updated according to schedule

Selection Criteria

The Person

In addition to the successful completion of secondary school education preferably a Form 6 pass and Driving License Class: 2, 4 and 6, the following knowledge, experience, skills and abilities is required to successfully undertake this role.

Knowledge and Experience

1. Minimum 2 years’ experience with clean driving record
2. A good understanding of LTA rules and regulations
3. Experience in transporting large quantities of goods
4. Good knowledge of basic vehicle parts and its operation
5. Basic knowledge of Occupational Health and Safety

Skills and Abilities

1. Ability drive safely and effectively
2. Demonstrate ability to work effectively with a team
3. Be able to communicate (verbal and written) effectively
4. Ability to manage time effectively

MBU 10/2017 – Ward Assistant [7 Posts]

Role:	Ward Assistant
Salary Band:	A
Salary Range:	\$5.37 - \$8.41 per hour
Location:	Makoi Birthing Unit
Reports to:	Registered Nurse
Subordinates:	-

The Position

The position is responsible for providing basic nursing care and medical assistance to medical professionals.

Key Duties

1. Assist with holistic care of patients from triage to admission
2. Ensure beddings are carbonized and are readily available
3. Ensure treatment trays are sterilized and kept in an orderly manner.
4. Assist with preparation and assembling of equipment and other medical supplies for treatment
5. Responsible for delivering of lab specimens to designated areas
6. Maintain confidentiality of information and provide quality customer care services

Selection Criteria

The Person

The following knowledge, experience, skills and abilities is required to successfully undertake this role.

Knowledge and Experience

1. Knowledge of Occupational Health & Safety requirements
2. Knowledge in providing and maintaining high quality customer service
3. Experience in handling medical treatment equipment
4. Experience of 2 years in similar working environment

Skills and Abilities

1. Ability to read and understand labels and instructions
2. Demonstrated ability to work as a team and provide assistance
3. Effective verbal and written communications skills
4. Demonstrated ability to effective time management skills and work under minimum supervision

MBU 11/2017 – Recorder [3 Posts]

Role:	Recorder
Salary Band:	A
Salary Range:	\$5.37 -\$8.41 per hour
Location:	Makoi Birthing Unit
Unit/Division:	Central
Reports to:	Sister In Charge
Subordinates:	-

The Position

The position is responsible for keeping and maintaining patients’ medical information.

Key Duties

1. Maintain patients’ medical folders using of manual and PATIS system.
2. Create records for new patients and computer index; Maintain filing statistics
3. Audit filing sequence.
4. Provide customer care service such as answering phones, receiving emails and faxes.
5. Retrieve scheduled patient folders for review to responsible medical officers;
6. Distribute lab reports to responsible medical officers
7. Request relevant information from various departments as required by medical officers
8. Keep supervisors informed of problems or issues encountered.

Selection Criteria

The Person

In addition to the successful completion of secondary school education preferably a Form 6 pass, the following knowledge, experience, skills and abilities is required to successfully undertake this role.

Knowledge and Experience

1. Knowledge of filing and recording system
2. Knowledge of computer basics
3. Understanding of clinical coding system
4. Knowledge to provide and maintain quality customer care

Skills and Abilities

1. Demonstrated ability to communicate effectively with people from different diverse background with excellent command of English
2. Time management skills and ability to multi-task
3. Ability to maintain confidentiality
4. Demonstrated ability to work effectively with a team

NAKASI HEALTH CENTRE

NHS 01/2017 – Sub Divisional Nursing Manager

Role:	Sub Divisional Nursing Manager
Salary Band:	H
Salary Range:	\$34,760.31 - \$56,596.92
Location:	Nakasi Health Center
Unit/Division:	Central
Reports to:	Sister In Charge
Subordinates:	-

The Position

The position is to promote efficiency in the leadership, supervision and evaluation of the nursing standard through monitoring of nursing standard and identify gap, plan, organize, manage and provide sound leadership to the nursing staff, student nurses and ward assistants to deliver quality care of patients.

Key Duties

1. Manage control the resources in the ward for the provision of safe, efficient and effective quality care to our patient.
2. Plan, coordinate and direct major projects within the nursing services in the 5 sub divisions and provide effective leadership and support for nurses on matters pertaining to their work;
3. Responsible for the efficient and effective functioning of the nursing services within the budget parameters determined;
4. Monitor and evaluate the overall performance of the community health nursing services with the Division.
5. Provide advice on workforce planning, educational initiatives, nursing practice and appropriate legislation as required.
6. Ensure that health policies and guidelines are understood and adhered to by the nurses.
7. Be fully conversant with such aspects of the law/ethics as affect the nursing services, and in particular, the Nursing Decree 2011
8. Provide reports on the management, activities and needs of the service as required.

Selection Criteria

The Person

In addition to Diploma or Degree in Nursing, valid annual practising Licence and registered as a general nurse under the Fiji Nursing Council; the following knowledge, experience, skills, and abilities are required to successfully undertake this role;

Knowledge and Experience (essential)

1. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
2. Knowledge and understanding of the primary health care and health promotion concepts
3. Experience in nursing or similar working environment
4. Experience in planning, design, and delivering training

Skills and Abilities

- Good communication [written & spoken] and presentation skills
- Ability to coach and empower team members
- Ability to manage resources and monitor subordinate performance
- Demonstrated capacity and experience responding effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.
- Ability to work effectively in a resource constraint environment

NHC 02/2017 – Team Leader Public Health [2 Posts]

Role:	Team Leader Public Health
Salary Band:	Band G
Salary range:	\$28,605.42 - \$47,675.75
Location:	Nakasi Health Centre
Unit/Division:	Nursing
Reports to:	Medical Officer in Charge
Subordinates:	Registered Nurses; Government Wage Earners

The Position

The position contributes to planning, delivery and monitoring of the effectiveness of staff performance, development with training and promotional health activities in support of core nursing skills development across the Division and Ministry of Health & Medical Services.

Key Duties

1. Planning and policy-develop a schedule for school health, community and outreach programme
2. Organize staff deployment and development
3. Facilitate school health and outreach programmes
4. Screen staff for training and capacity building programmes
5. Controlling, regulating and reporting on staff performances
6. Ensure the implementation of 5'S' concept at health facility and that nursing practice is congruent with relevant legislation, regulation, scope and standards of practice
7. Collate and compile monthly, quarterly, and annual reports and submissions.
8. Awareness on safe motherhood and family health planning to all CBA women, ante natal and post natal mothers.
9. Analysing of data and redesigning work plans to meet the desired requirements or desired goals as according to Business plan.

Selection Criteria

The Person

In addition to Diploma or Degree in Nursing, valid annual practising Licence and registered as a general nurse under the Fiji Nursing Council; the following knowledge, experience, skills, and abilities are required to successfully undertake this role;

Certificate in Public Health Nursing or Midwifery is essential.

Knowledge and Experience (essential)

1. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
2. Knowledge of primary health care and health promotion concepts
3. Experience in supervisory role in a nursing environment or similar
4. Knowledge of managing and monitoring staff performance

Skills and Abilities

1. Ability to manage and lead in a team environment
2. Good communication skills [written & spoken]
3. Reliable primary nursing and curative skills
4. Supervisory and coaching skills
5. Demonstrated good customer focus and a team player

NHC 03/2017 – Registered Nurse [15 Posts]

Role:	Registered Nurse
Salary Band:	Band F
Salary range:	\$22,528.74 - \$36,103.75
Location:	Nakasi Health Centre
Unit/Division:	Nursing
Reports to:	Medical Officer in Charge

The Position

The position provides and implement quality nursing care to all patients. To effectively facilitate the nursing standard for implantation of nursing care needs of all patients. To respect the social, cultural, religious protocol of patients. To advocate on behalf of the patients.

Key Duties

1. To maintain high quality nursing care at all level

2. To provide supervision to junior nurses and trainee nurses
3. To facilitate nursing standards with accurate documentation of nursing care
4. Providing patients/family education and relatives on the continuity of care at home
5. Maintain confidentiality in matters related to patient's family and client
6. Receiving and reporting of patients' condition to appropriate personal during each shift.
7. Perform therapeutic nursing intervention as established by individualized plan of care for the patient and his/her family.

Selection Criteria

The Person

In addition to Diploma in Nursing, valid annual practising Licence and registered as a general nurse under the Fiji Nursing Council; the following knowledge, experience, skills, and abilities are required to successfully undertake this role;

Knowledge and Experience

1. Experience in nursing at any major hospital, community health or similar nursing environment.
2. Sound knowledge of basic nursing principles and clinical practices
3. Knowledge of Nursing Regulation/Degree 2011, Policies, Guidelines, Protocols Procedures and Nursing standards
4. Some understanding of customer focused practices

Skills and Abilities

1. Ability to work as a team
2. Demonstrate excellent [verbal and written] communications skills
3. Ability to communicate with people from diverse background
4. Ability to use Microsoft applications such as word and excel

NHC 04/2017 – Senior Pharmacy Technician [3 Posts]

Role:	Senior Pharmacy Technician
Salary Band:	F
Location:	Nakasi Health Centre
Reports to:	Supervising Pharmacy Technician
Subordinates:	Pharmacy Assistants

The Position

The Senior Pharmacy Technician is responsible to the Sectional Supervisors for providing professional pharmacy practice in accordance with MOH policies and Pharmacy Decrees.

Key Duties

1. Dispense medications by reviewing and interpreting physician's orders with accuracy and appropriateness as monitored by the supervisor.
2. Providing appropriate patient counseling; and medicine information to the medical and nursing staffs, other health care practitioners, and support staff.
3. Maintains confidentiality of patient and unit information.
4. Supervises the duties of the sub-ordinates.
5. Contribute to ensuring adherence of relevant SOPs and guidelines and compilation of statistics for reporting.
6. Participates in continuous professional development programs

Selection Criteria

The Person

In addition to Diploma of Pharmacy [or equivalent]; Registered under the Fiji Pharmacy Profession Board with a valid practising license; completed Internship Program, the following knowledge, experience, skills and abilities are required to perform the duties of the post.

Knowledge and Experience

1. Understanding and experience in all aspects of pharmacy practice.
2. Knowledge of carrying out research or surveys in improving pharmacy practice.
3. Understanding of the Medicinal Products Decree 2011, Pharmacy Profession Decree 2011 and National Medicinal Products Policy 2013.

Skills and Abilities

1. Demonstrated ability to effectively work within a team
2. Ability to undertake compounding, packaging and labelling of medicines
3. Must possess sound analytical and problem solving skills
4. Service oriented approach, with a commitment to supporting department business plan
5. Capacity to utilise basic computer programs to support operations of the department/health facility

NHC 05/2017 – Pharmacy Assistant [6 Posts]

Role:	Pharmacy Assistant
Salary Band:	D
Salary Range:	\$19,041.75 - \$30,103.75
Location:	Nakasi Health Centre
Reports to:	Senior Pharmacy Technician
Subordinates:	N/A

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

1. Assists in the appropriate processing of prescriptions and the preparation of disinfectants and antiseptics for wards supply.
2. 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.
3. Comply with the hospital/health facility safety policies and procedures and with policies and procedures related to Pharmacy services
4. Maintains the confidentiality of patient and unit information.
5. Ensures that the appropriate prepackaging protocol, labeling and dispensing techniques are carried out, as monitored by the supervisor
6. Assist with the collection and compilation of workload statistics for the section.
7. Participates in educational activities related to medicine therapy to enhance personal knowledge and assist with good inventory management

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognized institution; the following knowledge, experience, skills and abilities is required to perform the duties of the post.

Knowledge and Experience

1. Knowledge of basic accounting practices
2. Experience on dispensing of medications
3. Knowledge on record keeping and basic inventory management

Skills and Abilities

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

NHC 06/2017 – Administrative Officer

Role:	Administrative Officer [Human Resources]
Salary Band:	F

Location:	Central Division
Unit/Division:	Human Resources
Reports to:	Senior Administrative Officer
Subordinates:	Executive Officer; Clerical Officers

The Position

The position is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counseling.

Key Duties

1. Provides advice and assistance to supervisors and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policies of the division.
2. Facilitate recruitment and appointment duties
3. Ensure that accurate job description are in place and provide advice and assistance in developing human resource plan
4. Provide data for renewal of contracts
5. Coordinates the government wage earners recruitment process. Provides advice and support to supervisors and staff selection and ensures that they have accurate and timely information in order to make effective decision and prepare notices and advertisements for Government Wage Earners (GWE) vacant positions
6. Facilitate acting and relieving appointments and update monthly establishment & vacancy returns

Selection Criteria

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 position:

Knowledge and Experience

1. Experience in Human Resources Management and holds a supervisory role
2. Practical working knowledge of the principals and procedures for recruitment and appointment selection, performance management, employee relations, remuneration and other benefits
3. Understanding the Fijian Constitution [2013] and applicable laws of Fiji
4. Knowledge of public sector administration and financial management policy and procedures

Skills and Abilities

1. Effective written communication skills including the ability to prepare reports, proposals, policies and procedures
2. Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
3. Demonstrated ability to manage demanding workload and tight deadlines
4. High level of ethics and integrity to maintain confidentiality and take responsibilities for actions

NHC 07/2017 – Assistant Accounts Officer [2 Posts]

Role:	Assistant Accounts Officer
Salary Band:	E
Salary Range:	\$19,041.75 - \$30,515.75
Location:	Central Divisional Office
Unit/Division:	Finance
Reports to:	Senior Administrative Officer
Subordinates:	Clerical Officer

The Position

The position is responsible for processing revenue collection, payment of GWE Salaries and Goods and services in accordance with the Finance Act 2004, Finance Instructions 2010 and the Ministry of Health and medical Services Finance manual.

Key Duties

1. Process revenue collection in accordance with the Finance Act 2004, Finance Instructions 2010 and the Ministry of Health and medical Services Finance manual.
2. Facilitate payment of salaries, wages and allowances and payment of goods, services, and bills
3. Conduct reconciliation of accounts for payment and wages and manage imprest and ensure that it is replenished on weekly basis
4. Supervise and assist subordinates to enable output is achieved
5. Provide advice to management and subordinates as and when required
6. Checking on reports in the FMIS on the Open Payables and also close PO in the FMIS system.
7. Responsible for updating and editing of master files for newly appointed government wage earners and ensure that GWE employees receive wages appropriately.
8. Checking wages edits report after punching of hours in the system.

Selection Criteria

The Person

In addition to university qualification in Accounting/Finance/Commerce, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Knowledge and experience in using of Financial Management Information System [FMIS] or similar Computerised Financial management system.
2. Good understanding of Finance management Act 2004, Financial Instruction 2010
3. Experience in the similar working environment, particularly for payment of goods and services, salaries and wages.

Skills and Abilities

1. Demonstrated ability to lead and supervise subordinates
2. Demonstrated skills and ability to use Microsoft Applications and other computer programmes
3. Sound oral and written communication skills
4. Demonstrated resourcefulness and ability to work under pressure to meet deadlines
5. Demonstrated ability to work as a team

NHC 08/2017 – Cleaner [6 Posts]

Role:	Cleaner
Salary Band:	A
Salary Range:	\$5.37 - \$8.41 per hour
Location:	Nakasi Health Centre
Reports to:	Sister In Charge

The Position

The position is responsible for keeping the Health facility in a clean and orderly condition.

Key Duties

1. Clean, stock and supply designated facility areas [dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, office space, corridors, entrances]
2. Ensure the proper and safe use of appropriate cleaning agents for the respective areas within the health facility
3. Perform and document routine inspection and maintenance activities
4. Notify management of occurring deficiencies or needs for repairs and maintenance works

5. Stock and maintain supply room
6. Follow all health and safety regulations
7. Cooperate with the rest of the staff

Selection criteria

The Person

In addition to the successful completion of secondary school education preferably a Form 6 pass, the following knowledge, experience, skills and abilities is required to successfully undertake this role,

Knowledge and Experience

1. Proven working experience as a cleaner
2. Knowledge of basic cleaning procedures, chemicals and equipment
3. Basic knowledge of Occupational Health and Safety at Workplace
4. Experience in using cleaning chemicals and equipment

Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Good verbal and written communication skills
3. Good customer service skills

NHC 09/2017 – Labourer [2 Posts]

Role:	Labourer
Level:	\$4.95 an hour
Salary Band	A
Location:	Nakasi Health Centre
Reports to:	Health Sister in Charge
Subordinates:	-

The Position

The position is responsible for the general maintaining, cleaning and safe keeping of environment of health facilities.

Key Duties

1. General cleaning of the compound.
2. Regular landscaping such as mowing, raking, weeding, trimming of flowers/overgrown trees and removing of fallen branches.
3. Incinerate clinical wastes and burn or bury general wastes
4. Responsible for the safe keeping of general rubbish and written off items
5. Maintain safe storage of working tools and update supervisors for landscaping materials.
6. Inform supervisors for any acts of vandalism.
7. Regular scrubbing/mopping of inside and outside walls

Selection Criteria

The Person

In addition to the successful completion of secondary school education preferably a Form 6 pass, the following knowledge, experience, skills and abilities is required to successfully undertake this role.

Knowledge and Experience

1. Understanding of Occupational Health and Safety at work place
2. Possess basic gardening/landscaping work experience
3. Knowledge of proper handling and use of farming and gardening tools
4. Knowledge in safe storage of cleaning chemicals and working tools

Skills and Abilities

1. Ability to plan and organize work in a timely manner
2. Ability to communicate effectively
3. Ability to repair and maintain work equipment in a safe manner
4. Demonstrated ability to work effectively with a team

NHC 10/2017 – Driver [3 Posts]

Role:	Driver
Level:	\$5.37
Salary Band:	A
Location:	Nakasi Health Centre
Reports to:	Executive Officer/Clerical Officer
Subordinates:	-

The Position

The position is responsible for planning, organizing and facilitating of transport services through liaising with the responsible supervisors.

Key Duties

1. Responsible for transporting officers and medical supplies as and when required.
2. Assist with loading and unloading of medications and medical supplies
3. Transporting rostered officers for weekends, public holidays and afternoon shifts
4. Standby for ambulance runs
5. Ensure vehicle is kept secure, clean, and in good working condition at all times
6. Prepare and submit vehicle report including records of vehicle operations, maintenance, and mileage.
7. Assist the Executive Officer to ensure vehicle insurance and registration is updated according to schedule

Selection Criteria

The Person

In addition to the successful completion of secondary school education preferably a Form 6 pass and Driving License Class: 2, 4 and 6, the following knowledge, experience, skills and abilities is required to successfully undertake this role.

Knowledge and Experience

1. Minimum 2 years' experience with clean driving record
2. A good understanding of LTA rules and regulations
3. Experience in transporting large quantities of goods
4. Good knowledge of basic vehicle parts and its operation
5. Basic knowledge of Occupational Health and Safety

Skills and Abilities

1. Ability drive safely and effectively
2. Demonstrate ability to work effectively as a team
3. Be able to communicate (verbal and written) effectively
4. Ability to manage time effectively
5. Demonstrate ability to work extra hours

NHC 11/2017 – Recorder [2 Pots]

Role:	Recorder
Level:	\$5.37 - \$8.41 per hour
Salary Band:	A
Location:	Nakasi Health Centre
Unit/Division:	Central
Reports to:	Sister In Charge
Subordinates:	-

The Position

The position is responsible for keeping and maintaining patients' medical information.

Key Duties

1. Maintain patients' medical folders using of manual and PATIS system.
2. Create records for new patients and computer index; Maintain filing statistics
3. Audit filing sequence.
4. Provide customer care service such as answering phones, receiving emails and faxes.

5. Retrieve scheduled patient folders for review to responsible medical officers;
6. Distribute lab reports to responsible medical officers
7. Request relevant information from various departments as required by medical officers
8. Keep supervisors informed of problems or issues encountered.

Selection Criteria

The Person

In addition to the successful completion of secondary school education preferably a Form 6 pass, the following knowledge, experience, skills and abilities is required to successfully undertake this role.

Knowledge and Experience

1. Knowledge of filing and recording system
2. Knowledge of computer basics
3. Understanding of clinical coding system
4. Knowledge to provide and maintain quality customer care

Skills and Abilities

1. Demonstrated ability to communicate effectively with people from different diverse background with excellent command of English
2. Time management skills and ability to multi-task
3. Ability to maintain confidentiality
4. Demonstrated ability to work effectively with a team