

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.

HEAD QUARTERS

VIRUS LAB – TAMAVUA

ANIMAL ATTENDANT – MOHMS 213/2017

Role: Animal Attendant
Salary: An attractive package will be offered
Location: Virus Lab, Tamavua
Unit/Division: Hospital Services
Reports To: Clerical Officer
Subordinates: Nil

The Position

The position is responsible for the Guinea Pigs and also Mosquito that are in breed in FCCDC

Key Duties

- Collection of mosquito larvae for feeding the Toxorhynchitinae Mosquitoes
- Removal of small mosquito Pupae if not being eaten by Toxorhynchitinae Larvae
- Feed Toxorhynchitinae Adult mosquitoes twice daily with Sugar & wool Mixture
- Preparation of Sugar & Wool Mixture
- Transport Sugar and wool mixture for sterilization at CWMH
- Extraction of Toxorhynchitinae eggs to a water basin to full cycle
- Extraction of Pupa Toxorhynchitinae to be placed in cage for Adult and birthing purpose.
- Releasing of Adult Toxorhynchitinae mosquitoes
- Daily Cutting Para Grass for feeding Guinea Pigs
- Daily Feeding of Guinea Pigs

- Responsible for cleaning which includes dusting and mopping of Insectarium.
- Proper cleaning and disinfection of the Insectarium

Selection Criteria

The Person

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

Knowledge and Experience

- Knowledge of Occupational health and safety
- Experience in Animal Husbandry
- Experience in using cleaning chemicals and equipment
- Experience in cleaning at any similar working environment.

Skills and Abilities

- Ability to plan and organise work on a daily basis
- Unashamed in cutting grass from anywhere to feed guinea pigs and come hail, storm or hurricane.
- Willing and able to look for larvae even in Kinoya Sewerage plant.
- Have the heart and ability to take care of Animals
- Be willing to work seven days a week
- Demonstrate ability to work under minimum supervision.
- Ability to maintain consistency in attending to daily routine
- Effective time management skills

CLEANER – MOHMS 214/2017

Role: Cleaner
Salary: Band A
Location: Virus Lab, Tamavua
Unit/Division: Hospital Services
Reports To: Clerical Officer
Subordinates: Nil

The Position

The position is responsible for the general upkeep and cleanliness of the facility. It also oversees proper storage of cleaning equipment, materials and supplies in a safe and orderly manner to ensure the safety of staff and the public.

Key Duties

- Responsible for cleaning floor, walls and corridors which includes dusting and mopping of offices and ablution block in the facility
- Proper cleaning and disinfection of all washroom floors, toilets, toilet seats, and fixtures
- Replacing toilet tissue and soap as needed
- Timely clearing of waste baskets and garbage cans to an outside storage bin
- Keep outside and waiting areas near entrance and exit clear of rubbish and easily accessible.
- Ensure that eating areas are hygienic
- Wash and buff floors with floor polisher
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies
- Report damages and need for equipment repairs

SELECTION CRITERIA

The Person

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

Knowledge and Experience

1. Knowledge of basic cleaning procedures, chemicals and equipment
2. Basic Knowledge of Occupational Health and Safety at the workplace
3. Experience in using cleaning chemicals and equipment
4. Experience in cleaning at any similar working environment

Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Demonstrate ability to work as a team
3. Effective verbal and written communication skills
4. Effective time management skills

VIRUS LAB, ST GILES HOSPITAL, & WESTERN HEALTH SERVICES

DRIVER – MOHMS 215 - 217/2017 [3 POSTS]

MOHMS 215/2017	-	Virus Lab [1Post]
MOHMS 216/2017	-	St Giles Hospital [1 Post]
MOHMS 217/2017	-	Kese Health Centre [1 Post]

Role:	Driver
Salary:	Band B
Location:	Virus Lab [Tamavua]
Unit/Division:	Hospital Services
Reports To:	Clerical Officer
Subordinates:	Nil

The Position

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

Key Duties

1. Checks vehicles for tyre defects, valid fitness expiry, water, engine oil, cleanliness, and damages before starting the vehicle daily.
2. Ensure to practice defensive driving and the proper maintenance of vehicles.
3. The proper record of daily vehicle movements with the running sheet.
4. Vehicles are being operated, licensed in accordance with the applicable laws;
5. Hospital runs are well planned and output has been achieved;
6. Running sheets & fuel receipts, are submitted on daily basis
7. Defects are reported and addressed in a given timeframe;
8. Reports to the head driver for allocation of duties.

Selection Criteria

The Person

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

Knowledge and Experience

1. At least 5 years' working experience, a valid Defensive Driving Certificate and First Aid Certificate;
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;

3. Basic knowledge of Occupational Health and Safety
4. Well versed with LTA Act and regulations
5. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

Skills and Abilities

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

WESTERN HEALTH SERVICES

LABOURER – MOHMS 218-219/2017 [2 POSTS]

MOHMS 218/2017 – Kese Health Centre

MOHMS 219/2017- Lomawai Health Centre

Role: Labourer

Salary: Band A

Level: Government Wage Earners

Location: Kese HC & Lomawai HC

Unit/Division: Western Health Services

Reports To: Executive Officer

Subordinates: None

The Position

The position provides support to the management in achieving the Ministry's vision and mission by promoting and maintaining cleanliness of the hospital inside and outside environment and other relevant duties as assigned by immediate supervisors.

Key Duties

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

1. Collect rubbish [garbage bags] from the hospital wards for disposal and cleaning of rubbish drains within the hospital premises;
2. Regular mowing and raking of respective zones;
3. Maintaining the Hospital garden as required by Supervisor/Dietician/OIC;
4. Regular weeding and digging of vegetables and flower garden to ensure beautification is maintained and healthy vegetables are produced;
5. Incinerate clinical wastes as when schedule;
6. Regular trimming of overgrown trees/plants in the compound;
7. Ensure white wash regularly or when required;

8. Clean the mortuary & generator room regularly;
9. Maintain safe storage of all written off equipment's & furniture's;
10. Any other duties assigned by immediate Supervisors/HOD.

Selection Criteria

The Person

The following Knowledge, Experience, Skills and Abilities are required to successfully perform the duties of the post:

Knowledge and Experience

1. Understanding of Occupational Health and Safety at the 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 operate cleaning equipment in a safe and responsible manner;
4. Ability to maintain consistency in attending to daily routine work
5. Ability to repair and maintain work equipment and tools
6. Demonstrated ability to work as a team

CLEANER – MOHMS 220/2017

Role: Cleaner

Salary: Band A

Level: Government Wage Earners

Location: Lautoka/Yasawa Subdivision

Unit/Divison: Western Health Services

Reports To: Executive Officer

Subordinates: None

The Position

The position provides support to the management in achieving the Ministry's vision and mission by providing efficient and effective cleaning services, as to where services are required.

Key Duties:

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

1. General Cleaning of the entire hospital interior;
2. Sweeping and mopping of the various office space and wards;
3. Daily cleaning and scrubbing of bathroom, toilets and sluice rooms;
4. Dam dusting, sweeping and mopping of interior walls;
5. Daily empty of rubbish bins;
6. Thorough cleaning of gauze screens and windows
7. Wiping of louvers and window frames
8. Changing of hospital window curtains and polishing of tiles;
9. Attend to other duties as and when required by Sister in Charge or Head of Department

Selection Criteria

The Person

The following knowledge, experience, skills and abilities are required for this successful candidate to take up the position.

Knowledge and Experience

1. Knowledge of hospital cleaning services internal policy and infection control requirements;
2. Knowledge in providing and maintaining high quality customer care with available resources to ensure customer expectations;
3. Knowledge of Occupational Health & Safety requirements;
4. Experience in using cleaning chemicals and equipment's
5. Have experience working in the similar field.

Skills and Abilities

5. Ability to plan and organize work on a daily basis
6. Demonstrate ability to work as a team
7. Effective verbal and written communication skills
8. Effective time management skills

COOK –MOHMS 221-223/2017 [4 POSTS]

MOHMS 221/2017 – Sigatoka Hospital

MOHMS 222/2017 – Nadi Hospital

MOHMS 223/2017 – Rakiraki Hospital [2 Posts]

Role: Cook
Salary: Band B
Level: Government Wage Earners
Locataion: Sigatoka Hospital, Nadi Hospital & Rakiraki Hsopital
Unit/Division: Western Health Services
Reports To: Executive Officer
Subordinates: None

The Position

The position provides support to the management in achieving the Ministry's vision and mission by being responsible for the care of kitchen equipment's and cooking nutritious, safe and quality food efficiently and report any problem and any other matters relating to the kitchen.

Key Duties

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

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner;
2. Ensures Food orders are checked and stored to minimize food wastages;
3. Ensure meals are prepared and catered for special/ forum meeting;
4. Maintaining the proper care and reporting of kitchen equipment;
5. Maintain hygiene and safety standards in compliance with Occupational Health & Safety standards;

Selection Criteria

The Person

In addition to Form six (6) level qualification the incumbent should possess a Certificate in Catering/ Baking, Certificate in Cookery III and IV or equivalent with 4 years' experience working in similar field. The following knowledge, experience, skills and abilities are required for this successful candidate to take up the position.

Knowledge and Experience

1. Knowledge in providing and maintaining high standard of nutritious and quality meals to customers;
2. Knowledge of Occupational Health & Safety requirements;

3. Knowledge of maintaining stores and records of items under their jurisdiction.

Skills and Abilities

1. Demonstrated ability to communicate effectively;
2. Ability to analyze situation and act accordingly to provide best practical outcome;
3. Demonstrated ability to work as a team and assist staff when required;
4. Ability to follow instructions and meet set timeline;
5. Demonstrated ability to manage and work as and when required to achieve targets;

WARD ASSISTANTS – MOHMS 224/2017

Role: Ward Assistants
Salary: Band A
Level: Government Wage Earners
Location: Sigatoka Hospital
Unit/Division: Western Health Services
Reports To: Executive Officer
Subordinates: None

The Position

The position will achieve its purpose through the vision, mission of the Ministry and to perform various activities related to basic nursing duties, necessary caring for the personal needs, comfort and well-being of patients.

Key Duties

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

1. Assist the registered nurse in the holistic care of patient and the routine admission procedure as directed;
2. Ensure the beddings are carbolized and readily available for use;
3. Ensure that all treatment trays are sterilized and readily available with proper service of sterilizing machines;
4. Assist the registered nurse in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by doctors and nurses;

5. Check and dispatch specimens to laboratory;
6. Maintain confidentiality of patient information at all times;
7. Ensure that quality customer care and service are attended and delivered in an efficient manner.

Selection Criteria

The Person

The following Knowledge, Experience, Skills and Abilities are 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 care with available resources to ensure customer satisfaction.
3. Knowledge of risk management and quality improvement skills.
4. Knowledge of infectious Control Techniques.
5. Knowledge of basic first aid.

Skills and Abilities

1. Demonstrated ability to communicate effectively with people from the different diverse background;
2. Ability to analyze situation and act accordingly to provide best practical outcome;
3. Ability to prioritized workload and be initiative in performing duties within work boundary;
4. Demonstrated ability to work as a team and assist staff when required;
5. Ability to follow instructions and ensure target is achieved;
6. Maintained confidentiality of patients' information at all times.

Personal Character and Eligibility

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

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

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

Applications for the position must be received **by 4.00pm on Friday 1st September 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

WITHDRAWAL OF ADVERTISED VACANCIES

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

Advert Date	Vacancy Number	Post and Reason
05/08/2017	MOHMS 211/2017	Post wrongly advertised
	MOHMS 212/2017	Post wrongly advertised

LATE APPLICATIONS WILL NOT BE CONSIDERED.

For any enquiries, please email kratusaitadra@psc.gov.fj