

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 410/2017	Carpenter A, Northern Health Services [Readvertised]	\$5.37 – \$8.41
MOHMS 411/2017	Plumber [Supervisor/Project], Northern Health Services[Readvertised]	\$5.37 – \$8.41
MOHMS 412/2017	Typist, Nadi Hospital	\$12,081.69 - \$18,879.01
MOHMS 413/2017	Handyman, Western Health Services	\$5.37 - \$8.41
MOHMS 414/2017	Trade Assistant- Air Conditioning, WHS	\$5.37 - \$8.41

MOHMS 415/2017	Clerical Officer, Tavua Subdivisional Hospital	\$12,081.69 - \$18,879.01
MOHMS 416/2017	Clerical Officer, FPBS	\$12,081.69 - \$18,879.01
MOHMS 417/2017	Technical Officer Higher Grade, General / Cardiology, CWMH	\$22,528.74 – \$36,103.75
MOHMS 418/2017	Technical Officer Higher Grade, Ultrasound/ Memography, CWMH	\$22,528.74 – \$36,103.75

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

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

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

Applications for the position must be received **by 4.00pm on Friday 15 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](mailto: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:

<b>Advert Date</b>	<b>Vacancy Number</b>	<b>Post and Reason</b>
18/11/2017	MOHMS 408/2017	Carpenter A, Northern Health Services
18/11/2017	MOHMS 409/2017	Plumber [Supervisor/Project], Northern Health Services
21/10/2017	MOHMS 338/2017	Clerical Officer, Lautoka Hospital

## **JOB DESCRIPTION**

### **MOHMS 410/2017 CARPENTER A - NORTHERN HEALTH SERVICES**

<b>Role:</b>	Carpenter A
<b>Level:</b>	GWE
<b>Salary range:</b>	\$5.37 – \$8.41
<b>Location:</b>	Labasa
<b>Unit/Division:</b>	DMON General Services
<b>Reports to:</b>	EO General Services

#### **The Position**

The positions ensure that minor maintenance of health facilities are effectively and efficiently identified and implemented. Assist the management in supervision of major approved infrastructural development under DMO N.

#### **Key Duties**

1. Plan, scope and prepare material list for all minor carpentry works approved for repair
2. Lead maintenance teams to carry out approved carpentry maintenance works and ensure that it meets relevant building and OHS standards
3. Make reports on completed carpentry maintenance works.
4. Safekeeping of all carpentry tools and machines of the ministry
5. Report project surplus plumbing materials
6. Assist in supervision and update of capital works done under DMO N.

#### **The Person:**

In addition to relevant Building and Carpentry qualifications, or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Carpenter A/B:

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

1. Participated in identifying, planning, scoping and implementation of minor repairing works
2. Involved in supervision of staffs and report writing
3. Contributed in supervision of capital projects or works
4. Familiar with carpentry tools and its safekeeping

#### **Skills and Abilities**

1. Basic Computing skills
2. Good oral and written communication,
3. Ability to work under minimum supervision
4. Ability to complete jobs as scheduled
5. Good team player

### **MOHMS 411/2017 – PLUMBER SUPERVISOR & PROJECT , NHS**

<b>Role:</b>	Plumber – Supervisor & Projects
<b>Level:</b>	GWE
<b>Salary range</b>	\$\$5.37 – \$8.41
<b>Location:</b>	Labasa
<b>Unit/Division:</b>	DMO N - General Services
<b>Reports to:</b>	Executive Officer - General Services

#### **The Position:**

The position ensures that all health facilities water system - water tanks, water sources and exterior and interior water piping system are maintained at all times.

#### **Key Duties:**

1. Plan, scope and prepare material lists of any approved plumbing works
2. Assist maintenance teams to repair approved plumber jobs at all health facilities.
3. Record and report all completed maintenance works done
4. Ensure the maintenance and safe keep of all working machinery and tools
5. Assist in supervision and report on plumbing capital works project
6. Provide weekly and monthly progress reports to Divisional Medical Officer North through the Executive Officer

#### **The Person:**

In addition to trade registration and trade certificate in plumbing or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Plumber

### Knowledge and Experience:

1. Participated in identifying, planning, scoping and implementation of minor repairing works
2. Involved in supervision of staffs and report writing
3. Contributed in supervision of capital projects or works
4. Familiar with plumbing tools and its safekeeping

### Skills and Abilities:

1. Basic Computing skills
2. Good oral and written communication,
3. Ability to work under minimum supervision
4. Ability to complete jobs as scheduled
5. Good team player

### MOHMS 412/2017 TYPIST – NADI HOSPITAL

<b>Role:</b>	Typist
<b>Band:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$18,879.01
<b>Location:</b>	Nadi Hospital
<b>Unit/Division:</b>	Nadi Subdivision- Western Health Services
<b>Reports to:</b>	Executive Officer

### The Position

The position provides effective, efficient, and proficient general administration work and collection of revenue for the operation of the Dental Department at Nadi Hospital.

### Key Duties

1. Provision of customer services in an efficient and timely manner;
2. Ensure registrations of patients and appointments at Dental Department are properly managed and maintained;
3. Provision of clerical support (updating of Attendance Register and assist in monthly reporting) to head of department;
4. Providing effective and efficient clerical duties and daily collection of revenue;
5. Any other duties assigned by the supervisor.

### The Person

In addition to Tertiary level or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Typist

### Knowledge and Experience

- Experience of office work or equivalent in similar field
- Knowledge of Microsoft office programs such as word, excel and power point
- Knowledge of Records keeping and filing
- Demonstrate good command of English and customer services skills

### Skills and Abilities

- Effective communication skills will be appropriate
- Demonstrated ability to effectively work within a team
- Demonstrated ability to be efficient in time management for meeting deadlines
- Ability to have discretion in dealing with confidential information
- Ability to serve customers in an efficient and respectable manner

### MOHMS 413/2017 HANDYMAN – WESTERN HEALTH SERVICES

<b>Role:</b>	Handyman
<b>Level:</b>	Band B
<b>Wages/Annum</b>	\$5.37 -\$8.41 per hour
<b>Location:</b>	Western Health Services Divisional Office
<b>Unit/Division:</b>	General Services - Western Health Services
<b>Reports to:</b>	Executive Officer General Services

### 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 414/2017 TRADE ASSISTANT- AIR CONDITIONING, WHS**

<b>Role:</b>	Trade Assistant- Air Conditioning
<b>Level:</b>	Band B
<b>Wages/Annum</b>	\$5.37 - \$8.41 per hour
<b>Location:</b>	Western Health Services Divisional Office
<b>Unit/Division:</b>	General Services - Western Health Services
<b>Reports to:</b>	Executive Officer General Services

### The Position

The position is responsible for providing assistant to the Western 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 Western 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 related equipment's or machinery is in operational conditional and note break downs;
3. Ensuring that the establish preventive maintenance program is maintained and liaise 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 a Licence certificate to handle gases with minimum experience of 2 years; the applicant should have the following knowledge, experiences, skills and abilities to successfully undertake this role.

### Knowledge and Experience

1. Knowledge of maintenance methods and procedures involved in the maintenance of Air Conditioning units, freezer, coolers, mortuary etc.
2. Experience in basic general maintenance and repairs in RAC
3. Skills and knowledge in electrical would be an advantage.
4. Basic 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 communicate effectively verbally and in written.
3. Identifies and utilizes resources effectively and responsibly.
4. Ability to work in a team

## MOHMS 415/2017 CLERICAL OFFICER - TAVUA HOSPITAL

<b>Role:</b>	Clerical Officer
<b>Level:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$18,879.01
<b>Location:</b>	Tavua Subdivisional Hospital
<b>Unit/Division:</b>	Corporate/ Western Health Services
<b>Reports to:</b>	Subdivisional Medical Officer
<b>Subordinates:</b>	GWE's - 20

### The Position

The position is responsible for the implementation of all financial and HR issues within the subdivision. Ensure that all stations have a timely supply of stores and are well equipped with all tools needed for efficient and effective delivery of service to the community.

### Key Duties

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

1. Monitor and facilitate all HR and Administration issues within the Sub Divisions.
2. Ensure the availability rations, fuels and stationaries are in stock.
3. Issuing of Purchase Orders to local suppliers and following up on Invoices for payments.
4. Maintain updating of Commitment & Expenditure Ledgers,
5. Ensure that Board of Survey is carried out within the Sub Division once a year.
6. Facilitate the patients on referrals to Lautoka Hospital.
7. Monitor and ensure regular updating of stores and records are well maintained.
8. Updating and Ensure timely submission of Monthly reports.

### CRITERIA

#### The Person

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

### 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. Experience in the similar field or equivalent;
4. Understanding policies procedures and government regulations.

### Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and assist staff when required;
3. Demonstrated ability to communicate effectively with good listening skills;
4. Must be able to work in an environment with many interruptions and deadlines.
5. Ability to follow instructions and meet targets and timeline;
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Ability to plan, organize and monitor work;
8. Demonstrate ability and efficiency to achieve customer expectations.

## MOHMS 416/2017 CLERICAL OFFICER – FPBS

<b>Role:</b>	Clerical Officer - Asset Management
<b>Salary range:</b>	\$12,081.69 - \$18,879.01
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services Centre
<b>Reports to:</b>	Administrative Officer

### The Position

The position is responsible for ensuring the proper and prudent use of assets in the delivery of health services at Fiji Pharmaceutical & Biomedical Services Centre.

### Key Duties

1. Monitor the use of vehicles and prepare monthly returns for vehicles.
2. Facilitate general services on transport, infrastructure, PPE
3. Ensure that all units have adequate supply of stationery and supplies
4. Conduct of BOS annually
5. Facilitate the extensions of temporary relieving and acting appointments

### 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 this position:

### Knowledge and Experience

1. An understanding of the use of standard operating procedures and policies in administration
2. Some experience in the use of computer programs such as MS Word and MS Excel
3. Knowledge and Experience in monitoring vehicle records and maintenance upkeep.

### Skills and Abilities

1. Ability to work within a team
2. Good planning and organising skills
3. Good time management skills
4. Ability to dispense simple administrative works

## MOHMS 417/2017 TECHNICAL OFFICER HIGHER GRADE, GENERAL / CARDIOLOGY, CWMH [post already advertised]

## MOHMS 418/2017 MEDICAL IMAGING TECHNOLOGISTS HIGH GRADE - ULTRASOUND - CWMH

<b>Role:</b>	Medical Imaging Technologists High Grade - Ultrasound
<b>Salary Band</b>	H
<b>Salary range:</b>	\$34,670.31 - \$56,596.92
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Radiology/Central
<b>Reports :</b>	Directly to Supervisor MIT- General & Ultrasound Indirectly to Superintendent MIT, Consultant Radiologist, Radiology Registrars Liaises with: Clinicians , Nurses, Attendants
<b>Subordinates:</b>	Medical Imaging Technologist - Band F

### Overview of the Specific Area

**Ultrasound** imaging involves the use of sound waves to visualise and study internal organs through a computerised machine and appropriately provide a report on examinations specifically requested by clinicians to assist with confirming diagnosis.

This unit at CWM Hospital provides ultrasound services for requests and referrals from the central and eastern divisions from both public and private practitioners.

After hours ultrasound services are also provided on an on call basis for urgent case requests only.

### The Position

The position is in charge of the ultrasound unit, performs examinations and supervisors subordinates and students. The position is also responsible for the planning, organizing and monitoring of the units operational activities for efficient service delivery and interacts with other cadres in the hospital for this purpose.

### **Key Duties**

1. Schedules patient appropriately and performs ultrasound examinations in accordance with ultrasound protocols and guidelines.
2. Ensures smooth running of the unit's daily operational activities.
3. Record and report equipment technical faults to management for rectification in a timely manner.
4. Ensure appropriate workplace safety of patients, visitors and workers at all times.
5. Ensure that the unit's consumables are readily available at all times.
6. Collect and submits the units monthly and annual reports to supervisors.
7. Schedule and conducts quality assurance audits and submit audit reports in a timely manner.
8. Conducts supervision and training for subordinates and students and actively participates in CPD activities.

### **Key Performance Indicators:**

1. Number of examinations and reports accurately performed and recorded in line with the department protocols and the timely collection and submission of the unit's statistics and reports.
2. Equipment quality assurance and audits are done weekly and equipment are operational at all times
3. Number of Training and Continuous Professional Development activities carried out weekly and points gained for renewal of licence.
4. Units' consumables stock levels are updated and also available at all times.

## **SELECTION CRITERIA**

### **The Person**

In addition to a Diploma or Bachelor in Medical Imaging Science, registered and licenced with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

### **Knowledge and Experience**

- Excellent knowledge and experience of Ultrasound equipment and Picture Archiving Information System along with Radiology Information System.
- Good experience in supervision and training.

- Good knowledge of medical imaging equipment quality assurance and control.
- Knowledge of Radiation Health Decree and Fiji Society of Medical Imaging Decree 2009.

### **Skills and Abilities**

- Demonstrated organizational and communication skills to be able to interact with people of diverse background and effectively work within a team environment.
- Appropriate Microsoft office skills suitable for the role and level to be able to collect and compile data.
- Demonstrated ability to analyse and resolve complex problems.
- Demonstrated supervisory and training skills to be able to effectively train subordinates.
- Demonstrated abilities to carry out the units' quality assurance audits.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.