

MINISTRY *of* HEALTH & MEDICAL SERVICES

Shaping Fiji's Health

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

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

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

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

Vacancy No.	POSITIONS	SALARY BAND
MOHMS 310/2017	Cook III – CWM Hospital	B
MOHMS 311/2017	Cook III – Vunisea Hospital	B
MOHMS 312/2017	Driver – Nabouwalu	B
MOHMS 313/2017	Driver – Laselevu Health Centre	B
MOHMS 314/2017	Assistant Carpenter – Northern Health Services Divisional Office	B
MOHMS 315/2017	Dental Assistant – Rotuma Hospital	B
MOHMS	Fireman – Lautoka Hospital	B

316/2017		
MOHMS 317/2017	Hospital Aid – Savusavu Hospital	B
MOHMS 318/2017	Hospital Attendant – Labasa Hospital [2 Posts]	B
MOHMS 319/2017	Labourer – Kabara Health Centre	A
MOHMS 320/2017	Labourer – Koro Health Centre	A
MOHMS 321/2017	Labourer – Divisional Medical Office, Eastern	A
MOHMS 322/2017	Labourer – Valelevu Health Centre	A
MOHMS 323/2017	Labourer – Lautoka Hospital	A
MOHMS 324/2017	Laundry Hand – Tavua Hospital	A
MOHMS 325/2017	Laundry Hand – Sigatoka Hospital	A
MOHMS 326/2017	Plumber – CWM Hospital	An attractive salary will be offered
MOHMS 327/2017	Receptionist – Nabouwalu Hospital	B
MOHMS 328/2017	Recorder – Nabouwalu	B
MOHMS 329/2017	Recorder – Vunidawa Hospital	B
MOHMS 330/2017	Ward Assistant – Labasa Hospital	A
MOHMS 331/2017	Ward Assistant – Lautoka Hospital – [2 Posts]	A
MOHMS 332/2017	Ward Assistant – Nabouwalu Hospital	A
MOHMS 333/2017	Ward Assistant – Nausori Hospital	A
MOHMS	Ward Assistant – Taveuni Hospital	A

334/2017		
MOHMS 335/2017	Ward Assistant – Tavua Hospital	A
MOHMS 336/2017	Ward Assistant – Labasa Hospital [Customer Relation Officer]	A
MOHMS 337/2017	Clerical Officer – Taveuni Hospital	C
MOHMS 338/2017	Clerical Officer – Lautoka Hospital	C
MOHMS 339/2017	Typist – Labasa Hospital	C
MOHMS 340/2017	Medical Orderly – CWM Hospital [2 posts]	C
MOHMS 341/2017	Medical Orderly – St Giles Hospital [2 posts]	C
MOHMS 342/2017	Medical Orderly – Tamavua Twomey Hospital	D
MOHMS 343/2017	Senior Domestic Assistant – Catering Services [CWM Hospital]	G
MOHMS 344/2017	Splint maker – CWM Hospital	F

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 3rd November 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.

CWM HOSPITAL, LAUTOKA HOSPITAL, CENTRAL HEALTH SERVICES, EASTERN HEALTH SERVICES & NORTHERN HEALTH SERVICES

MOHMS 310/2017 – COOK III – CWM Hospital

MOHMS 311/2017 - COOK III – Vunisea Hospital

Role:	Cook Grade 3
Level:	Government Wage Earners
Salary Band:	Band B
Salary rate	\$5.37 - \$8.41
Unit/Division:	Foodservice Unit
Reports to:	Senior Dietician
Subordinates:	Kitchen Hands

The Position

The position contributes towards planning, preparation and delivery of hygienic, timely and of good quality and therapeutic meals to inpatients and entitled staff of CWM Hospital.

Key Duties

1. Assists in internal planning and distribution of duties amongst the team appointed to them.
2. Prepare and serve a variety of meals such as Chinese, Indian and Fijian dishes and others as well as salads, soups, desserts, cereals etc.
3. Maintain a hygienic work station, clean utensils, equipment’s, machines and working tools
4. Responsible for the general upkeep and the cleanliness of the kitchen
5. Assist in special caterings and execute any other duties delegated by the supervisors

6. Ensure proper usage and storage of leftover ingredients and meals
7. Follow Waste Management, Infection Control, Quality Customer Service, and OHS rules and regulations diligently
8. Attend to and bring to the attention of the dietician any Food service issues that might affect work flow
9. Attend internal unit meetings as scheduled

Selection Criteria

The Person

In addition to relevant Tertiary qualification in Catering and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Experience in catering and foodservice or a similar work environment
- Knowledge in areas of foodservice
- Knowledge in Waste Management, Infection Control, Quality Customer Service and OHS protocols

Skills and Abilities

- Ability to prepare good quality meals and snacks on a timely basis
- Demonstrated ability to work effectively within a team
- Effective verbal and written communication skills
- Effective time management skills
- Knowledge in Waste Management, Infection Control, Quality Customer Service and OHS protocols

MOHMS 312/2017 – NABOUWALU HOSPITAL

MOHMS 313/2017 – LASELEVU HEALTH CENTRE

Role:	Driver
Level:	Government Wages Earners
Salary Band:	Band B
Salary rate	\$5.37 - \$8.41
Location:	As per above Listing
Unit/Division:	Transport Unit
Reports to:	EO Transport
Subordinates:	None

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. Similar work experience, a valid Driving and Defensive License
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. 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 in a team
4. Ability to manage time effectively

MOHMS 314/2017 – ASSISTANT CARPENTER – NORTHERN HEALTH

SERVICES DIVISIONAL OFFICE

Role:	Assistant Carpenter
Position Level:	Government Wage Earners
Salary Band:	B
Salary rate	\$5.37 - \$8.41
Location:	Northern Health Services
Unit/Division:	General Services Unit/Northern Health Services
Reports to:	Executive Officer
Subordinates	Nil.

The Position

The position provides support to the management by carrying out regular minor maintenance work to the Health Infrastructures and access infrastructures for major maintenance work.

Key Duties

1. Ensure that scope of works and maintenance for building infrastructures that need minor maintenance works are carried out in timely manner ;
2. Assist supervisor in carrying out the scope of works for major maintenance of Health Facilities and in accordance with the maintenance plan;
3. Ensure that all materials list needed is planned in advance and submitted to the Supervisor for purchasing before commencement of maintenance work or immediately after the scope of work is carried out;
4. Ensure all OHS rules and regulations are adhered to at all times;
5. Provide proper detailed report on the maintenance that has been carried out;
6. Working in conjunction with other tradesmen as and when required; and
7. Ensure safe keeping of all tools and materials under his responsibility.

Selection Criteria

The Person

In addition to Trade Certificate in Carpentry and Joinery with some basic knowledge of plumbing and sheet-metal works. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 3 years' experience working as a Carpenter;
2. Sound knowledge on Building maintenance and carpentry works;
3. Sound knowledge of safe operation of basic hand and power tools;
4. Knowledge of workplace safety and safe lifting and handling procedures;
5. Basic knowledge of Occupational Health Services.

Skills and Abilities

1. Ability to operate required equipment in a safe and responsible manner;
2. Good client service and public interaction skills, be respectful, courteous while interacting with superiors and other staff ;
3. Ability to analyze situation and act accordingly to provide best practical outcome;
4. Demonstrated ability to work as a team and assist staff when required;
5. Ability to follow instructions and meet set timeline;
6. Demonstrated ability to manage and work long hours as and when required;
7. Ability to read building specifications & blueprints (plans).
8. Service oriented approach, with a commitment to supporting the operational environment of the organization.

MOHMS 315/2017 – DENTAL ASSISTANT – ROTUMA HOSPITAL

Role:	Dental Assistant
Position Level:	Government Wage Earners
Salary Band:	Band B
Salary Rate	\$5.37 - \$8.41
Location:	Rotuma Hospital
Unit/Division:	General Services Unit/Eastern Health Services
Reports to:	Dental Therapist, Dental Officer I/C
Subordinates	Cleaner

The Position

The incumbent is responsible to the Dental Officer/Dental Therapist for the preparation of patients and assisting, for clerical duties and for maintaining housekeeping and equipments.

Key Duties

1. Patient registration and collection of revenue with the maintenance of accurate clinical records.
2. Chair side assisting to dentist/therapist in all dental procedures.
3. Provide oral health education.
4. Oral health promotion in outreach programmes e.g. in MCH clinics (Maternity and Child Health Care) and kindergartens.
5. Clean, prepare and sterilize instruments and disinfect equipment with the proper waste disposal using infection control protocols and guidelines.
6. Participate in collection and reporting of Monthly data reports.
7. Total number of patients registered, history cards updated and all dental fees collected receipted and recorded.
8. Number of chair-side assists per operator per day.
9. Total number of oral health education provided.
10. Number of Outreach Programs (including Community programs, MCH programs and Kindergarten Schools) conducted as per IWP and Oral Health Business Plan.
11. Total number of Sterilizations done per day.

12. Total number of Post-op infections and dry sockets returning to the clinic.
13. Timely gathering and submission of all relevant reports to the Dental Officer In-charge.

Selection Criteria

The Person

The following knowledge, Experience, Skills and Abilities are required to successfully undertake this role along with a good understanding on any science subject:

Knowledge and Experience

1. Knowledge and fair understanding of equipments, materials to be used.
2. Knowledge of Infection Control and importance of maintaining cleanliness
3. Similar work experience
4. Knowledge of proper maintenance of working area and safety protocol
5. Knowledge of Occupational Health & Safety

Skills and Abilities

- Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
- Ability to identify and refer any Risk Management Issues; and to work with minimal supervision.
- Maintain privacy and confidentiality of all patient or staff information and data
- Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.

MOHMS 316/2017 – FIREMAN, LAUTOKA HOSPITAL

Role:	Fireman.
Level:	Government Wage Earners
Salary Band	Band B
Salary Rate	\$5.37 - \$8.41
Location	CWM Hospital.
Unit/Division	Hospital Services.
Reports to:	Foreman/Supervisor HG HS.
Subordinates:	Nil.

The Position.

The position is responsible for the effective day to day operations of the boiler and to ensure that steam supply is available to all the wards and departments in CWM Hospital.

Key Duties.

1. Participate in activities of personnel engaged in the operations and minor maintenance of Lautoka Hospital boiler and to include, operation of compressor, supply of hot water, receiving of fuel and etc.
2. Co – ordinate planning and scheduling of work to distribution of steam and hot water.
3. Monitor sequences and methods used in inspect of 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 and other matters.
5. Ensure preventive maintenance programs are in place.
6. Ensure the implementation and maintaining of O.H.S act at all times.
7. Check, record and report of water level to Water Supply.
8. To receive and record any breakdown calls and complaints after the normal working hours.
9. Perform other related task required by supervisor from time to time.

The Person

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

Knowledge and Experience

- Experience and understanding of boiler procedures that is Boiler Operation Module
- Knowledge in Carpentry, Electrical, Plumbing Mechanical
- Knowledge of Occupational Health and Safety
- Experience in a similar work environment

Skills and Abilities

- Ability to work with minimum resources available.
- Ability to operate the High pressure vessels and monitor performance
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyze and contribute to solutions when assisting senior technicians in mechanical problems.
- Service oriented approach
- Ability to commitment and support the operational/corporate environment of the organization.
- Effective verbal and written communication skills
- Effective time management skills

MOHMS 317/2017 – HOSPITAL AID, SAVUSAVU HOSPITAL – [2 POSTS]

Role:	Hospital Aid
Level:	Government Wage Earners
Salary per annum:	Band B
Salary rate	\$5.37 - \$8.41
Location:	Savusavu Hospital
Unit/Division:	Hospital Services
Reports to:	Clerical Officer

THE POSITION

The position assists the Registered Nurse in the provision of patient care by ensuring that equipment's, supplies and patients are safe and in order at the required time.

KEY DUTIES

- Ensure that sufficient supply of oxygen/medical air is available in the ward for patients at all times.

- Assist stores and BOC gases in the storage of oxygen/medical air. Keep oxygen and medical air storage clean at all times.
- Take patients for X-ray, CT Scan, MRI and ultrasound scan as and when required from the wards accompanied by the nurse.
- Transfer patients from helipad, theatre, emergency into wards accompanied by a registered nurse.
- Take specimens and samples to the lab.
- Transferring dead bodies from the wards or Emergency Department to the morgue.
- Deliver daily report books, ward time books to the responsible nursing supervisors.
- Deliver food trolleys to respective wards from kitchen on time
- Return clean food trolleys to kitchen from Ward.
- Dispatch nurses transportation list daily and other dispatches from respective supervisors to administration.
- Assist in post mortem and embalming

The Person

The following knowledge, experience, skills and abilities are required to perform the duties of the post.

Knowledge and Experience

- Experience in a similar work environment.
- Knowledge and understanding of patient care.
- Knowledge of employment laws and policies.

Skills and Abilities

- Effective Communication (verbal/written) skills
- Demonstrate ability to effectively work as a team with less supervision.
- Demonstrate ability to listen and deliver the work with confidence and competence in a resource constrained environment

LABASA HOSPITAL

MOHMS 318/2017 – HOSPITAL ATTENDANT, LABASA HOSPITAL

Role:	Hospital Attendant
Level:	Government Wage Earners
Salary Band:	B
Salary rate:	\$5.37 - \$8.41
Location:	Labasa Hospital
Unit/Division:	Hospital Services
Reports to:	Clerical Officer

THE POSITION

The position assists the Registered Nurse in the provision of patient care by ensuring that equipment's, supplies and patients are safe and in order at the required time.

KEY DUTIES

- Ensure that sufficient supply of oxygen/medical air is available in the ward for patients at all times.
- Assist stores and BOC gases in the storage of oxygen/medical air. Keep oxygen and medical air storage clean at all times.
- Take patients for X-ray, CT Scan, MRI and ultrasound scan as and when required from the wards accompanied by the nurse.
- Transfer patients from helipad, theatre, emergency into wards accompanied by a registered nurse.
- Take specimens and samples to the lab.
- Transferring dead bodies from the wards or Emergency Department to the morgue.
- Deliver daily report books, ward time books to the responsible nursing supervisors.
- Deliver food trolleys to respective wards from kitchen on time
- Return clean food trolleys to kitchen from Ward.
- Dispatch nurses transportation list daily and other dispatches from respective supervisors to administration.
- Assist in post mortem and embalming

SELECTION CRITERIA

The Person

The following knowledge, experience, skills and abilities are required to perform the duties of the post.

Knowledge and Experience

- Experience in a similar work environment.
- Knowledge and understanding of patient care.
- Knowledge of employment laws and policies.

Skills and Abilities

- Effective Communication (verbal/written) skills
- Demonstrate ability to effectively work as a team with less supervision.
- Demonstrate ability to listen and deliver the work with confidence and competence in a resource constrained environment

MOHMS 319-323/2017 – LABOURER – 5 POSTS

MOHMS 319/2017 – Labourer, Kabara Health Centre

MOHMS 320/2017 – Labourer, Koro Health Centre

MOHMS 321/2017 – Labourer, Divisional Medical Office, Eastern

MOHMS 322/2017 – Labourer, Valelevu Health Centre

MOHMS 323/2017 – Labourer, Lautoka Hospital

Role:	Labourer/ Gardener.
Position Level:	Government Wage Earner
Salary Band:	Band A
Salary rate	\$4.16 - \$7.19
Location	As per above Listing
Unit/Division	Hospital Services/ Western.
Reports to:	Executive Officer
Subordinates:	Nil.

The Position.

The position is responsible for the removal and delivering surgical/clinical waste for incineration from wards and theatres, maintain cleanliness of the compound all around the Hospital & Health Centre by grass cutting and removal of rubbish and other risks to hygiene and safety to city dump.

Key Duties.

1. Maintain cleanliness and upgrading of the Hospital & Health Centre compound and the nurses' quarter which consists of grass cutting, raking, clearing of debris, drains, tree pruning, planting of flowers, collection and dispose of clinical and household waste.
2. Assist in planning and delegation of work/tasks to ensuring proper distribution manpower within relevant timeframe.
3. Establishing sequences and methods to be used for maintaining of work to facilitate completion of assigned tasks.
4. Clean and maintaining a good working environment in the department.
5. Ensure the implementation and maintaining of O.H.S act at all times.
6. Perform other related tasks required by the Supervisor from time to time.
7. Perform other related duties incidental to the work described herein and as per Management advice.

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 landscaping and gardening
2. Knowledge of proper handling and use of farming and gardening tools
3. Understanding of Occupational Health and Safety at the workplace
4. Experience as labourer in a similar working environment

Skills and Abilities

- Ability to carry out physical work, knowledge of gardening works and landscaping.
- Also be able to standby for clinical and patient safety and care where possible in extreme weather conditions
- Ability to communicate orally and in written.
- Identifies and utilizes resources effectively and responsibly.
- Takes a problem-solving approach when faced with challenging or difficult situations.

WESTERN HEALTH SERVICES

MOHMS 324/2017 – LAUNDRY HAND, TAVUA HOSPITAL

Role:	Laundry Hand
Level:	Government Wages Earners
Salary Band:	Band A
Salary rate	\$4.16 - \$7.19
Location:	Tavua Hospital
Unit/Division:	Western Health Services
Reports to:	Clerical Officer
Subordinates:	None

The Position

The position reports to the sub – divisional Clerical Officer for the effective and efficient delivery of laundry services to the hospital wards and units.

Key Duties

1. Collect soiled linen from hospital wards and units
2. Sorting of linen and prepare the washing machines and chemicals for washing
3. Records all linen received and washed.

4. Supervise the washing and drying process of linens
5. Clean washing machines and laundry room after washing
6. Distribute clean laundry to the wards according to records.

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 hospital cleaning services internal policy and infection control requirements;
- Knowledge in providing and maintaining high quality customer care with available resources to ensure customer expectations
- Knowledge of Occupational Health & Safety requirements
- Have experience working in the similar field

Skills and Abilities

- Demonstrate ability to communicate effectively;
- Ability to analyse situation and act accordingly to provide best practical outcome;
- Demonstrated ability to work as team and assist staff when required;
- Ability to follow instructions and meet set timeline;
- Demonstrated ability to manage and work long hours as and when required to achieve targets;
- Service oriented approach, with a commitment to supporting the operational environment of the organization

MOHMS 325/2017 – LAUNDRY HAND, SIGATOKA HOSPITAL

Role:	Laundry Hand
Level:	Government Wages Earners
Salary Band:	Band A
Salary rate	\$4.16 - \$7.19
Location:	Sigatoka Hospital
Unit/Division:	Western Health Services
Reports to:	Clerical Officer
Subordinates:	None

The Position

The position reports to the sub – divisional Clerical Officer for the effective and efficient delivery of laundry services to the hospital wards and units.

Key Duties

7. Collect soiled linen from hospital wards and units
8. Sorting of linen and prepare the washing machines and chemicals for washing
9. Records all linen received and washed.
10. Supervise the washing and drying process of linens
11. Clean washing machines and laundry room after washing
12. Distribute clean laundry to the wards according to records.

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 hospital cleaning services internal policy and infection control requirements;
- Knowledge in providing and maintaining high quality customer care with available resources to ensure customer expectations
- Knowledge of Occupational Health & Safety requirements
- Have experience working in the similar field

Skills and Abilities

- Demonstrate ability to communicate effectively;
- Ability to analyse situation and act accordingly to provide best practical outcome;
- Demonstrated ability to work as team and assist staff when required;
- Ability to follow instructions and meet set timeline;
- Demonstrated ability to manage and work long hours as and when required to achieve targets;
- Service oriented approach, with a commitment to supporting the operational environment of the organization

CWM HOSPITAL

MOHMS 326/2017 – PLUMBER, CWM HOSPITAL

Role:	Plumber
Position Level:	Government Wage Earners
Salary Band:	An Attractive Salary will be offered
Location:	CWM Hospital
Unit/Division:	General Services Unit/ CWM Hospital
Reports to:	Executive Officer

The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Plumbing works in health facilities located in the Western Division.

Key Duties

- Maintain repair works for all plumbing related works.
- Establish and maintain liaison with administration and professional staff regarding plumbing maintenance programs.
- Plan and organize time, cost and material 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.
- Maintain the workshop upkeep and proper storage of plumbing materials
- To ensure preventive plumbing maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
- Train and supervision of Trade Assistant and Trainees.

SELECTION CRITERIA

The Person

In addition to a Trade certificate qualification in Plumbing or equivalent and the following Knowledge, Experience, Skills and Abilities to successfully undertake the role of the position:

Knowledge and Experience

- Experience and knowledge of plumbing works and maintenance, repairs and installations.
- Knowledge of working with tools for plumbing and materials needed for maintenance
- Experience and knowledge of working with equipment's/ items/ machines of plumbing works.

Skills and Abilities

- Ability to work under pressure to meet deadlines
- Ability to communicate effectively and work within a team.
- Demonstrated ability to plan, organize plumbing work schedule effectively
- Identifies and utilizes resources effectively and responsibly.
- Takes a problem-solving approach when faced with challenging or difficult situations.

NORTHERN HEALTH SERVICES & CENTRAL HEALTH SERVICES

MOHMS 327/2017 – RECEPTIONIST, NABOUWALU HOSPITAL

Role:	Receptionist
Level:	Government Wages Earners
Salary Band:	Band B
Salary rate	\$5.37 - \$8.41
Location:	Nabouwalu Hospital
Unit/Division:	Nabouwalu/Northern Health Services
Reports to:	Clerical Officer & Executive Officer
Subordinates:	None

The Position

The position is responsible to the divisional Senior Administrative Officer through the Administrative Officer divisional office to ensure the flow of official telecommunication especially on telephones and radio telephones, control of unnecessary outside telephone calls and control of appointments to the divisional HOD.

Key Duties:

1. Make and receive incoming telephone & RT calls and direct them to staffs
2. Log/Record all telephone calls received and made (name & time)
3. Report telephone equipment or service complaints and problems.
4. Set up phones for teleconference
5. Update directory information

Selection Criteria

The Person

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

Knowledge and Experience:

1. Similar work experience
2. Experience in operating telephone operator board or PBX switchboard
3. Knowledge in providing and maintaining Customer Service
4. Awareness in organisation structure

Skills and Abilities:

1. Ability to operate both telephone operator board and PBX switchboard
2. Ability to communicate effectively both verbally and written
3. Ability to manage time and work in a team
4. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

MOHMS 328/2017 – RECORDER, NABOUWALU HOSPITAL

MOHMS 329/2017 – RECORDER, VUNIDAWA HOSPITAL

Role:	Recorder
Position Level:	Government Wage Earners
Salary Band:	B
Salary rate	\$5.37 - \$8.41
Location:	Nabouwalu Hospital & Vunidawa Hospital
Unit/Division:	Out Patient
Reports to:	Executive Officer/Clerical Officer
Subordinates	Nil

The Position

The position is responsible for maintaining, organizing and effectively providing medical records for patient's at all times to all clients.

Key Duties

- Receiving and registering of all cases and referral from other health facilities, public and private into the system (PATIS)
- Creating of new folders for new patients.
- Creating appointments in PATIS (Patient Information System)
- Retrieving, Sorting, Culling and Filing of patient's medical folders for services using terminal digit filing system.
- Collect discharged patients medical folders from the wards
- Coding of patient folders
- Data entry of patient information into computerized patient information systems
- Ensure timely communication of information.
- Collaborate with all staff and promote excellent patient service
- Monitor flow of folders and fast track medical records folders
- Organise and review data for accuracy and completeness
- Maintain patient confidentiality and privacy by adherence to Ministry of Health and Medical Services policy and procedures and any/all legislation relating to Health Information and Medical Records, relating to appropriate legislation including: Health Information Policy 2011, Child Welfare Decree 2010, Mental Health Decree 2011, HIV Decree 2011, and meet signatory obligation on the Conventions on the rights of the child (Article 16 protection of Privacy)

The Person

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

Knowledge and Experience

1. Experience in a similar work environment
2. Knowledge of basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services
4. Knowledge of standard operating procedures in the arrears of records service delivery

Skills and Abilities

1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

MOHMS 330-336/2017 – WARD ASSISTANT [7 POSTS]

MOHMS 330/2017 – Ward Assistant, Labasa Hospital

MOHMS 331/2017 – Ward Assistant, Lautoka Hospital [2 Posts]

MOHMS 332/2017 – Ward Assistant, Nabouwalu Hospital

MOHMS 333/2017 – Ward Assistant, Nausori Hospital

MOHMS 334/2017 – Ward Assistant, Taveuni Hospital

MOHMS 335/2017 – Ward Assistant, Tavua Hospital

MOHMS 336/2017 – Ward Assistant [Customer Relation Officer], Labasa Hospital

Role:	Ward Assistant [GWE]
Wage Band	A
Wage Range:	\$4.60 - \$7.19 per hour
Location:	Labasa Hospital/Lautoka Hospital [2Posts]/Nabouwalu Hospital/Nausori Hospital/Taveuni Hospital/Tavua Hospital/Labasa Hospital
Unit/Division:	Labasa Hospital/Lautoka Hospital/Northern Health Services/Western Health Services & Central Health Services
Reports to:	Sister In Charge - Hospital Wards
Subordinates:	None

The Position

The position is responsible for assisting nursing officers with planning, organizing of patients care such as transportation, support care and housekeeping.

Key Duties

1. Damp dusting and carbolising of beds, cabinets and ledges

2. Cleaning of Dressing/Procedure room [Blood clots and human waste]
3. Rinsing of dirty linen and disposing linen to the linen chute. Cleaning of sluice room.
4. Taking non-sterile instruments to CSSD for autoclaving
5. Transport –incubator to Operating Theatre
-Patients to treatments units using trolleys, wheel chairs or assisting them to walk
6. Taking blood samples to Laboratory e.g. urine, sputum, stool, bloods
- Pharmacy Orders
- Surgical households and stationery orders to the stores
7. Serving meals and feeding conscious patients
8. Help the registered nurse in giving personal hygiene in assisting them to the wash room – help in sponging of patients
9. Collect folders from Records clerk and returned
10. Serves beds pans and urinals and disposes of same s directed
11. Cleaning of equipment/machines after use by patients
12. Assists registered nurses in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by Doctors and Nurses
13. Observes the condition of patients and reports to the Nurse in charge, as necessary
14. Assist in cleaning, sterilization, storing and preparing treatment trays and other Supplies used in the unit
15. Any other duties, as directed by a registered nurse, which reasonable accord with the training and experience of the job holder and the jobs purpose.
16. Miscellaneous i.e doing photocopying, faxing and delivering of letters/notes to administration

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. Good knowledge of medical terminology
2. Experience in handling confidential documents and numeric filing systems
3. Knowledge in customer service such as phonetic
4. Basic knowledge of Occupational Health and Safety at workplaces

Skills and Abilities

1. Ability to effectively use computer applications such as spread sheets, word processing and data base software
2. Demonstrate ability to communicate (verbal, written) effectively
3. Demonstrate ability to work effectively as a team
4. Ability to manage time effectively
5. Demonstrate ability to work extra hours

MOHMS 337/2017 – CLERICAL OFFICER, TAVEUNI HOSPITAL

Role:	Clerical Officer
Salary Band	Band C
Salary range	\$12,081 - \$18,897
Location:	Taveuni Hospital
Unit/Division:	Corporate Services – SDMO Cakaudrove
Reports to:	SDMO Taveuni
Subordinates:	GWEs

The Position:

The position reports to the SDMO Taveuni for the delivery of clerical duties to the staffs and administrative support to the divisional office corporate services department.

Key Duties:

1. Facilitate revenue collection process and reporting.
2. Process sub – divisional LPOs and payments (SOBs)
3. Provide budgetary expenditure reports to sub – divisional management
4. Supervising GWEs work performances
5. Prepare weekly wages reconciliation
6. Arrangement for vehicle and boat maintenance and servicing

7. Report on health facilities that needs maintenance and repairs.
8. Update sub – divisional inventory (asset) records
9. Filing of records

Selection Criteria

The Person:

In addition to relevant academic qualification in Administration, Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience

- Awareness of the ERP 2007, OHS regulation 1996 and relevant financial management regulations
- Knowledge and experience in using Computer programmes such as Microsoft Office, Word, Excel, PowerPoint, Outlook, Internet Explorer
- Knowledge of payroll reconciliations and control of budgetary allocations
- Experience and knowledge of employee management and supervision
- Basic knowledge on building construction and maintenance works

Skills and Abilities:

- Ability to have discretion in dealing with confidential information
- Time-Management skills and ability to Multi-Task
- Ability to travel on land and sea in supervising and providing monitoring works
- Good Communication skills (verbal and written)

MOHMS 338/2017 – CLERICAL OFFICER, LAUTOKA HOSPITAL

Role:	Clerical Officer [Government Wage Earners]
Salary Band	Band C
Salary range	\$12,081 - \$18,897
Location:	Lautoka Hospital
Unit/Division:	Human Resource/Lautoka Hospital
Reports to:	Executive Officer
Subordinates:	None

The Position

The position reports to the Medical Superintendent through the Hospital Administrator and the Manager Hospital Administration for the provision of administrative support and human resources functions.

Key Duties

1. Admin/HR – Assist with day to day operations of the HR functions and duties for GWEs in the facility. Facilitate travelling and cartage of personal belongings for established officers on transfers and postings
2. Provide clerical and administrative support
3. Leave – receive leave application, advise on current leave status and submit for approval. Maintain leave records for all GWEs.
4. Training – ensure submission of TNAs and bond forms for training participants.
5. Post Processing – identify established posts vacant, submit relevant Job Descriptions and notify for advertisement. Ensure all appointments (new contract, renewal of contract, acting appointment etc) are processed in a timely manner.
6. Compile and submit reports in a timely manner.

Selection Criteria

The Person

In addition to relevant academic qualification in Administration, Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post

Knowledge and Experience

- Good knowledge of office equipment, modern office methods and procedures, including business correspondence and filing

- Knowledge of, and skilled in, a variety of clerical/administrative functions such as grammar, composition, typing, word processing, communication and file maintenance
- Should have knowledge of the role of HR in a large organization
- Experience working within a customer service delivery environment
- Understanding of the relevant legislations governing terms and conditions of employment, OHS, industrial relations
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Ability to maintain confidentiality. Must have a high level of interpersonal skills to handle sensitive and confidential situations
- Ability to establish excellent rapport with staff, employment applicants, and the general public.
- Ability to work effectively with a variety of personalities and to interact and communicate with individuals at all levels of the organization
- Ability to understand and carry out detailed written and oral instructions
- Must be able to work in an environment with many interruptions and deadlines
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 339/2017 – TYPIST, LABASA HOSPITAL

Role:	Typist – Public Health Suva
Salary Band	Band C
Salary range:	\$12,081 - \$18,897
Location:	Tamavua
Unit/Division:	Public Health
Reports to:	Health Inspector Suva: Sub Divisional Medical Officer, Suva

The Position

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

Key Duties

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

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 340/2017 - Medical Orderly CWM Hospital [2 Posts]

Role:	Medical Orderly
Salary Band	Band C
Salary range:	\$12,673- \$15,289
Location:	CWMH, Suva
Unit/Division:	Stress Management Ward
Reports to:	Wing Matron & Sister In charge
Subordinates:	

The Position

The position assists the Doctors and Nursing Staff, for the care of Psychiatric patients with low Mood disorder.

Key Duties

1. Observe Assess and documentation of patient's progress on all shifts.
2. Identify patients for Occupational Therapy and other activities.
3. Assist Nurses in treatment and handling of aggressive patients.
4. Observation and treatment of patients on suicidal risk.
5. Accompanying patients on special outings
6. Assist in Admission, Assessment of patients and presenting of reports.
7. Maintain and provide a clean, safe and secure environment
8. Psychotherapy one is to one interview to clients.

Selection Criteria

The Person

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

Knowledge and Experience

- Must have some knowledge in handling Psychiatric patients or similar.
- Must possess good communication and interpersonal skills and should be able to work as a team member.
- Experience in Care Giving or similar work environment
- Must have some knowledge of Human Rights.

Skills and Abilities

- Demonstrated ability to effectively work within a team
- Possess good communication skills
- Provide emotional support and encouragement to Psychiatric patients
- Participate in recreational activities with Psychiatric patients.

MOHMS 341/2017 - Medical Orderly St Giles Hospital [2 Posts]

Role:	Medical Orderly
Salary Band	Band C
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

- Observe, assess, conducts mental status assessment (MSE) and documentation of patients progress in all shifts
- Identify patients for Occupational therapy programs and other activities.
- Assist nurses in treatment and handling of aggressive clients.
- Observation and treatment of patients with suicidal risks.
- Accompany patients on special outings.

- Assist in admissions, assessment of patients and presenting/giving reports.
- Maintain and provide a clean, safe, and secure environment.
- 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

MOHMS 342/2017 - Medical Orderly – Tamavua Hospital [2 Posts]

Role:	Orderly
Salary Band:	Band D
Salary range:	\$14,428 - \$22,567
Location:	Tamavua/Twomey hospital
Unit/Division:	Nursing
Reports to:	Team Leader
Subordinates:	Ward attendants.

The Position

Hospital orderlies work directly with patients, performing duties under supervision of a nurse or other medical staff. Orderlies must be in good health and physically fit to handle heavy workload. Orderly duties range in scope depending on the area of health care facility they are employed in. Their duties range from assisting in the physical restraint of combative patients, assisting physicians, transporting patients, shaving and providing other similar routine personal care to setting up specialised hospital equipment such as bed traction arrays.

Key Duties

1. Performs a combination of tasks, as directed by nursing to care for patients in a hospital.
2. The orderly should accept individual accountability for actions within the positions.
3. Work and collaborate with the nursing staff when the nursing manager is not on duty.
4. Work and collaborate with the nursing staff in the management of resources.
5. Demonstrate effective communication which includes conflict solution, communication of controversial information and manage change.
6. Provide basic care and help activities of daily living.
7. Listen to and record patient's health concerns and report that information to the nurses.
8. Measures intake and records output and Measure vital signs such as blood pressure and temperature.
9. Turn, reposition and transfer patients between beds and wheelchair.

10. Administers bladder irrigation, report and record.
11. Makes beds and collects soiled linen.

Selection criteria.**The Person**

In addition to Certificate in caregiving or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience

- Experience in working with persons with disability
- Having some clinical nursing experience in rehabilitation
- Knowledge in organizational skills to keep track of patient information.
- Knowledge of occupational Health and Safety at the work place
- An understanding of Constitution of the Republic of Fiji 2013

Skills and Abilities

1. Demonstrate skills and abilities in planning, prioritizing and coordinating patient load and work activities
2. Demonstrate ability to work under minimal supervision
3. Demonstrate ability to effectively work within a team
4. Effective verbal and written communication skills
5. Effective time management skills

MOHMS 343/2017 – SUPERVISING DOMESTIC OFFICER – CATERING MANAGER [CWM HOSPITAL]

Role:	Catering Manager
Level:	TG03
Salary range:	An attractive salary will be offered
Location:	CWM Hospital
Unit/Division:	Divisional Hospital
Reports to:	Senior Dieticians, NADN

Liases with	INTERNAL – Hospital Corporate Staff, MS, GM, Manager Nursing ,allied health workers, Executive Officers, Drivers, GWE’s EXTERNAL –Food Suppliers
Subordinates:	Dieticians, GWEs (kitchen and ward Pantry staffs)

This Position

The catering Manger based at a Hospital is responsible to facilitates, coordinates, implement and monitors Divisional Hospital Food Service within the allocated budget to patients and staff for their wellbeing as per annual operational Food Service & Nutrition plan through effective leadership and management, ensuring efficient and appropriate delivery of wholesome and therapeutic meal service to our clients as per the strategic direction of Ministry of Health and Medical Services.

Key Duties

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

1. To effectively manage the Foodservice Unit, the foodservice dieticians and kitchen staff team, with regards to human resource, timely reporting and supervision, mentoring and training of GWE staff and students.
2. To effectively prepare and manage the departments allocation of budget for procurement of food, equipment and supplies.
3. To effectively Plan and implement menus in hospital food service and hospital cafeteria.
4. Provide nutrition services and medical nutrition therapy integrated with the patient’s medical goals at divisional Hospital
5. Manage and monitor all meals leaving the department as per meal circular and department’s business plan.
6. Participate and assist in facilitating with Special Projects organised by Clinical dieticians team/or Allied Health departments.

7. Participate and assist in facilitating with Special caterings for Oversea visiting team for specialized care to our patients.
8. To gather and document relevant data, and prepare and submit required Monthly ration and other relevant Reports.

Key Performance Indicators

1. The manager catering is responsible for supervision of overall operations in the food service unit.
2. Works collaboratively with Senior Dietician to ensure Quality Nutrition Care and to develop and review all menus used in the Food Service Unit to ensure inpatients have access to safe, appropriate and adequate food and fluids.
3. Ensure menus should enable all patients to meet their Recommended Dietary Intakes (RDI) targets.
4. Manager Catering is responsible for executing weekly LPO requests to Accounts Department for fresh and frozen food items and working consistently with Stores Department to ensure availability of sufficient dry rations and prompt submission of invoices for payments.
5. Ensure compliance with all guidelines, protocols and procedures such as Food Safety, Infection Control and OHS and management of government resources, equipment, instruments and materials / consumables.
6. Demonstrates commitment towards continuous improvement of Food Service at the Divisional Hospital.
7. Organizes plans, conducts and facilitates training programs in dietetics, nutrition, and institutional management and administration for Dieticians and GWE’s.
8. Provide timely submission of HR reports (including monthly staff absenteeism, vacancies, Foodservice performance coached and managed, leave; and report staff APA and establishment annually for GWEs) and Foodservice operations Reports.
9. Prepare and Submit GWEs weekly attendance for processing of their pay.
10. Monitor and evaluate (with internal and regular audits) that all foodservice records, programs are provided in accordance with

approved MOH practice of OHS and infection control procedures and guidelines to maintain patient safety and comfort.

11. Ensure that required resources (equipment and ration) inventory is checked weekly and requests submitted on regular intervals, and Board of Survey completed annually; and that equipment is serviced and checked on quarterly basis and requests for repairs are sent promptly and followed up weekly.
12. Foodservice Targets (with reference to IWPs) are achieved, and to ensure that all team members achieve CPD, and clinical placements/attachments are assessed and completed.
13. Confer with design, building, and equipment personnel to plan for construction and remodelling of food service units.
14. Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
15. Monthly, quarterly and annual reports are prepared to a professional standard and submitted using accurate, relevant and timely information and data.

Selection Criteria

The Person

In addition to a Diploma in Dietetics and Public Health Nutrition from a recognised University, registered member of the Fiji Institute of Nutritionist and Dieticians with valid Annual Practising License as Dietician. The following Knowledge, Experience and Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Similar work experience
2. Vast knowledge and experience as a Dietician.
3. Demonstrated knowledge and practice of Clinical dietetics, Foodservice and Public Health.
4. Proven capacity and knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dieticians practice.
5. Maintain privacy and confidentiality of all patient or staff information.

Skills and Abilities

- Demonstrate the ability to effectively manage foodservice unit, procurement of materials and equipment, accountability of meals provided and budget used, timely reporting, and supervision, mentoring and training of staff.
- Demonstrate ability to effectively manage human resource, procurement of materials and equipment, timely reporting and supervision of staff.
- Demonstrate ability to effectively work within a team and to a high professional standard reflecting the MOHMS values.
- Demonstrate ability to communicate respectfully, effectively and positively with all staffs / clients, and colleagues and stake holders.
- Demonstrate ability to develop and provide support, mentor, train and supervise dieticians, GWE staff, students and other members of the Health team, particularly to manage complaints appropriately; and assess and report on any discipline issues.
- Demonstrate ability to analyse and contribute solutions to complex problems, especially in a resource constrained environment.
- Possess the ability to write comprehensive and analytical reports to a professional level.
- Possess the ability to be an effective and efficient team member.
- Be self-motivated to deliver dietetics services according to facility business plans.
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation
- Accountability and transparency
- Demonstrate ability on project planning and proposal
- Technical expertise/ clinical skills

MOHMS 344/2017 – SPLINTMAKER

Role:	Splint Maker
Salary Level:	F
Salary Range	\$22,528 - \$\$36,103
Location:	Tamavua Twomey Hospital
Unit/Division:	Prosthetic & Orthotic
Reports to:	Prosthetic & Orthotic Technician
Subordinates:	2 Assistant Splint maker

The Position:

The primary purpose of this role is to provide quality and maintain prosthesis and Orthosis to clients throughout Fiji.

Key Duties:

1. Perform measurement, moulding designing, alignment, fitting and completion of prosthesis and Orthosis of Rehab patients.
2. Manufacture of crutches
3. Making sand bags to be used for weight purposes for patients with tractions.
4. Sharpening surgical scissors.
5. Fitting and maintenance of wheelchair
6. Performs upholstery works for Central Division
7. Ensure that all prosthesis and Orthosis are ready and deliver on time.
8. Ensure that machines are in order and reported if any are found faulty.
9. Ensure quality and safe equipment's are fabricated for patients use
10. Maintaining of tools in the workshop
11. Maintain cleanliness of workshop, fitting room and measurement room
12. Carry out Outreach program with Rehab Team
13. Any other duties assigned by the Management.

Selection Criteria

The Person:

In addition to a Trade Certificate in Carpentry, Joinery and Upholstery/Advance Trade Certificate and the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience:

1. Knowledge and experience in ordering, procuring and managing stock and inventory.
2. Knowledge of financial and management act, finance instruction and stores regulations.
3. Basic knowledge of occupational health and safety at the workplace.
4. Similar work experience.

Skills and Abilities:

1. Ability to supervise staff.
2. Ability to plan and organize work on daily basis.
3. Demonstrated ability to work as a Team.
4. Good oral and written communication skills with a strong ability in report writing
5. Ability to work under pressure and meet tight schedules.
6. Basic computer program to support operation of health department facility
7. Must possess sound analytical and problem solving skills.
8. Ability to operate machinery with care and safety

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