

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 432/2017	Deputy Secretary Public Health	\$77,174.96 - \$98,942.25
MOHMS 433/2017	Senior Dental Officer – CWM Hospital	\$43,296.63 - \$55,508.50
MOHMS 434/2017	Dental Officer – CWM Hospital 2 Post	\$34,760.31 - \$44,564.50
MOHMS 435/2017	Dental Officer – Nadi Hospital	\$34,760.31 - \$44,564.50
MOHMS 436/2017	Dental Therapist – CWM Hospital 5 Posts	\$28,605.45 - \$38,140.60
MOHMS 437/2017	Dental Therapist Lautoka Hospital	\$28,605.45 - \$38,140.60
MOHMS 438/2017	Dental Therapist – Labasa Hospital 2 Post	\$28,605.45 - \$38,140.60

MOHMS 439/2017	Dental Therapist – Ba Hospital	\$28,605.45 - \$38,140.60
MOHMS 42402017	Dental Therapist –Lautoka /Yasawa	\$28,605.45 - \$38,140.60
MOHMS 441/2017	Dental Therapist – Nadi Hospital	\$28,605.45 - \$38,140.60
MOHMS 42422017	Dental Therapist – Savusavu Hospital	\$28,605.45 - \$38,140.60
MOHMS 443/2017	Dental Therapist – Labasa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 444/2017	Dental Hygienists – CWM 7 Posts	\$19,041.75 - \$24,412.50
MOHMS 445/2017	Dental Hygienists – Lautoka Hospital 3 Posts	\$19,041.75 - \$24,412.50
MOHMS 446/2017	Dental Hygienists – Labasa Hospital 2 Posts	\$19,041.75 - \$24,412.50
MOHMS 447/2017	Dental Hygienists –Valelevu Hospital 2 posts	\$19,041.75 - \$24,412.50
MOHMS 448/2017	Dental Hygienists – Vunidawa Hospital	\$19,041.75 - \$24,412.50
MOHMS 449/2017	Dental Hygienists – Suva School Team 2 Posts	\$19,041.75 - \$24,412.50
MOHMS 450/2017	Dental Hygienists – Nausori Hospital 2 Posts	\$19,041.75 - \$24,412.50
MOHMS 451/2017	Dental Hygienists – Ba Hospital 2 post	\$19,041.75 - \$24,412.50
MOHMS 452/2017	Dental Hygienists – Lautoka/Yasawa	\$19,041.75 - \$24,412.50
MOHMS 453/2017	Dental Hygienists – Savusavu Hospital	\$19,041.75 - \$24,412.50
MOHMS 454/2017	Clerical Officer – Rewa SubDivision	\$12,081.69 - \$15,489.35
MOHMS 455/2017	Labourer – Samabula Health Centre	\$4.60 - \$5.37
MOHMS 456/2017	Recorder – Korovou Hospital	\$4.60 - \$5.37
MOHMS 457/2017	Cleaner – Navua Hospital	\$4.60 - \$5.37

JOB DESCRIPTION

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

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

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

Applications for the position must be received **by 4.00pm on Friday 5th January 2018** 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.

MOHMS 432/2017 DEPUTY SECRETARY PUBLIC HEALTH

Role:	Deputy Secretary Public Health (Population Health)
Salary Band	N
Salary range:	\$77,174.96 - \$128,624.93 per annum
Location:	Headquarters
Division:	Public Health Division
Reports to:	Permanent Secretary for Health & Medical Services
Subordinates:	Divisional Medical Officers, National Advisors in Public Health

The Position

The position supports and assists the Permanent Secretary for Health & Medical Services in the provision of primary health care and public health (population health) services to the Public Health Division by managing and administering these services including health promotion, Family Health, Non Communicable Diseases, Control of Communicable Diseases, Nutrition, Environmental Health, Oral Health, Health Promotion and Wellbeing. The position will supervise Divisional Medical Officers.

Key Duties

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

1. Provide strategic and health specialist advice and support to Cabinet/Parliament, Ministers of Health and the Permanent Secretary for Health & Medical services on the application and implementation of International commitments, government policies, national plans and legislations for the achievement of government objectives.
2. Develop, administer and monitor utilization of all Public Health services.

(Population Health) budget allocations and resources from government donor funds & projects to ensure the achievement of key health outcomes.

3. Provide leadership to and management of Divisional Medical Officers to ensure they operate effectively as managers of staff, finances and other resources to deliver services aligned to local needs and priorities.
4. Negotiate and build relations with foreign government stakeholders, partners in health and UN health agencies for support and assistance.
5. Provide leadership in strategic planning for primary health care and public health services, ensuring cohesion of the overall functions of the division by working effectively with internal and external stakeholders and maintain a positive interpersonal relationship within established networks.
6. Identify and minimise risk through assessments at a systematic level through effective analysis of data, proposing problem solving solutions, and effective communication and management activities to resolve public health issues that require urgent attention.
7. Develop a research and publication culture within public health sector and utilizing the evidence for further enhancing policies, interventions and human resource capacity

The Person

In addition to relevant postgraduate qualifications, Masters in Public Health or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Strong knowledge of evidence-based standards of safe practices in Public Health including epidemiology, preventative medicine, primary health care and rehabilitation.
2. Understanding of medical and government legislation, public health and health related policies and medico-legal compliance.

3. Broad understanding of concepts/tools used in clinical leadership, public health service management, audits, research, monitoring and evaluation and clinical governance.
4. Experience working and managing a secondary health care hospital, managing it with limited resources and is confident and competent in teaching, training and managing staff.
5. Strong analytical and report writing skills with ability to apply research and computer applications.
6. Broad experience and understanding of finances and public administration.

Skills and Abilities

1. Is articulate and able to engage at International and National high level meetings.
2. Strong organisational skills with capacity for national and regional events.
3. Ability to work within and manage a multidisciplinary team, work under pressure in a resource constrained environment/facility and cope with setbacks.
4. Able to analyse and solve complex medical problems using an evidence-based approach and offer expert clinical and public health opinion on a range of problems at national level, taking full and independent responsibility without direct supervision.
5. Demonstrated ability in organising professional development activities (conferences, meetings and workshops), personal development and learning new skills.
6. Advanced communication, negotiation and diplomacy skills

MOHMS 432/2017 SENIOR DENTAL OFFICER –CWM HOSPITAL

Role:	Senior Dental Officer
Level:	Band I
Salary range:	\$43,296.63 – \$55,508.50
Location:	CWM Hospital
Unit/Division:	Department Of Oral Health/ CWM Hospital
Reports to:	Principal Dental Officer
Subordinates:	Dental Officers, Instructor Dental Therapist, Supervising Dental Technicians, Dental therapists, Dental Technicians, Dental Hygienists, Support staff.

Overview of the Specific Area

The department of oral health unit promotes National Oral Health Policy and planning and delivers quality oral health services to promote, protect, maintain, restore and improve the oral health & overall well-being of the public.

The unit provides quality, affordable, efficient and effective oral health services that are accessible by all communities and identifies, plans, coordinates, and monitors and evaluates the effectiveness of dental services as per strategic direction by the Ministry of Health & Medical Services.

The Position

- The Senior Dental Officer will provide Preventive, Conservative, Exodontia, Local Anaesthesia, Endodontic, Orthodontic, Prosthodontic, Oral Surgery and Administrative Support services within the 3 divisional hospitals and dental clinics across the Ministry of Health and outreach services in rural and maritime areas.
- A Senior Dental Officer conducts the duties to the post with integrity and honesty while being an innovative member of a Dental Team unit providing support, training, coaching and

mentoring to other oral health staff and other members of the health team.

- The Senior Dental Officer oversees the daily functions of a dental clinic from the frontline desk obligations to the operations of the clinic, accountability of resources and consumables with the monitoring and evaluation of these functions.
- The Senior Dental officer monitors and reports staff whereabouts on a daily basis in the form of the time book and ensures that adequate staff and materials are in the clinical setup for usage each day and communicates well with the frontline staff on the situation of a day.
- The Senior Dental Officer is also the focal point for issues that may arise from within the facility or staff grievances, customer client issue.
- The Senior Dental Officer is the liaison officer for the clinic to its external and internal clients.

Key Duties

- The Senior Dental Officer demonstrates collective accountability for actions within the position and is able to make clinical, operational, with critical administrative decisions compatible with his/her level of training and experience.
- Demonstrates commitment to working to improve short and long term oral health outcomes in the facility and the wider community through active collaborative participation and involvement with the Private Partners to achieve the Oral health Outcomes in the Strategic Plan 2016- 2020.
- Works collaboratively with other health professionals in the multidisciplinary team to ensure optimal oral health patient outcomes and patient satisfaction.
- Facilitates and Monitors the usage of Standard operating procedures, policies, regulations and standards which impact upon the position, including contemporary human resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies.

- Comply and enforce the usage of guidelines on management of government resources, equipment, consumable, finances and data management and usage.
- Sustaining and Managing a workforce with discipline, etiquette and good Customer focus.

The Person

In addition to Bachelors in Dental Surgery from a recognised tertiary institution and be registered as a Dental Practitioner and valid Annual Practice Licence with the Fiji Dental Council, an added qualification in Resource Management, the following Knowledge, Experience, Skills and abilities will be required to perform the role of the position.

Knowledge and Experience

- Experience in a similar work environment
- Proven experience of a good team manager
- Understand knowledgeable of the scope and limits of competence/responsibilities required at a Senior Dental Officer level
- Experience in and understanding of self-development, team development and approaches to effective continuous professional training.

Skills and Abilities

1. Demonstrate professional demeanour.
2. Demonstrate clinical competency according to the prescribe scope of practice.
3. Contribute towards Quality Improvement Programs.
4. Ability to communicate effectively.
5. Ability to work cooperatively within a team environment.
6. Effective service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
7. Ability to motivate staff to work with one another to achieve common goals while building it the same time.
8. Ability to perform beyond the duties of a Dental Officer.

MOHMS 434/2017 DENTAL OFFICER – CWM HOSPITAL [2 POST]

MOHMS 435/2017 DENTAL OFFICER – NADI HOSPITAL

Role:	Dental Officer
Level:	Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	Health Center, Subdivisional Hospital, Divisional Hospital
Unit/Division:	Oral Health/ All Divisions
Reports to:	Medical Officer in Charge , Subdivisional Medical Officer Suva, Senior Medical Officer, Divisional Dental Officer Central, DMOC, NAOH
Liaises with	INTERNAL – Divisional Corporate Staff, SDMO, SDHS, Health Sister, Medical Officers, Nurses Practitioners, Nurses, CRA, X-Ray Technicians, Laboratory Technicians, Executive Officers, Drivers, GWE’s EXTERNAL – Community Health Workers, School Principal, Head Teachers, Teachers, Committee, Stakeholders, Provincial Administrators, District Officers.
Subordinates:	Dental Officer, Dental Therapist, Dental Hygienist, Dental Assistant.

The Purpose of this Position

The position is responsible for the implementation and achievement of the Annual operational Oral Health Business Plan through effective leadership and management, ensuring efficient delivery of dental services to a population of (as per medical area) as per the strategic direction of Ministry of Health and Medical Services.

Key Responsibilities/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 Dental Clinic and the dental health team, with regards to human resource, procurement of materials and equipment, revenue collection, timely reporting and supervision, mentoring and training of dental health staff, .
2. To provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases to the Divisional Hospitals.
3. To plan, co-ordinate and implement outreach and integrated programs to kindergartens, schools, workplace and community in the catchment area as per the facility and Subdivisional Oral health business plan.
4. To gather and document relevant data, and prepare and submit required Clinical Monthly and other relevant Reports.
5. Co-ordinate, participate and assist in facilitating with Special Projects launched by the Oral Health and others.

The Person

In addition to a Bachelor of Dental Surgery or equivalent from a recognised University, registered and holds a valid Annual License to Practice as a Dentist with the with the Fiji Medical and Dental Council, the following knowledge, Experience, skills and abilities are required to perform the duties of the post.

Knowledge and Experience

1. Demonstrated knowledge and experience in the practice of preventive/community dentistry, paediatric dentistry,

orthodontics, conservative dentistry, endodontics, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.

2. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
3. Proven knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.
4. Maintain privacy and confidentiality of all patient or staff information.

Skills and Abilities

- Demonstrate the ability to effectively manage: a dental clinic team in a smaller health facility or unit, procurement of materials and equipment, accountable revenue collection, timely reporting, and supervision, mentoring and training of staff.
- Demonstrate accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
- Demonstrate ability to effectively manage human resource, procurement of materials and equipment, revenue collection, timely reporting and supervision of staff.
- Demonstrate ability to effectively work within a team and to a high professional standard
- Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
- Demonstrate ability to analyse and contribute solutions to complex problems, especially in a resource constrained environment.
- Possess the ability to be an effective and efficient team member.
- Demonstrate the ability to prepare, implement and report on community outreach programs with the relevant stakeholders.

MOHMS 436/2017 DENTAL THERAPIST – CWM HOSPITAL [5 POSTS]
 MOHMS 437/2017 DENTAL THERAPIST – LAUTOKA HOSPITAL [1 POSTS]
 MOHMS 438/2017 DENTAL THERAPIST – LABASA HOSPITAL [2 POSTS]
 MOHMS 439/2017 DENTAL THERAPIST – BA HOSPITAL [1 POSTS]
 MOHMS 440/2017 DENTAL THERAPIST – LAUTOKA/YASAWA [1 POSTS]
 MOHMS 441/2017 DENTAL THERAPIST – NADI HOSPITAL [1 POST]
 MOHMS 442/2017 DENTAL THERAPIST – SAVUSAVU HOSPITAL [1 POST1]
 MOHMS 443/2017 DENTAL THERAPIST – LABASA HEALTH CENTRE [1 POSTS]

Role:	Dental Therapist
Level:	Band G
Salary range:	\$28,605.45 - \$47,675.75
Location:	Health Centres, Subdivisional Hospitals, Divisional Hospitals
Unit/Division:	Oral Health / All Divisions
Reports to:	Instructor Dental Therapist, Dental Officer, Senior Dental Officer, Principal Dental Officer
Liaises with	Instructor Dental Therapist, Dental Officer, Senior Dental Officer, Dental Hygienist, Supervising Dental Technician, other stakeholders
Subordinates:	Dental Hygienist (clinical), Intern Dental Therapists, undergraduate students, ward assistance, receptionist, cleaner.

The Purpose of this Position

The purpose of the Dental Therapist position is to provide Oral Health care services to patients in the clinic, special schools, Prisons, Senior Citizen Home and communities. The incumbent is expected to perform Preventive, Conservative and Curative services as per Dental Therapist scope of Practice.

Key Responsibilities/duties

1. To provide clinical assessment, diagnosis and treatment to patients needing:
 - a. Preventive Care
 - b. Conservative care
 - c. Curative care
 - d. Referral of oral pathology cases and complex surgical cases

- as per Clinical Practice and Infection Control Guidelines.
2. To efficiently manage the daily operations of Dental clinics in maritime and rural areas that do not have a Dental Officer's Post.
3. Prepare and deliver comprehensive Oral Health Promotion Community Outreach programs in:
 - a. The Community
 - b. All Educational Institutions
 - c. Special-Care Institutions
 - d. Fiji Correctional Services Institutions
 - e. Ante-Natal and Maternal Child Health Clinics
 - f. Special Outpatient Clinics
4. Participate in monitoring and evaluation activities of all oral health programs implemented.
5. Participate in collection and reporting of Monthly data reports.

Key Performance Indicators

1. Clinical and Outreach Programs Targets are achieved as per the Oral Health Business Plan and in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Specific oral health programs are delivered (including oral examination, education, prevention and treatment provided to Antenatal Clinics, Maternal Child Health Clinics, Schools, Prisons, and Special Needs patients) as per CWM oral health business plan;
3. Satisfactory outcomes achieved across a range of measures including: biannual clinical audit of oral health services; Patient satisfaction survey;
4. Maintain clinic and resources stores (equipment, materials and consumables) to agreed standard to provide expected services (check stores weekly and submit request monthly).
5. Provide relevant and timely submission of data and reports on the type and number of standard and specialised services provided to monitor demand and service output (from the

dental clinic and outreach/community, schools, prisons or specialist health clinics).

The Person

In addition to a Diploma of Dental Therapy or Bachelor in Oral Health, registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Practitioner. The following knowledge, experience skills and abilities are required for the effective performance of the role of the position.

Knowledge and Experience

1. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
2. Maintain privacy and confidentiality of all patient or staff information and data.

Skills and Abilities

- Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders
- Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental therapy services.
- Demonstrate technical competence in line with the recognised scope of practice for dental therapists and effective capacity to carry out oral health promotion activities and programs.
- Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.
- Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
- Ability to identify and refer any Risk Management Issues;
- Customer focussed approach with commitment to supporting the operational goals of the organization.

- MOHMS 444/2017 DENTAL HYGIENISTS – CWM HOSPITAL [7 POSTS]
- MOHMS 445/2017 DENTAL HYGIENISTS –LAUTOKA HOSPITAL [3 POSTS]
- MOHMS 446/2017 DENTAL HYGIENISTS – LABASA HOSPITAL [2 POSTS]
- MOHMS 447/2017 DENTAL HYGIENISTS – VALELEVU HOSPITAL [2 POSTS]
- MOHMS 448/2017 DENTAL HYGIENISTS – VUNIDAWA HOSPITAL [1 POSTS]
- MOHMS 449/2017 DENTAL HYGIENISTS – SUVA SCHOOL TEAM [2 POSTS]
- MOHMS 450/2017 DENTAL HYGIENISTS – NAUSORI HOSPITAL [2 POSTS]
- MOHMS 451/2017 DENTAL HYGIENISTS – BA HOSPITAL [2 POSTS]
- MOHMS 452/2017 DENTAL HYGIENISTS – LAUTOKA/YASAWA [1 POSTS]
- MOHMS 453/2017 DENTAL HYGIENISTS –SAVUSAVU HOSPITAL [1 POSTS]

Role:	Dental Hygienist
Level:	Band E
Salary range:	\$ 19,041.75 - \$30,515.63
Location:	Health Centres, Subdivisional Hospitals, Divisional Hospitals
Unit/Division:	Department of Oral Health
Reports to:	Dental Therapist / Instructor Dental Therapist / Dental Officer / SDO / PDO / DDO / NAOH
Subordinates:	-

The Position

The Dental Hygienist will champion and facilitate with the DOH all Oral Health Promotion and Education activities based at the clinical or community level.

The Dental Hygienist is also accountable for the delivery of high quality of preventive, restorative and curative periodontal care and non-invasive primary restorative care like fissure sealants and ART.

The Dental Hygienist is accountable for the daily running of the clinic in managing, replenishing, controlling the usage of Consumables, revenue receipting and lodgements with the finer duty of keeping the clinic and its instruments, equipment and the environment clean and friendly and worker safe.

Key Duties

1. Assist the Department of Oral health to deliver Non- Invasive Dental preventive care and Oral Health Education and Instruction to its clients that contributes to Good Oral Health.
2. Assist the Department Of Oral Health in providing effective reports on a monthly basis of the clinical output, accountability, usage and lodgements of Finances. Reporting is also done on the Integration and Coordination office on the utilization of Services to the underprivileged and the children under the age of 15 years old ensuring that key deadlines are met.
3. Implement approaches to allow Oral health Education and Instruction to be part of the Outcomes of the ACP of the MOHMS mainly NCD, Service Delivery, Adolescent Health, Health Information.

The Person

In addition to a Diploma in Dental Hygiene or Bachelors in Oral Health from a recognized tertiary institution with a valid Annual Practising License with the Fiji Dental council, the following knowledge, experience, skills and abilities are necessary to carry out the duties of the post.

Knowledge and Experience

- Experience in the provision of non- Invasive Dental preventive care, financial accountability with monitory and evaluation submissions.
- Sound knowledge of Dental Preventative care.
- Understanding of the Fijian Constitution.

Skills and Abilities

- Effective Dental Assisting and Hygiene Skills.
- Demonstrated ability to effectively and innovatively be part of a team.
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.

- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
- Ability to communicate effectively.
- Ability to be an honest officer with a passion to work.

MOHMS 454/2017 CLERICAL OFFICER – REWA SUB DIVISION

Role:	Clerical Officer - Rewa Sub Division
Level:	Salary Band C
Salary range:	\$12,659 - \$15,489.35
Location:	Nausori Health Centre
Unit/Division:	Human Resources
Reports to:	Sub Divisional Medical Officer Rewa
Subordinates:	Government Wage Earners

The Position

The position is responsible for planning, organizing and coordinating human resource and finances of the sub division.

Key Duties

1. General provision of human resources and finances matters.
2. Facilitate and update leave for Government Wage Earners.
3. Monitoring of petty cash used by the sub division
4. Prepare monthly returns for both line & GWE establishment, quarters, vehicle, absence, later arrival, and revenue and submit to Divisional Office.
5. Daily revenue collection and bank lodgements.
6. Facilitate general services on transport, infrastructure, stationery, transfers.
7. Raise purchase orders and providing quotations for procurement
8. Ensure that all health facilities in Rewa sub division receive adequate supply of stationery, government asset, etc.
9. Responsible that Health facility is well maintained.
10. Advise sub divisional level on human resource and financial matters for their good understanding.
11. Advise sub division of all changes made through circulars and memorandums.

The Person

In addition to a pass in Fiji Seventh Form Examination, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

- An understanding of the use of standard operating procedures and policies in administration
- Some experience in the use of computer programs such as MS Word and MS Excel
- Experience in ensuring deadlines are met

Skills and Abilities

- Ability to work within a team
- Good planning and organising skills
- Good time management skills
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
- Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization

MOHMS 455/2017 LABOURER – SAMABULA HEALTH CENTRE

Role:	Labourer
Level:	\$4.60 - \$5.90 an hour
Salary Band	A
Location:	Samabula Health Centre
Reports to:	Health Sister in Charge
Subordinates:	-

The Position

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

Key Duties

- General cleaning of the compound.
- Regular landscaping such as mowing, raking, weeding, trimming of flowers/overgrown trees and removing of fallen branches.
- Incinerate clinical wastes and burn or bury general wastes

- Responsible for the safe keeping of general rubbish and written off items
- Maintain safe storage of working tools and update supervisors for landscaping materials.
- Inform supervisors for any acts of vandalism.
- Regular scrubbing/mopping of inside and outside walls

The Person

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

Knowledge and Experience

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

Skills and Abilities

- Ability to plan and organize work in a timely manner
- Ability to communicate effectively
- Ability to repair and maintain work equipment in a safe manner
- Demonstrated ability to work effectively with a team

MOHMS 456/2017 RECORDER KOROVOU HOSPITAL

Role:	Recorder
Level:	\$4.60 - \$5.90 an hour
Salary Band:	A
Location:	Korovou Hospital
Unit/Division:	Central
Reports to:	Sister In Charge
Subordinates:	-

The Position

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

Key Duties

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

The Person

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

Knowledge and Experience

- Knowledge of filing and recording system
- Knowledge of computer basics
- Understanding of clinical coding system
- Knowledge to provide and maintain quality customer care

MOHMS 457/2017 CLEANER – NAVUA HOSPITAL

Role:	Cleaner
Salary Band:	A
Rate:	\$4.60 to \$5.90 per hour
Location:	Navua Hospital
Reports to:	Clerical Officer [Clerk]

The Position

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

Key Duties

- Clean, stock and supply designated facility areas [dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, office space, corridors, entrances]
- Ensure the proper and safe use of appropriate cleaning agents for the respective areas within the health facility
- Perform and document routine inspection and maintenance activities
- Notify management of occurring deficiencies or needs for repairs and maintenance works
- Stock and maintain supply room
- Follow all health and safety regulations
- Cooperate with the rest of the staff

The Person

At least a secondary school qualification with the following knowledge, experience, skills and abilities

Knowledge and Experience

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

Skills and Abilities

- Ability to plan and organize work on a daily basis
- Good verbal and written communication skills