



GOVERNMENT VACANCIES



MINISTRY OF HEALTH AND MEDICAL SERVICES

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.

The Ministry of Health & Medical Service is obliged to ensure accessible, equitable and affordable health services to all citizens of Fiji without discrimination.

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

CENTRAL DIVISION

Cleaner – MOHMS 113/2016 - 119/2016 – 7 Post

- MOHMS 113/2016** Lami Health Center
- MOHMS 114/2016** Valelevu HC,
- MOHMS 115/2016** Vunidawa Hospital,
- MOHMS 116/2016** Nausori Dental Department,
- MOHMS 117/2016** Nausori GOPD,
- MOHMS 118/2016** Navua Hospital,
- MOHMS 119/2016** Korovou Hospital

Role:	Cleaner
Level:	Government Wage Earners
Salary range:	\$10,639.20
Unit/Division:	Central Division
Reports to:	Clerical Officer

The Position

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

Key Duties

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

SELECTION CRITERIA

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

Driver – MOHMS 120/2016-124/2016 – 7 Posts

MOHMS 120/2016	1-Divisional Office,
MOHMS 121/2016	2-Nausori Health Centre,
MOHMS 122/2016	1-Navua Hospital,
MOHMS 123/2016	1-Vunidawa Hospital,
MOHMS 124/2016	2-Korovou Hospital

Role:	Driver
Level:	Government Wage Earners
Salary range:	\$10,982.40
Unit/Division:	Central Division
Reports to:	Clerical Officer

The Position

The position is responsible for planning and organizing of transport services through liaising with the sub divisional clerks or officer in charge with daily running of the vehicle.

Key Duties

- Responsible for transporting of officers and medical supplies as and when required
- Assist with loading and unloading of medications and medical supplies
- Transporting rostered officer for weekends, public holidays and afternoon shifts
- Standby for ambulance runs
- Ensure vehicle is kept secure clean, and in good working condition at all times
- Prepare and submit vehicle report including records of vehicle operations, maintenance, and mileage monthly
- Assist with vehicle insurance and registration update.

SELECTION CRITERIA

The Person

In addition to a valid driving licence class 2, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

Knowledge and Experience

1. Possess good understanding of road codes and related legislations
2. Experience in transporting large quantity of goods
3. Basic knowledge of Occupational Health and Safety at work places
4. Knowledge in basic vehicle maintenance and servicing

Skills and Abilities

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

Recorder – MOHMS 125/2016 – 127/2016 – 3 POSTS

MOHMS 125/2016	1-Raiwaqa Health Centre,
MOHMS 127/2016	1-Makoi Health Centre,
MOHMS 127/2016	1-Navua Hospital

Role:	Recorder
Level:	Government Wage Earners
Salary range:	\$10,570.56
Unit/Division:	Central Division
Reports to:	Clerical Officer

Key Duties

- Responsible for retrieving, filing of patients information and maintaining of hospital folders
- Initiates records new patients and creates computer index; audit filing sequence
- Type letters as requested by officers in charge and attend to customer service both internally and externally
- Responsible for distribution of lab reports to responsible medical officers
- Responsible for maintaining recording system and liaises with supervisors of any related matters
- Abstract information from medical records to compile reports and statistical information

Selection Criteria

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

Ward Assistant – MOHMS 128/2016- 129/2016 - 2 POSTS

MOHMS 128/2016 1-Nausori Hospital
MOHMS 129/2016 1-Navua Hospital

Role:	Ward Assistant
Level:	Government Wage Earners
Salary range:	\$10,684.96
Unit/Division:	Central Division
Reports to:	Clerical Officer

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

- Responsible for assisting patients in and out of entry/exit points, lift patients on and off beds.
- Transfer patient’s files x-rays between departments, specimens to laboratories
- Ensure to have adequate supply of clean clothing and linen is available
- Remove all soiled items, rubbish, infectious waste, specimen and equipment
- Maintain cleanliness and prepare wheelchairs, trolleys and other related equipment
- Transport patients in wheelchairs within the hospital for treatment and diagnosis
- Assist in cleaning treatment equipment.

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

Labourer – MOHMS 130/2016-132/2016 – 3 POSTS

MOHMS 130/2016 1-Mokani HC,
MOHMS 131/2016 1-Korovou Hospital,
MOHMS 132/2016 1-Lodoni HC

Role:	Labourer
Level:	Government Wage Earners
Salary range:	\$10,524. 80
Unit/Division:	Central Division
Reports to:	Clerical Officer

The Position

The position is responsible for maintaining the general outlook of the health facility in mowing the grass, trimming trees and general gardening of the compound.

Key Duties

- Daily cleaning of both inside and outside of the health facility
- Proper disposal of both white and green wastes
- Keep outside area near exit and entrance clear of rubbish, etc.
- Report of damages and acts of vandalism

- Remove rubble and other debris at construction sites
- Ensure working materials and suppliers are stored in a safe and orderly manner
- Maintain an adequate supply of work materials and supplies such as fork, knives, rakes, benzene, brush cutter, etc.
- Landscape the compound by planting flowers and mowing the grass
- Responsible for minor carpentry and plumbing works
- Assist in maintaining boarded government items

SELECTION CRITERIA

The Person

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

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

1. Ability to plan and organize work in a timely manner
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

Mortuary Attendant – MOHMS 133/2016-134/2016 – 2 POSTS

MOHMS 133 1-Wainibokasi Hospital,

MOHMS 134 1-Navua Hospital

Role:	Mortuary Attendant
Level:	Government Wage Earners
Salary range:	\$10, 662.08
Unit/Division:	Central Division
Reports to:	Clerical Officer

The Position

The position is responsible for maintaining cleanliness of morgue rooms and its equipment.

Key Duties

- Responsible for keeping the morgue rooms and its equipment clean and in sanitary condition
- Maintain mortuary and deceased records well
- Assist labourer for maintaining the cleanliness of hospital compound
- Assist labourer with mowing of lawn, trimming of flowers and trees at adequate length
- Collect white and green rubbish for disposal
- Assist in maintaining of boarded government items

SELECTION CRITERIA

The Person

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

Knowledge and Experience

1. Knowledge of filing and record and management
2. Knowledge of maintaining confidentiality of information
3. Understanding of Occupational Health and Safety at the workplace
4. Experience as labourer in a similar working environment

Skills and Abilities

1. Ability to plan and organize work in a timely manner
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

Cook/Kitchen Hand – MOHMS 135/2016-136/2016 - 2 POSTS

MOHMS 135 1-Vuinidawa Hospital,

MOHMS 136 1-Navua Hospital

Role:	Cook/Kitchen Hand
Level:	Government Wage Earners
Salary range:	\$10, 776.48
Unit/Division:	Central Division
Reports to:	Clerical Officer

The Position

The position is responsible to the Hospital Dietician for planning and organizing of hospital meal for in-patients.

Key Duties

- Responsible for cooking and preparation of meals as recommended by the Dietician
- Responsible for maintaining cleanliness in the kitchen
- Sterilize cooking utensils daily
- Assist the dietician with planning of patients' menu/diet in accordance with patients' medical condition

SELECTION CRITERIA

The Person

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

Knowledge and Experience

1. Basic knowledge of preparing balance diet
2. Experience as cook or kitchen hand in the similar environment
3. Understanding of Occupational Health and Safety at workplace
4. Knowledge of proper handling of cooking utensils and kitchen ware

Skills and Abilities

1. Ability to plan and organize work in a timely manner
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

Telephone Attendant – MOHMS 137/2016

Role:	Telephone Attendant
Level:	Government Wage Earners
Salary range:	\$10, 776.48
Location:	Navua Hospital
Unit/Division:	Central Division
Reports to:	Clerical Officer

The Position

The incumbent is responsible for planning and organizing of telephone communication both internal and external.

Key Duties

- Responsible to communicate telephone message both internal and external for the hospital and monitors call accordingly

- Receive and convey messages concerned officers of the hospital
- Monitoring of private calls and checking of telephone bills monthly
- Responsible for reporting telecommunication faults and complaints to relevant authorities
- Recording of all in/out calls received.

Selection Criteria

The Person

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

Experience and Knowledge

1. Experience of good telephone manners
2. Experience in handling customer complaints
3. Knowledge of maintaining confidentiality of information
4. Understanding of Occupational Health and Safety at workplace

Skills and Abilities

1. Effective communication (verbal, written) skills
2. Demonstrate ability of strong customer service
3. Ability to plan and organize work in a timely manner
4. Demonstrate ability to work effectively as a team
5. Ability to manage time effectively

LAUTOKA HOSPITAL

Driver – MOHMS 138/2016

Role:	Driver
Level:	Government Wage Earners
Salary range:	\$10,959.52
Location:	Lautoka Hospital
Unit/Division:	Transport department
Reports to:	Transport Officer

The Position

The position is responsible for planning and organizing of transport services through liaising with the sub divisional clerks or office in charge with daily running of the vehicle.

Key Duties

1. Ensure that prior to moving the vehicle, the vehicle should be thoroughly checked
2. The vehicle is in proper state to be driven and that there is sufficient fuel, oil etc

3. Hospital runs are well planned and output has been achieved
4. Vehicle is kept neat and tidy
5. Vehicles are maintained in safe condition at all times
6. Minimized vehicle maintenance
7. Vehicles are being operated, licensed in accordance with the applicable laws
8. Running sheets & fuel receipts, are submitted on daily basis
9. Defects are reported and addressed in a given timeframe
10. Handing over of vehicles must be done at the end of each shift to the next driver

SELECTION CRITERIA

The Person

In addition to a valid driving licence class 2, the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

1. Possess good understanding of road codes and related legislations
2. Experience in transporting large quantity of goods
3. Basic knowledge of Occupational Health and Safety at work places
4. Knowledge in basic vehicle maintenance and servicing

Skills and Abilities

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

TAMAVUA TWOMEY HOSPITAL

Cleaner Servant – MOHMS 139/2016 – 3 Posts

Role:	Cleaner Servant
Level:	\$10, 639.20
Location:	Tamavua Twomey Hospital – 3 Posts
Unit/Division:	Administration – Central Division
Reports to:	Housekeeper
Subordinates:	None

The Position

The position is reports to the Medical Superintendent through the Housekeeper or Executive Officer for the delivery of cleaning services

within the three different wards, wash rooms, kitchen and offices. It also oversees proper storage of cleaning equipment, materials and supplies in a safe and orderly manner to ensure the safety of the staff and the public.

Key Duties

- Responsible for cleaning floor, walls and corridors which includes dusting and mopping of offices and ablution block in the health facility
- Proper cleaning and disinfection of all washroom floors, toilets, toilet seats, and fixtures
- Replacing toilet tissue and soap as needed
- Timely clearing of waste baskets and garbage cans to an outside storage bin
- Keep outside and waiting areas near entrance and exit clear of rubbish and easily accessible.
- Ensure that eating areas are hygienic
- Wash and buff floors with floor polisher
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies
- Report damages and need for equipment repairs
- Responsible for collecting stores for the ward on Monday and Friday
- Collect food trolley from the kitchen before meals
- Assisting the nurse with the serving of the patient’s meals [breakfast, lunch and dinner]
- Washing and drying of patient’s dishes and utensils
- Report damages and need for equipment repairs.

Selection Criteria

The Person

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

Knowledge and Experience

- Knowledge of basic cleaning procedures, chemicals and equipment’s
- Experience in using cleaning chemicals and equipment

- Experience in cleaning at any similar working environment
- Basic knowledge of occupational health and Safety at the Workplace

Skills and Abilities

- Ability to plan and organise work on a daily basis
- Demonstrate ability to work as a team
- Effective verbal and written communication skills
- Effective time management skills

Cook II – MOHMS 140/2016 – 2 Posts

Role:	Cook II
Level:	\$10.776.48
Location:	Tamavua Twomey Hospital – 2 Posts
Unit/Division:	Administration – Central Division
Reports to:	Dietician
Subordinates:	Cleaner Servant

The Position

The position is responsible for the preparation and presentation of meals for patients and staff.

Key Duties

- Follow instructions directed by the Dietician or the Cook I and perform accordingly.
- Cook meals according to menus, special dietary or nutritional instructed by the Dietician, and numbers of patients to be served.
- Estimate expected food consumption with reference to the diet lists and meal request figures and keep food waste to minimum.
- Complies consistently with healthy standard portion sizes, cooking method, specifications, quality standards and food service rules, policies and procedures
- Maintain a clean and sanitary work station area including tables, shelves, grills, fryers, oven, blenders, flat top range and refrigeration equipment.

- Ensure proper food service equipment operation and maintenance
- Maintain routine meal schedules and serving times.
- Follow and practice hazard analysis and critical condition points
- Report any hiccups during preparation of meals
- Assist the Dietician with planning of patients menu/diet in accordance with patients medical condition
- Assist in food preparation and serving during off peak periods as needed.

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 food preparation and presentation methods and techniques
- Must have knowledge of methods and procedure for serving food, principles of sanitation, and safe food handling.
- Experience in cooking at any similar working environment
- Knowledge and experience in quantity cooking of vegetables, meat, fish and poultry, baked goods.
- Basic knowledge of occupational health and Safety at the Workplace

Skills and Abilities

- Demonstrate ability to effectively work within a team
- Demonstrate ability to work under minimal supervision and longer hours
- Ability to cook both vegetarian and non-vegetarian meals in large quantities
- Demonstrate a high standard of personal appearance and good personal hygiene.
- Effective verbal and written communication skills
- Effective time management skills

Labourer – MOHMS 141/2016

Role:	Labourer
Level:	\$10, 524.80
Location:	Tamavua Twomey Hospital
Unit/Division:	Administration – Central Division
Reports to:	Executive Officer
Subordinates:	None

The Position

The position reports to the Executive Officer to ensure cleanliness of the health facilities and compound at all times.

Key Duties

- Assisting the cleaner servant in cleaning the external wall and walkways of the hospital facility
- Landscaping the compound – planting and trimming of flowers and hedges
- Proper disposal of green waste
- Maintains cleanliness of hospital compound – cutting of grass, clearing and scrubbing of drains
- Attend to major works such as painting of wards or any other hospital projects when needed
- Attend to any emergency issues such as burst water pipe/line, blocked toilet etc
- Ensure working materials and supplies are stored in a safe and orderly manner and are in good working conditions
- Report if there is need for equipment repairs and inform superiors accordingly

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 landscaping and gardening
- Knowledge of proper handling and using of farming and gardening tools
- Experience as a labourer in a similar working environment
- Basic knowledge of occupational health and Safety at the Workplace

Skills and Abilities

- Ability to plan and organise work in a timely manner
- Demonstrate ability to work as a team
- Effective verbal and written communication skills
- Demonstrate ability to work extra hours

Western Health Services

Assistant Laboratory Technician – MOHMS 142/2016

Role:	Assistant Laboratory Technician
Level:	HW07
Salary range:	\$15,579 - \$20,374
Location:	Ba Mission Subdivisional Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Sub Divisional Medical Officer Ba, Quality Manager West, Laboratory Superintendent (Lautoka Hospital)

The Position

The position ensures specimen registration, clinical investigation and organisation of workflow and resource management to contribute to delivery of accurate, reliable results within an appropriate turnaround time.

Key Duties

1. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of MOHMS.
2. Ensure work area is clean at all times and disinfected daily, specimen handling is as per SOP with compliance and active contribution to LQMS.
3. Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned duties.

4. Contribute to training, supervision and assessment of new recruits and students.
5. Ensure accurate, reliable and timely laboratory investigations reports.
6. Must be able to identify resources required to be able to perform assigned duties with due economy

Selection Criteria

The Person

In addition to University qualifications in Medical Laboratory Technology from a recognised institution the following knowledge, experience skills and abilities are required for the post.

Knowledge and Experience

- Knowledge of hospital settings and specimen handling.
- Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
- Understand and be receptive to applicable laws of Fiji.

Skills and Abilities

- Demonstrated ability to effectively work and communicate within a team under challenging conditions and make independent decisions and recommendations for laboratory service continuity.
- 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.
- Flexibility to be able to work odd shifts; beyond normal hours (including on-call duties) and perform relieving duties at other stations when required.

Senior Assistant health Inspector – MOHMS 143/2016

Role:	Senior Assistant Health Inspector
Level:	HW06
Salary range:	\$21,032.00-\$23,406.00
Location:	Nadi Health Office
Unit/Division:	Nadi Subdivision
Reports to:	Sub Divisional Health Inspector
Subordinates:	-

The Position

- The Senior Assistant Health Inspector should implement the provisions of the primary, aligned and subsidiary legislations in Fiji to support the promotion of sustainable development, which in return should provide a safe and healthy environment that is conducive to healthy living.
- To provide an effective Environmental Health services by implementation of the 9 KRA within a local authority.
- To effectively enforce all statutory obligations of Rural Local Authority pursuant to the Public Health Act 111, Quarantine Act 112, Food Safety Act 2003, Town Planning Act 139, Subdivision of Land Act 140, Environmental Management Act and any other relevant legislations.
- To contribute to the achievement of the overall goals and objectives of the MOH as contained in the SD BP, Divisional BP, ACP and the NSP.

Key Duties

1. Implement Local Environmental Health Programme and promote a high standard of health and well-being within the Sub-Division
2. Effectively enforce statutory obligations of the Local Authority pursuant to the aligned and subsidiary legislation
3. Provide a high level customer Service to the general public
4. Actively contribute to the achieving the goals and objectives of the Ministry, Central of Health and Quarantine Health
5. Ensure all allocated resources are managed.
6. Communicate effectively with all people in the workplace, including internal and external customers and clients.
7. Complete appropriate numeracy task suitable for role and level.
8. Use workplace IT and equipment as required by role.
9. Demonstrate effective Team work through appropriate and strong leadership.
10. Demonstrate appropriate personal and professional behaviour in line with position and code of conduct.
11. Promote best use of resources and time to achieve work outcomes

CRITERIA SELECTION

The Person

In addition to a Diploma in Environmental health or equivalent, registered under the Allied Health Workers Decree and a financial member of the Fiji Institute of Environmental Health, the following knowledge, experience, skills and abilities are required for the post.

Knowledge and Experience

- Practical, working knowledge of all aspects of Environmental Health with an emphasis on Promotion, Protection and Surveillance
- Understanding of aligned and subsidiary legislation pursuant to Environment Health Services and its enforcement.
- Knowledge on Environmental Health disease prevention and control.
- Broad understanding of human environment and potential risk factors.

Skills and Abilities

- Demonstrate the ability to effectively work in a team environment
- Demonstrate ability to analyse and contribute to solutions to complex problems in a resource constrained environment
- Demonstrate ability to enforcement laws and regulations
- Demonstrate ability to communicate, organize and integrate in a multi-stakeholders environment
- Service oriented approach, with a commitment to supporting the operational environment of the organisation.
- Ability to integrate with communities to bring positive health outcomes.

DENTAL OFFICER MOHMS 144 - 146/2016 3 Post

MOHMS 144/2016 Labasa Hospital

MOHMS 145/2016 Lautoka Hospital

MOHMS 146/2016 Lakeba Hospital

Role:	Dental Officer
Salary range:	\$26,072 - \$33,690
Unit/Division:-	Oral Health Unit
Reports to	: SDO, SMO, SDMO, DDO and PDO
Subordinates	Dental Therapists/Dental Hygienist

THE POSITION

A Dental Officer provides comprehensive management of patient's Oral Health. The post is responsible for the effective delivery of an excellent service by effectively communicating and ensuring the implementation of all relevant policies and activities to achieve the goal and objectives in alignment with the Ministry of Health & Medical Services plans.

The position is also responsible for the timely implementation of the department's business plan based on the objectives, strategies and

performance indicators as determined in the National Oral Health Business Plan.

KEY DUTIES

- The Dental Officer will provide clinical assessment, diagnosis and treatment of patients seeking dental care within oral health clinics across the Ministry of Health & Medical Services.
- As a dental officer, acts as a member of the clinical team to provide support, mentoring, training and supervision to junior oral health staff and other members of the health team.
- Facilitates collaboration between all staff within the health care setting in providing oral health care to the community.
- Plan, coordinate and institute school visits and Community Oral Health Programs.
- Refer patients to other dental specialist for more advanced procedures and care.
- Duties covered under the scope of practice of a General Dentist as approved by Fiji Medical & Dental Council.
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
- Any other additional management and administrative duties assigned by the supervisor relevant to the scope of practice of the ministry.

SELECTION CRITERIA

The Person

In addition to a bachelor's degree in dental surgery from a recognised university and be registered as a dental practitioner with a valid Annual Practice Licence with the Fiji Medical & Dental Council, successful completion of 1 year intern-ship program at any Divisional Hospital. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- Knowledge of Fiji Medical Dental Practitioners Act and ethical practice [laws and legislations required to practice dentistry in Fiji].
- Understanding of self-development; and approaches to effective continuous professional training.
- Experience in planning, delivering, monitoring and evaluating programs and reporting to management on application of outcomes, performance indicators and improvements required.
- Experience in leading and monitoring team performance

Skills and Abilities

- Technical Expertise/Clinical Skills.
- Effective communication skills
- Good teamwork skills
- Appropriate personal and professional behaviour in line with position and code of conduct.

Enrolled Nurse MOHMS 147/2016 – 149/2016 12 Posts

MOHMS 147/2016 Lautoka Hospital (1)

MOHMS 148/2016 Labasa Hospital (3)

MOHMS 149/2016 St Giles Hospital (8)

Role:	Enrolled Nurse
Level:	NU08
Salary Range:	\$12,673 - \$14, 710
Unit/Division:	Nursing
Reports to:	Registered Nurse
Subordinates:	None

The Position

The core Enrolled Nursing practice requires the Enrolled Nurse to work under the direction and supervision of the Registered Nurse in the provision of patient-centred care.

Key Duties

1. Recognize normal and abnormal conditions in the assessment of the patient.
2. Intervene and evaluate individual health and functional status.
3. Monitor the impact of nursing care through ongoing communication with the RN regarding the health and functional status of patients
4. Maintaining ongoing communication with the Registered Nurse regarding the health and functional status of patients
5. Provide support and comfort and assist with patient daily activities
6. Provide empathy and the appropriate advise when dealing with emotional needs of patients

7. Administer prescribed medicines or maintain intravenous fluids in accordance with prescribed standards and organization policy
8. Use health information technology to record and access patient information

Selection Criteria

The Person

In addition to a relevant qualification in enrolled nursing or patient care, registered and have a valid license to practice under the relevant authority, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

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. Interpersonal communication skills
2. Clinical skills with demonstrated ability to learn
3. Ability to be composed and maintain professionalism in an emergency situation
4. An ability to empathise and develop therapeutic relationships with people
5. A passion for working with patients and administering care to improve and maintain health.

Product Manager – Laboratory Information Management System (LIMS) MOHMSP10/2016

Role:	Product Manager - LIMS
Level:	HW02
Salary range:	\$32,751 - \$41,202
Location:	HQ, Suva
Unit/Division:	Health Information Research and Analysis
Reports to:	Lab Superintendent and Manager IT
Subordinates:	None

The Position

The incumbent will be responsible for management of Laboratory Information Management Systems (LIMS) in Ministry of Health and Medical Services.

Key Duties

1. Manage overall Laboratory Information Management System (LIMS) and explore new ideas for improvement.
2. Gather software and hardware requirements and proceed with procurements or design for site rollouts or new modules.
3. Perform briefing to Laboratory and ICT Staffs on changes or deployments. Ensure appropriate tests before deployments.
4. Work closely with Product Managers, Project Stakeholders and other teams to ensure activities from Annual Business Plan are executed on time.
5. Provides technical training, guidance, and resource support for end users and departmental staff.
6. Prepare Documentations and Procedures for processes and tasks.
7. Report, Train and Present Laboratory Information Management System (LIMS) to various audiences as and when required and advocate for electronic Information Systems.
8. Performs as a project lead and manage end-to-end deployments.
9. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth management of Laboratory Information Management System (LIMS).
2. Ensure maximum (at least 90%) uptime for all Laboratory Information Management System (LIMS).
3. Take project lead and report to various stakeholders.

Selection Criteria

The Person

In addition to undergraduate degree (or equivalent) in Medical Laboratory Science from a recognized institution the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

1. Experience in managing, designing and implementing information systems or similar work environment.
2. Experience in ICT Support Services, Requirements gathering for Application Design or support.
3. Knowledge in Project Management, Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
4. Knowledge of Data Exchange Standards such as HL7, DICOM, SQL Messaging, etc.
5. Knowledge of performance tuning for Database and Applications.
6. Experience in designing and conducting trainings for Applications and ICT.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively manage a team and a team player.
2. Demonstrated ability to manage ICT Service Desk or Work Assignments.
3. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
4. Demonstrated ability to Innovate and attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

Some Knowledge or Experience in STARLIMS Application would be an added advantage.

Hospital Roving Coder MOHMSP 11/2016

Role:	Project Officer – Hospital Roving Coder
Level:	SS05
Salary range:	\$12, 659 - \$19,069
Location:	HQ, Suva
Unit/Division:	Health Information Unit
Reports to:	Senior Statistician

The Position

The Hospital Roving Coder is responsible to the Statistician for:

- Provide an efficient and high quality diagnostic and operative Clinical Coding Service, by collating & assign codes using a classification system in line with International Classification of Diseases. (ICD-10-AM/ ICD 10)
- To translate descriptions of medical diagnosis and procedures into codes. Clinical coders work closely with medical staff such as doctors who record information within patient's medical records maintaining highest data integrity and working towards achieving goals and objectives of the unit and organization.
- Provides regular work status briefs

Key Duties

- Read and analyse medical records to help identify all diagnoses, operations and procedures relevant to the current period of patient care
- Clarify inconsistent or non-specific information in a medical record by consulting with the responsible medical practitioner
- Allocate codes to patient's current period of care, using knowledge of the information contained within the International Classification of Diseases, 10th Revision Australian Modification, commonly referred to as ICD-10-AM and ICD 10)
- Maintain strict confidentiality regarding any information regarding client/patient, personal staff information, human
- Accept responsibility for the follow-up and correct of personal coding errors where applicable and ability to manage workload priorities
- Assist in the organization and prioritization of the overall workload as a member of the clinical coder team.
- Liaise with the Assistant Statistician Hospital regarding queries or problems in determining the appropriate codes in order to ensure and maintain consistency and contribute to the effectiveness and efficiency of the coding unit by participating in quality assurance activities.
- Read and analyse medical records to help identify all diagnoses, operations and procedures relevant to the current period of patient care

- Clarify inconsistent or non-specific information in a medical record by consulting with the responsible medical practitioner
- To locate missing data by whatever process necessary including contacting personnel or by the pulling of case notes and requesting diagnoses and cause of death from the Police/ Forensic where appropriate.
- To action daily outstanding clinical coding reports as required including, bringing them to the attention of the appropriate team members, and the Clinical Coding Supervisor when necessary.
- To undertake training in order to maintain skills and to master new coding conventions as appropriate.
- To develop coding and interpersonal skills by working closely with Clinicians and Ward staff to become an integral part of the team at ward level, to provide coding expertise.
- To identify and action Data quality issues as appropriate

Selection Criteria

The Person

In addition to a university qualification equivalent to certificate in public health, statistics, epidemiology, IT or Population Studies, the following Knowledge, Experience, Skills and Abilities that are required to successfully undertake the role of Hospital Roving Coder are outlined below:

Knowledge and Experience

- Able to analyse, interpret and present reports
- Able to understand new information technology system
- Knowledge of medical terminology, legal aspects of health information, health data standards, and computer- or paper-based data management
- Knowledge of relevant legislation and authorities governing Health and Health Information Systems.
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
- Experience and knowledge in a similar field

Health Information Technician MOHMSP 12/2016 2 Positions

Role:	Project Officer – Health Information Technician
Level:	SP05
Salary range:	\$12, 659 - \$19,069
Location:	HQ, Suva
Unit/Division:	Health Information Unit
Reports to:	Senior Statistician

The Position

The Project Officer – Health Information Technician is responsible for:

- Collecting, registration, entry and storage of required datasets
- Provision reports on performance on data entry
- Provide feedback on data quality issues and areas that needs strengthening
- Provides regular briefs to the Epidemiology on current issues/problems

Key Duties

- Organize and manage health information data by ensuring its quality, accuracy, accessibility, and security.
- Regularly communicate with Supervisors and data providers to clarify diagnoses or to obtain additional information.
- Ensure adherence to work plan activities and timeliness of reporting
- Assist HIU Statistical Officers specializing in various local health data analysis and update of information and in reporting of analysis
- Assist in data entries for mortality data, and any other entries as assigned by the supervisor
- Assist HIU Statistical Officers in organizing meetings and training logistics and other related activities
- Undertake any required activities to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.

Selection Criteria

The Person

In addition to a university qualification or equivalent to Certificate in public health, statistics, or IT, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

- Experience in data entry on any information systems
- Some Knowledge of medical terminology, legal aspects of health information, health data standards, and computer- or paper-based data management
- Knowledge of relevant legislation and authorities governing Health and Health Information Systems.
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
- Experience in a similar field

Skills and Abilities

- Excellent command of the English language with writing and communication skills.
- Proficient in MS Excel application, MS Word, MS Access software.
- Demonstrated ability to work cooperatively and effectively within a team environment
- Demonstrated ability to work with datasets and provision reports
- Demonstrate ability to communicate with Medical Professionals in order to ascertain information and reporting needs

Personal Character and Eligibility

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

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

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

Applications for the position must be received **by 4.00pm on Friday 6th January 2017** and addressed to:

Applications by post:

Permanent Secretary for Health & Medical Services
PO Box 2223, Government Buildings
Suva, Fiji

Applications hand delivered to:

“DROP MOHMS JOB APPLICATION BOX”

Reception Desk, Ground Floor, Dinem House
Suva, Fiji

Applications emailed mere.tamani@govnet.gov.fj

LATE APPLICATIONS WILL NOT BE CONSIDERED.

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