

CHANGE OF CLOSING DATE

The following vacancies that were advertised in the *Fiji Sun* on 20th May 2017 will **close on 2nd June 2017** instead of 26th May 2017.

MOHMS 94/2017	DIRECTOR FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES CENTRE
MOHMS 95/2017	EXECUTIVE ASSISTANT, OFFICE OF THE PERMANENT SECRETARY
MOHMS 96/2017	MANAGER – PATIENT SAFETY AND QUALITY (RE-ADVERTISED)
MOHMS 97/2017	MEDICAL IMAGING TECHNOLOGIST [2 POSTS]
MOHMS 98/2017	MEDICAL IMAGING TECHNOLOGIST [2 POSTS]
MOHMS 99/2017	MEDICAL IMAGING TECHNOLOGIST HIGH GRADE - CT SCAN
MOHMS 100/2017	TECHNICAL OFFICER HIGH GRADE SPECIALS
MOHMS 101/2017	MEDICAL IMAGING TECHNOLOGISTS HIGH GRADE – PAEDIATRICS
MOHMS 102/2017	TECHNICAL OFFICER HIGH GRADE – HAEMATOLOGY
MOHMS 103/2017	TECHNICAL OFFICER HIGH GRADE – SEROLOGY
MOHMS 104/2017	MEDICAL IMAGING TECHNOLOGIST
MOH MS105/2017	MEDICAL IMAGING TECHNOLOGIST HIGH GRADE – ULTRASOUND
MOHMS 106/2017	SENIOR MEDICAL IMAGING TECHNOLOGIST
MOHMS 107/2017	MEDICAL IMAGING TECHNOLOGIST HIGHER GRADE
MOHMS 108/2017	MEDICAL IMAGING TECHNOLOGIST [2 POSTS]
MOHMS 109/2017	MEDICAL IMAGING TECHNOLOGIST - LAMI HEALTH CENTRE
MOHMS 110/2017	MEDICAL IMAGING TECHNOLOGIST - KOROVOU HOSPITAL
MOHMS 111/2017	MEDICAL IMAGING TECHNOLOGIST HIGHER GRADE - VALELEVU HEALTH CENTRE
MOHMSP 67/2017	PROJECT OFFICER, SECRETARY
MOHMSP 68/2017	PROJECT OFFICER, STORES OFFICER 1

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.

MOHMS 112/2017 Manager Information Technology

Role:	Manager Information Technology
Level:	ITO3
Salary range:	\$46,600 - \$55,600
Location:	Headquarters
Unit/Division:	Health Information Research and Analysis
Reports to:	Director Health Information, Research and Analysis
Subordinates:	Senior Systems Analyst, Product Managers, Systems Analysts, Network Administrator, IT Officers, PATISPlus Project Officers, Free Medicine Officers

POSITION PURPOSE

To provide IT Support to the Permanent Secretary for Health & Medical Services, and research, analyse and initiate projects that will help to strengthen Health Systems in Fiji Islands; manage and administer all IT Equipment's, Infrastructure, Services and Resources;

KEY DUTIES

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

1. To prepare Business and Individual Plans for ICT; recommend, oversee and assist day to day transactions for the Unit; Attend meetings and workshops to support or get consulted for the areas where ICT can assist to improve the other business units in the Ministry.
2. To manage and provide support for ICT ServiceDesk, Applications, Network and Server for Ministry; Including Financial, Inventory, Project, Human Resources, Change and Procurement Management.
3. Prepare and present reports to various stakeholders which includes Director Health Information Research and Analysis, National Health Information Committee, other Medical and Admin Officers, Vendors and Information Technology & Communication Services (ITCS).

4. Communicate with internal and external customers, Vendors, Information Technology & Communication Services (ITCS), International Health Organisations for ICT Services and Technology enhancements in the Ministry.
5. To ensure high uptime of ICT Services in the Ministry. This includes expanding of ICT Services to other Health Facilities based on constraints and need. To also promote the use of ICT at all levels in the Ministry.
6. To research and innovate the new technologies that Ministry can adopt to better it's Health Services in both Clinical and Public. To conduct appropriate trainings to ICT Consumers to ensure end to end implementations.

SELECTION CRITERIA

The Person

In addition to a Post Graduate Diploma Degree in Computing Science or Information Technology or Certifications in ICT with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Experience in Project Management and/or ICT Manager;
2. Experience in preparing business plan and individual plans and further monitoring day to day ICT activities with adherence to ICT Standards;
3. Previous Experience in ICT Networking, Application Development, Project Management, ServiceDesk Management, Server Management and Financial Management;
4. Experience in Managing Communication to Internal Customers, External Customers and Stakeholders;

Skills and Abilities

1. Demonstrated ability to effectively manage, motivate and work within a team;
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment;
3. Demonstrated ability to think strategically and make sound decisions;
4. Demonstrated knowledge on new technologies that can be used to strengthen the Health Information systems;
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMSP 113/2017 SYSTEMS ANALYST – SERVICE DESK

Role:	Systems Analyst – Service Desk
Level:	ITO5
Salary range:	\$27,446 - \$35,950
Location:	HQ, Suva
Unit/Division:	Health Information Research and Analysis
Reports to:	Senior Systems Analyst
Subordinates:	Network Administrator, IT Officers

The Position

The incumbent will be responsible for management of ICT Service Desk and Applications in Ministry of Health and Medical Services.

Key Duties

1. Manage overall ICT Service Desk activities, workloads, escalation, incident management, knowledge base and project management.
2. Gather software and hardware requirements and proceed with procurements or design as and when required.
3. Ensure maximum uptime of ICT Systems and Services.
4. Performs briefing to Service Desk Staff on changes or deployments that may affect volumes at Service Desk. Ensure appropriate tests before deployments.
5. Ensure staffing and skill levels are maintained at Service Desk.
6. Continuously update and manage the Ministry's website as well as other eHealth applications.
7. Conduct Staff Performance and submit other reports to management.
8. Work closely with Product Managers and other teams to ensure activities from Annual Business Plan is executed on time.
9. Provides technical training, guidance, and resource support for end users and departmental staff.
10. Prepare Documentations and Procedures for processes and tasks.
11. Performs as a project lead and directs IT Officers on assigned projects.
12. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

The Person

In addition to Undergraduate Qualifications (or equivalent) in Computing Science and/or Information Technology with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Experience in ICT Support Services, Network Administration OR Applications Development OR Systems Administration and Project Management
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.
3. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
4. Knowledge and experience of ITIL (Information Technology Infrastructure Library) Service Lifecycle.
5. Experience in applying new technologies to strengthen Information Systems.

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.

MOHMS 114/2017 SUPERINTENDENT PHYSIOTHERAPIST

Role:	Superintendent Physiotherapist
Level:	HWO2
Salary range:	\$32 751 - \$41 202
Location:	CWM Hospital
Unit/Division:	Physiotherapy / CWMH
Reports to:	Medical Superintendent CWM Hospital

The Position:

The position contributes to planning, organizing, directing, operating and monitoring of the Physiotherapy services nationally and physiotherapy staff development across the Ministry of Health & Medical Services.

Key Duties:

1. Oversee the overall daily operations of the physiotherapy service at National level and in CWM Hospital.
2. Coordinate physiotherapy services at CWMH
3. Compile all plans including Strategic Plans, business plan and individual work plans of subordinates
4. Manage all HR functions including training and development, performance management, recruitment & selection of physiotherapy personnel
5. Ensure physiotherapy standards are maintained at the Central, Eastern, Northern & Western Division.
6. Prepare and submit reports to senior management including Medical Superintendent
7. Facilitate and coordinate Physiotherapy outreach services as and when required.
8. Procure physiotherapy equipment and consumables for CWM Hospital from Fiji Pharmaceuticals Biomedical Services (FPBS)

The Person:

In addition to Bachelors in Physiotherapy (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Superintendent Physiotherapist.

Knowledge and Experience:

- Proven experience in the field of physiotherapy
- Proven experience in managing a group of workers to achieve organisational objectives.
- Knowledge of relevant legislations including Public Hospital & Dispensary regulation and Public Health Act
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
- Knowledge of basic procurement and fiancé procedures

Skills and Abilities:

- Ability to lead and motivate staff effectively in a team environment.
- Demonstrate excellent communication(oral and written)
- 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 and corporate environment of the organisation.
- Demonstrated ability to effectively network with stakeholders

MOHMS 115/2017 SENIOR PHYSIOTHERAPIST

Role:	Senior Physiotherapist
Level:	HWO4
Salary range:	\$24 632 - \$32 628
Location:	CWM Hospital
Unit/Division:	Physiotherapy / Central Health Services
Reports to:	Superintendent Physiotherapist

The Position:

The position contributes to the operating and monitoring of the Physiotherapy services at CWM Hospital. The position reports directly to the Superintendent Physiotherapist CWM Hospital

The position aims to ensure and monitor quality Physiotherapy services in primary, secondary & tertiary levels at CWM Hospital

Key Duties:

1. Oversee & coordinates the overall daily operations of the physiotherapy service (Inpatient & Outpatients) in CWM Hospital.
2. Monitor and review the physiotherapy standards of Practice at CWM Hospital
3. Prepare monthly and quarterly appraisals for the staff of CWM Hospital.
4. Clinical supervision of Junior Physiotherapist at CWM Hospital.
5. Check competent patient care by students and staff in the clinical team.
6. Communicate, negotiate and influence integral staff at all levels, and develop sound working relationships with internal and external clients.
7. Develop quarterly roster for physiotherapy staff in CWM Hospital.

8. Develop quality assurance training program in the Physiotherapy unit and that the unit complies with the TQI initiative.
9. Conduct inventory for consumables in the Physiotherapy department, CWMH
10. Develop roster for Physiotherapy students and medical students attached to the unit
11. Prepare on call roster, in-service roster and wheelchair clinic roster for Junior physiotherapists in CWMH
12. Networks with other health professionals by attending Surgical and Medical unit meetings respectively

The Person:

In addition to Bachelors in Physiotherapy (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this position.

Knowledge and Experience:

- Experience in physiotherapy administration and clinical supervision at divisional level
- Experience and clinical understanding and approaches to effective Physiotherapy skills and provision of the various Physiotherapy services.
- High standard of professionalism
- Sound knowledge of relevant legislations including Public hospital and dispensaries Act; and Allied Health Decree
- Health Promotion facilitation
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities:

- Demonstrated ability to effectively work within a team;
- Ability to analyse situations and resolve these amicably.
- Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
- Good communication skills
- Demonstrated ability to work under pressure and meet assigned targets

JUNIOR PHYSIOTHERAPIST [8 POSTS]

MOHMS 116/2017	Korovou Hospital
MOHMS 117/2017	Vunidawa Hospital
MOHMS 118/2017	Vunisea Hospital
MOHMS 119/2017	Lakeba Hospital
MOHMS 120/2017	Rotuma Hospital
MOHMS 121/2017	Tavua Hospital
MOHMS 122/2017	Nabouwalu Hospital
MOHMS 123/2017	Taveuni Hospital

Role:	Junior Physiotherapist
Level:	HWO6
Salary range:	\$21,032 - \$24 084
Location:	Korovou Hospital – 1, Vunidawa Hospital - 1, Vunisea Hospital -1, Lakeba Hospital – 1, Rotuma Hospital – 1; Tavua Hospital – 1, Nabouwalu Hospital – 1, Taveuni Hospital - 1
Reports to:	Respective Sub divisional Medical Officers
Subordinates:	nil

The Position:

The incumbent reports directly to the Sub Divisional Medical Officer [SDMO] and indirectly to the Divisional Medical Officer Eastern and the Superintendent Physiotherapist.

It aims to provide safe and quality Physiotherapy services in primary, secondary & tertiary levels at the Sub division. The position also provide effective and efficient of Inpatient and Outpatient Physiotherapy services at the hospitals by developing, promoting and monitoring good standards of patient care, assisting staff development and customer focus.

Key Duties:

1. Provide curative and rehabilitative Physiotherapy services in the Outpatients clinics and wards in the hospitals. The position also provides preventative physiotherapy services in the communities within the Sub Division. This position covers services in the Outpatient clinic, Paediatrics

unit, maternity unit, orthopaedics unit, medical unit, surgical unit and diabetes unit including attending Grand ward rounds and SOPD clinic]

2. Comply with the operation of Physiotherapy machines, equipment and consumables;
3. Comply with relevant policies & procedure of the unit and hospital
4. Provide daily clinical and monthly statistical updates for the sub division;
5. Provide Physiotherapy awareness and educational programs in the institutions and communities when required;
6. Attends and report on the required training ;
7. Provide Physiotherapy service coverage in the other subdivisional facilities when required;
8. Contribute to the staff development to facilitate learning environment.
9. Administer the Physiotherapy department
10. Manages resources
11. Prepare monthly and annual reports
12. Supervision of Physiotherapy students attached to the department

The Person

In addition to Bachelors in Physiotherapy (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this position.

Knowledge and Experience:

- Experience and clinical understanding and approaches to effective Physiotherapy skills and provision of the various Physiotherapy services.
- Developing and delivering Physiotherapy services and reporting to Senior Physiotherapist on Physiotherapy outcomes and improvements required.
- Knowledge of Allied Health Decree
- Health Promotion facilitation
- Understanding of Public Health Act
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities:

- Effective Physiotherapy clinical development, delivery and evaluation skills.
- Demonstrated ability to effectively work within 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 and corporate environment of the organisation.
- Effective verbal and written communication skills;

MEDICAL IMAGING TECHNOLOGIST [3 Posts]

MOHMS 124/2017

Lautoka Hospital

MOHMS 125/2017

Nabouwalu Hospital

MOHMS 126/2017

Seaqaqa Health Centre

Role:	Medical Imaging Technologist
Level:	HW 06 Class II
Salary range:	\$21, 032 - \$24,084
Location:	Lautoka Hospital – 1, Nabouwalu Hospital – 1, Seaqaqa Health Centre - 1l
Reports to:	<u>Lautoka Hospital</u> Directly to TOHG HW05 Indirectly to the Supervisor MIT, Superintendent MIT, Consultant Radiologists, Radiology Registrars Liaises with – Clinicians, Nurses, Attendants <u>Nabouwalu and Seaqaqa</u> Directly to SDMO Bua, Senior MIT Labasa Indirectly to the DMO Northern and National Coordinator Radiology Services Liaises with MO's, Nurses and Attendants

The Position

This is the base entry junior level position that performs basic radiography examinations with supervision. The position also rotates and is supervised and trained in other units i.e. in ultrasound, CT scans, mammography, Fluoroscopy to learn and develop skills and competency in these areas.

After performance assessments and reviews, the position also is rostered for shift work and on call and relieving duties in other subdivisional radiology units.

Key Duties

1. Performing appropriately requested x-ray examinations in line with departmental protocols and guidelines.
2. Providing appropriate radiation protection to patients, relatives and staff, follows work and health and safety procedures and maintains a clean and tidy work environment.
3. Recording necessary patient and procedure information, maintaining confidentiality and provide post procedure instructions to patients and escort nurse or attendant.
4. Performing after hours shift work duties and on-call and responding to relieving duties promptly
5. Reporting equipment malfunction and facility issues to supervisors.
6. Adhering to training and attachments requirements in other specialized units when rostered.
7. Attending staff meetings, conferences and workshops relevant to job role and actively participates in Continuous Professional Development and share knowledge, information and skills with colleagues.

Key Performance Indicators

1. Number of examination accurately recorded, performed and proper images produced in line with protocols and guidelines.
2. Work environment clean and tidy at all times.
3. Successful completion of attachment and training
4. Number of CPD activities attended and points gained for renewal of licence.

SELECTION CRITERIA

The Person

In addition to a Diploma or Bachelor in Medical Imaging Science, Registered and licenced with the Fiji radiation health board and the Fiji Society of Medical Imaging Technologist, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Knowledge and experience of basic radiographic techniques, processes and protocols.
- Knowledge of radiation and occupational health and safety

- Knowledge of maintenance of x-ray equipment and quality control.
- Knowledge of the Fiji Radiation Health decree and Medical Imaging Technologist Decree, 2009.

Skills and Abilities

- Demonstrated organizational and communication skills to be able to interact with people of diverse background.
- Demonstrated ability to work effectively within a team environment.
- Demonstrated ability to be proactive to acquire new knowledge and skills
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.

MOHMS 127/2017 TECHNICAL OFFICER LABORATORY

Role:	Laboratory Technical Officer
Level:	HW06
Salary range:	\$21, 032 - \$24, 084
Location:	Nadi Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent lautoka, SDMO Nadi
Subordinates:	Phlebotomist, Assistant Laboratory Technician

The Position

The position ensures specimen registration, clinical investigation and organisation of workflow to contribute to delivery of accurate, reliable results within a short 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, specimen handling and testing is as per SOP, compliance and active contribution to LQMS, and minimise risk to other individuals sharing the same workspace.

3. Contribute to proper management of resources with minimum wastage and proper handling of Government assets and work tools, and ensure completion of assigned duties within specified timelines.
4. Contribute to various educational opportunities that may arise, training, supervision and assessment of new recruits and students.

The Person

In addition to relevant university qualification (s) in Medical Laboratory Science, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work
- Must be able to identify resources and acceptable alternatives required to be able to perform assigned duties with due economy.
- Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

- Demonstrate ability to effectively work and communicate within a team under challenging conditions and step-up to fulfil duties of higher posts when required.
- Demonstrate 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 assigned.
- Competent to prioritise, make independent justified decisions and adhere to timelines.

PROJECT POSITIONS

MOHMSP 69/2017 SYSTEMS ANALYST – CONSOLIDATED MONTHLY RETURN INFORMATION SYSTEMS [CMRIS]

Role:	Systems Analyst – Consolidated Monthly Return Information Systems [CMRIS]
Level:	IT05
Salary range:	\$27,446 - \$37,288
Location:	HQ, Suva
Unit/Division:	Health Information Research and Analysis
Reports to:	Senior Systems Analyst
Subordinates:	None

The Position

The incumbent will be responsible for management of Consolidated Monthly Return Information System (CMRIS) in Ministry of Health and Medical Services.

Key Duties

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

The Person

In addition to undergraduate degree (or equivalent) in Computing Science or Information Technology with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. Experience in Software Development Lifecycle (SDLC), Visual Studio, C#, SQL Server, HTML and Application Management would be an added advantage.

Knowledge and Experience

1. Experience in ICT Support Services, Requirements gathering for Application Design or supporting an Enterprise Application.
2. Knowledge in Project Management, Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
3. Knowledge of Data Exchange Standards such as HL7, SQL Messaging, etc.
4. Knowledge of performance tuning for Database and Applications.
5. Experience in designing and conducting trainings for Applications and ICT.
6. 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 Application Development Projects 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.

MOHMSP 70/2017 NETWORK ADMINISTRATOR

Role:	Network Administrator
Level:	IT06
Salary range:	\$24,688 - \$28,309
Location:	HQ, Suva
Unit/Division:	Health Information Research and Analysis
Reports to:	Senior Systems Analyst/Manager IT
Subordinates:	IT Officers

The Position

Responsible to the Director Health Information, Research and Analysis through the Manager IT and Senior System Analyst for the designing and implementation of Enterprise Network Architecture

Key Duties

Assure the quality execution of network (Data and Voice) projects in the Ministry using the DB Architecture.

1. Provide maintenance and support services for legacy systems.
2. Provide administration support for PatisPlus, Epicor, HRIS, LIMS, PHIS, Intranet, Website and other applications.
3. Maintenance, monitoring and support of Health Network (Data and Voice) in the Ministry.
4. Provide advanced helpdesk support services to users in the division.
5. Research for new technology that can be used to boost the performance of healthcare in Fiji.
6. Preparation of project management reports and updates on a timely basis.
7. Manage overall network with MOHMS inclusive of voice, data, wireless, GSM units and physical links.
8. Gather software and hardware requirements and proceed with procurements or design as and when required.
9. Ensure maximum uptime of ICT Systems, Services and Network.
10. Work closely with Product Managers and other teams to ensure activities from Annual Business Plan are executed on time.
11. Provides technical training, guidance, and resource support for end users and departmental staff.
12. Performs as a project lead for networks.

The Person

In addition to undergraduate qualifications (or equivalent) in Computing Science or Information Technology with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Work experience in a similar role.
2. Industrial qualification such as CCNA, CompTIA N+ would be an added advantage.
3. In-depth knowledge and experience in Network Management and VOIP.

4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.
5. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
6. Experience in applying new technologies to strengthen Health Information Systems.

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.

MOHMSP 71/2017 PROJECT OFFICER – FREE MEDICINE PROGRAM –[2 POSTS]

Role:	Project Officer – Free Medicine Program
Level:	ITO7
Salary range:	\$14,424 - \$20,440
Location:	Headquarters
Unit/Division:	Health Information Research and Analysis
Reports to:	Manager IT
Subordinates:	None

The Position

The incumbent will be responsible for Free Medicine Program registration and reporting for all Health Facilities in Ministry of Health and Medical Services.

Key Duties

1. Receiving free medicines forms and processing Free Medicine Cards
2. Receiving and making calls for Free Medicine queries
3. Attending customer complaint on queries relating Free Medicine forms and requirements
4. Dispatching of cards to respective health centres
5. Preparing documents related to dispatching of cards
6. Helping out in other tasks assigned by Supervisors
7. Prepare reports
8. Data Entry

9. Dispense Free Medicines issued by Pharmacies (Central Division)
10. Create Digitized forms
11. Manage and design e-Survey on Qualtrics
12. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

The Person

In addition to a Diploma in Information Systems (or Equivalent) with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Professional Certifications like A+, N+, CCNA, MCTS, and ITIL would be an added advantage.

Knowledge and Experience

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in Customer Services.
3. Experience in applying research methodologies for innovative applications.
4. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
5. Experience in writing proposals, reports, documentation and project updates.
6. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
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 work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Ensure confidentiality of information.
4. Demonstrated ability to Innovate and attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

WITHDRAWAL OF VACANCIES

VACANCY NO.	POSITION
MOHMS 108/2017	MEDICAL IMAGING TECHNOLOGIST [2 POST]

The location of the two positions was not advertised

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 9th June 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.

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