

MINISTRY *of* HEALTH & MEDICAL SERVICES

Shaping Fiji's Health

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

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

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

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

| Vacancy No. | POSITIONS | SALARY BAND |
|----------------|--|-----------------------------------|
| MOHMS 345/2017 | Senior Divisional Health Inspector (Suva Health Office) | Attractive salary will be offered |
| MOHMS 346/2017 | Dental Officer (Labasa Hospital) | Attractive salary will be offered |
| MOHMS 347/2017 | National Co-coordinator Microbial Resistance(AMR) - FPBS | Attractive salary will be offered |
| MOHMS 348/2017 | National Biomedical Coordinator - FPBS | H |
| MOHMS 349/2017 | Manager – Essential Medicines Authority (EMA) -FPBS | I |
| MOHMS | Logistic Coordinator Laboratory (FPBS) | Attractive |

| | | |
|----------------|--|------------------------|
| 350/2017 | | salary will be offered |
| MOHMS 351/2017 | Warehouse Manager -FPBS | G |
| MOHMS 352/2017 | Executive Officer, General Services – Western Health Services [Re-advertise] | E |
| MOHMS 353/2017 | Clerical Officer – Kadavu | C |
| MOHMS 354/2017 | Clerical Officer – Levuka | C |
| MOHMS 355/2017 | Clerical Officer – Lomaloma | C |
| MOHMS 356/2017 | Clerical Officer – Tamavua Twomey Hospital | C |
| MOHMS 357/2017 | Typist – Tamavua Twomey Hospital | C |
| MOHMS 358/2017 | Senior Domestic Assistant – Housekeeper, Labasa Hospital | G |
| MOHMS 359/2017 | Labourer [Maintenance Officer] – Nabouwalu | A |
| MOHMS 360/2017 | Handyman – Savusavu | B |
| MOHMS 361/2017 | Labourer – Levuka Hospital | A |
| MOHMS 362/2017 | Labourer – Ono-i-Lau Health Centre | A |
| MOHMS 363/2017 | Labourer – Cicia Health Centre | A |
| MOHMS 364/2017 | Laundry Hand – Lomaloma | A |
| MOHMS 365/2017 | Laundry Hand – Levuka Hospital | A |
| MOHMS 366/2017 | Cook – Lakeba Hospital | A |
| MOHMS 367/2017 | Cook – Levuka Hospital | A |
| MOHMS 368/2017 | Handyman – Tamavua Twomey | B |

| | | |
|----------------|---|---|
| MOHMS 369/2017 | Hospital Attendant – Tamavua Twomey | A |
| MOHMS 370/2017 | Receptionist – Tamavua Twomey | B |
| MOHMS 371/2017 | Cleaner – Tamavua Twomey Hospital [5 Posts] | A |
| MOHMS 372/2017 | Senior Dietician – CWM Hospital | G |

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

Applicants should submit their covering letter addressing how they meet the Knowledge, Experience, Skills and Abilities required for the position, with their current CV and copies of relevant academic transcripts or certificates.

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

Applications for the position must be received **by 4.00pm on Friday 10th November 2017** and addressed to:

1. Applications by post:

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

2. Applications can be hand delivered to:

"DROP MOHMS JOB APPLICATION BOX"
Reception Desk, Ground Floor, Dinem House, 88 Amy Street,
Suva, Fiji

3. Applications can also be e-mailed to: recruitment@health.gov.fj

LATE APPLICATIONS WILL NOT BE CONSIDERED.

VACANCIES WITHDRAWAL

| Vacancy Number | Post | Advert Date |
|----------------|---|-------------|
| MOHMS 51/2017 | Executive Officer, General Services [Western Health Services] | 11/02/2017 |
| MOHMS 324/2017 | Laundry Hand – Tavua Hospital | 21/10/2017 |

| | | |
|----------------|---------------------------------|------------|
| MOHMS 335/2017 | Ward Assistant – Tavua Hospital | 21/10/2017 |
| MOHMS 336/2017 | Clerical Officer – Taveuni | 21/10/2017 |

ADDENDUM:

1. MOHMS 320/2017 Labourer Koro Health Centre should change to Labourer **Qarani Health Centre**.

JOB DESCRIPTIONS

MOHMS 345/2017 Sub Divisional Health Inspector (Suva Health Office)

| | |
|-----------------------|--|
| Role: | Sub Divisional Health Inspector (Suva Health Office) |
| Level: | HW 05 |
| Salary range: | An attractive Salary will be offered |
| Location: | Suva Health Office |
| Unit/Division: | Environmental Health |
| Reports to: | Sub Divisional Medical Officer - Suva |
| Subordinates: | Senior Assistant Health Inspectors |

The Position

Responsible for providing effective Environmental Health Program to promote and maintain a high standard of health and well-being within the local authority. To enforce all statutory obligations of Suva Rural Local Authority and ensure effective and efficient operation of Suva Rural Local Authority.

Key Duties

The roles of the Divisional Health Inspector are:

1. Responsible to oversee the daily operations of Suva Health Office and administers the affairs of the Suva Rural Local Authority.
2. Monitor the journal entries of health office staff and provide monthly reporting of activities to the Sub Divisional Medical officer, Divisional health Inspector and Central Board of Health.
3. Monitor the attendance of staff and take remedial actions, as & when necessary
4. Monitor and update the Business, taxi, Polythene bowl, local vessel, complains, building, sub division of land and other registers kept in the office.

5. Examine and approve applications, plans, registrations, renewals and transfers to ensure that all premises required to be registered under the Food Safety Act, Public Health Act and Town Planning Act, are duly registered and comply with regulations
6. Assess and approve all Taxi Base applications pursuant to the Land Transport Act and facilitate the identification and monitoring of non-registered premises where public health risks may exist.
7. Ensure the investigation and reporting of all complaints, concerns and alleged nuisances received regarding any registered premises pursuant to the relevant legislation
8. Coordinate the collection and analysis of food samples in accordance with Suva Health Office's Food Sampling program or as otherwise required.
9. Coordinate the investigation of food borne illness and implement strategies that minimize the incidence of food borne illness in the community by ensuring food offered for sale meets standard demanded by the consumer, and the provisions of the Food Safety Regulations and Codex.
10. Oversee the implementation food recalls or by seizure of adulterated food and facilitate education and awareness programs to increase community understanding of safe practices for food hygiene and handling by people involved in the sale of food for human consumption.
11. Respond to and investigate notifications of infectious diseases in accordance with the Ministry of Health protocol and provide advice on prevention and control
12. Demonstrate commitment to OHS through adherence to all policies and procedures.
13. Facilitate the identification and rectification of environmental health issues that impact on the individual and the general community, in collaboration with other environmental authorities/agencies to achieve the goals and objectives of Environmental & Health Protection as outlined in the annual Business Plan.
14. Establish close working partnerships with public health stakeholders to enable the delivery of integrated and effective health education campaigns that seek to reduce the incidence of morbidity and mortality in the community.
15. During a health emergency, advise and act as required, on public health issues to prevent or minimize outbreak of disease
16. Facilitate the prompt assessment and investigate complaints received internally and externally and take necessary remedial action for abatement of the nuisance (issue notices of contravention as required)
17. Facilitate tobacco sales registration, pursuant to the tobacco Act and oversee monthly Larval Surveys in the district, and facilitate monthly water sampling.
18. Perform mandatory work under the following legislations.
 1. Public Health Act, Cap 111
 2. Food Safety Act 2003
 3. Food Safety Regulation 2009
 4. Quarantine Act, Cap 116
 5. Town Planning Act, Cap 139
 6. Town Planning General Provisions
 7. Sub-Division of Land Act, Cap 125
 8. Burial & Cremation Act, Cap 117
 9. Tobacco Control Decree 2010
 10. Tobacco Control regulation 2012
 11. Litter Decree 2009

Selection Criteria

The Person

In addition to a University qualification relevant to Environmental Health, **Member of Fiji Institute of Environmental Health, and a valid Practicing Licence as an Allied Health Practitioner**; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Understanding of legislative/policy approaches and responsibilities designed to protect the environment and public health
- Strong understanding in the enforcement process and litigation procedures.
- Knowledge of Fiji's Green Growth Frame
- Knowledge of WHO SDGs and Healthy Island settings to enhance community health.
- Knowledge of WASH (Water, Sanitation and Hygiene) implementation in the communities.

- Experience in working with multiple partners in a constructive way that is beneficial to all parties.
- Knowledge and understanding of community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
- Experience in post disaster/disease outbreak response coordination.
- Knowledge and Understanding of Monitoring and Evaluation.

Skills and Abilities

- Ability to give technical advice to clients or communities on environmental health issues.
- Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner
- Strong and effective communication (Written, Verbal) skills
- Good organizational skills and demonstrates commitment.
- Ability to work long hours, cope with pressure and setbacks.

MOHMS 346/2017: DENTAL OFFICER (LABASA HOSPITAL)

| | |
|-----------------------|--|
| Role: | Dental Officer |
| Salary range: | Attractive salary will be offered |
| Unit/Division: | Labasa Hospital |
| Reports to: | Senior Dental Officer [Clinical, Labasa Hospital], Principal Dental Officer [Labasa Hospital] |
| Subordinates: | Instructor Dental Therapists / Supervising Dental Technician / Dental Technician / Dental Therapists / Dental Hygienists |

The Position

The 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 Plan.

Key Duties

- Provide clinical assessment, diagnosis and treatment of patients seeking dental care within Oral Health clinics across the Ministry of Health & Medical Services.
- 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.
- Facilitate 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 dentist as approved by FMDC.
- Any other additional management and administrative duties assigned by the supervisor relevant to the scope of practice of the ministry.

Selection Criteria

The Person

Applicants are required to have a Bachelor's Degree in Dental Surgery from a recognised university, have a valid Annual Practising Licence and be registered as a General Dentist with the Fiji Medical & Dental Council. In addition the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Dental Officer.

Knowledge and Experience

- Familiar with the Fiji Medical & Dental Practitioners Act, laws and legislations required to practice dentistry in Fiji.
- Promote best use of resources and time to achieve work outcomes.
- Experience in and understanding of self-development; adult learning principles; and approaches to effective continuous professional training.
- Contributed to planning, delivering, monitoring and evaluating dental programs and reporting to management on application of outcomes, performance indicators and improvements required.
- Experience in the provision of a good standard of practice and care to patients.
- Experience in taking prompt action to ensure patient safety and comfort.

- A general understanding and experience in the protection and promotion of oral health to patients and the public.
- Proven experience in developing and maintaining professional performance.
- Apply knowledge and experience to practice.

Skills and Abilities

- Demonstrated ability to clinically assess, diagnose and treat patients seeking dental care
- Effective Communication
- Proven ability to provide support, mentor, train and supervise junior oral health staff and other members of the health team
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Excellent occupational, supervisory and administrative skills
- Good teamwork skills
- Service oriented with a commitment to supporting the operational /corporate environment of the organisation.

MOHMS 347/2017 National Co-ordinator -Anti-microbial Resistance (AMR)

| | |
|---------------|--|
| Role | National Co-ordinator -Anti-microbial Resistance (AMR) |
| Level | PH02 |
| Salary Band | Band H |
| Unit/Division | Fiji Pharmaceutical and Biomedical Services Centre |
| Report To | a) Principal Pharmacist – Essential Medicines Authority (EMA) b) Liases with: Divisional Hospital Principal Pharmacists Private hospitals and pharmacies Stakeholders |

POSITION PURPOSE

The National Antimicrobial Resistance Co-ordinator - Pharmacist position will work under the Principal Pharmacist EMA, who reports to the Chief Pharmacist, to assist the Ministry of Health and Medical Services in the implementation of the Fiji National Antimicrobial Action Plan endorsed by Cabinet in 2015. The incumbent will ensure that all relevant stakeholders are actively engaged and coordinated in promoting work on containing

antimicrobial resistance as requested in the resolution adopted by the World Health Assembly.

KEY DUTIES

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

1. Ensure the implementation of the National AMR Action Plan in accordance to the Fiji National Medicinal Products Policy and other health laws and policies.
2. Secure, coordinate and manage resources to meet the objectives of the AMR Action Plan.
3. Advocate and collaborate with relevant stakeholders on the Antimicrobial Resistance program and their activities nationally.
4. Provide Secretariat support to the National Antimicrobial Resistance Committee and ensure the Committee meets regularly and in accordance with its terms of reference.
5. Assist in the development of relevant policies and ensure its implementation.
6. Assist in the development of targets and performance indicators for the Action Plan and support development of systems to support reporting.
7. Support consultations with relevant stakeholders, and the AMR Technical Working Groups, including preparation of meeting papers and meeting reports.
8. Provide progress update to the PPO-EMA periodically or upon request.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Successful implementation of the Action Plan activities
2. Timely achievement of targets as per the AMR Action Plan
3. Number of reports provided to the PPO-EMA and to the National Antimicrobial Resistance Committee

Selection Criteria

The Person

- Bachelor of Pharmacy
- Registered under the Fiji Pharmacy Profession Board
- Relevant postgraduate qualification will be an advantage

Knowledge and Experience

1. At least 4 – 6 years of experience in management or supervisory role as a pharmacist
2. Understanding of the Medicinal Products Act 2011, Pharmacy Profession Act 2011, Illicit Drug Control Act 2004 and other relevant legislations
3. Knowledge & Understanding of Antimicrobial Resistance and the use of global activities to address Antimicrobial Resistance
4. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

1. Proven ability to establish and maintain good interpersonal working relations
2. Must possess sound analytical and problem solving skills
3. Proficient in using computer software including Microsoft Office applications.
4. Excellent communication and presentation skills
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the Ministry

MOHMS 348/2017- National Biomedical Coordinator, FPBS

| | |
|-----------------------|---|
| Role: | National Biomedical Coordinator |
| Salary Band | Band H |
| Salary range: | \$34,760 - \$56,596 |
| Location: | Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road |
| Unit/Division: | Fiji Pharmaceutical & Biomedical Services Centre |
| Reports to: | Director, Fiji Pharmaceutical & Biomedical Services Centre |
| Subordinates: | Biomedical Officer's |

POSITION PURPOSE

The National Biomedical Coordinator takes a leadership role in executing effective and efficient equipment management system for the health services through appropriate procurement, routine maintenance and servicing, and repairs of medical, dental, laboratory and radiology equipment that are safe to use for both patients and health providers. In doing so, provide appropriate advice, suggestions and advance with new technology.

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. Develop with stakeholders, national policies and procedures relating to medical equipment management.
2. Coordinate with all MOH entities involved in medical equipment issues
3. Provide professional advice to the MoH& MS on medical equipment
4. Ensure professional development and training needs of all biomedical staff are provided
5. Organize National Biomedical Committee meetings with stakeholder's representation to oversee the ongoing development of biomedical engineering in Fiji.
6. Assist with the preparation and submission of the Budget Requirements.
7. Coordinate, facilitate and manage procurement and distribution of medical equipment and parts for effective service delivery.
8. Ensure efficient and effective coordination of biomedical services in all Divisions.
9. Provide updates to Director on daily basis

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators: Specific, Measurable, Attainable, Relevant, and Time bound;

The position contributes to planning, delivery and monitoring of the effectiveness of adherence of all operational processes and compliances ability to improve and deliver change effectively, which will ensure the accuracy and integrity of all stock and data input. Some of the key performance indicators to be measured are;

1. Lead-time for contracts and purchase order issue
2. Percentage of Average international reference price paid
3. Percentage of orders issued as emergency procurement
4. Supplier lead time variability

Selection Criteria

The Person

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 5 years of experience in the biomedical engineering field or equivalent.
2. Understanding of the Fijian Constitution (2013) and applicable procurement laws of Fiji.
3. Proven ability in a position of leadership at senior management demanding high level of integrity and decision making.
4. Experience in leading organization and developing strategic directions in relation to logistics
5. Detailed proven experience with project management, performance appraisal, research methodology, statistical analysis, data analysis, interpretation and presentation.
6. Have good experiences of implementing Quality Improvement activities in the organization
7. Previous experience in international product sourcing, inventory management, performance metrics, and project management
8. High level interpersonal, leadership, representation and communication skills

Skills and Abilities

1. Strong work ethics, self-confidence and positive attitudes in performing any tasks
2. Exceptional time management capability with adaptability to changing environment
3. Critical thinking and problem solving with ability to handle pressure under stressful situations
4. Maintain good communications skills and collaborate efficiently with internal and external customers
5. Computer literacy and excellent report writing skills
6. Innovative and ability to motivate team members with passion to perform
7. Possess soft skills, resilient and competent in the line of work

MOHMS 349/2017 - Manager – Essential Medicines Authority (EMA)

| | |
|-----------------------|--|
| Role: | Manager – Essential Medicines Authority (EMA) |
| Salary Band | Band I |
| Salary range: | \$43,296 - \$70,495 |
| Location: | Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road |
| Unit/Division: | Fiji Pharmaceutical & Biomedical Services Centre |
| Reports to: | National Director Pharmacy Services [Chief Pharmacist] Liaises with: Divisional Pharmacy Managers, Medical Superintendent, Divisional Medical Officers, Consultants, Manager Medicines Regulatory Authority |
| Subordinates: | Technical Officer - EMA |

The Position

The Manager Essential Medicines Authority is responsible for the promotion and managing the implementation of activities that support Rational & Quality Use of Medicines in Fiji. The position is also responsible for implementing the decisions of the National Medicines & Therapeutics Committee by facilitating the development and review of Standard Treatment Guidelines, Medicine Selection for Fiji Essential Medicine List and Quantification to assist the Procurement Unit.

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 monitor and evaluate safe medicine uses and improve practices in health services.
2. Ensuring the regular reviews of the Essential Medicine List, medicine treatment protocols, guidelines and carry effective implementation of the use of these policies.
3. Coordinate the program of evaluating medicines usages in the public sector for national procurement activity and to improve rational use of medicines.
4. To provide training and awareness for quality and safe use of medicines for health care teams, patients and the public.
5. To ensure that all public health facilities have access to appropriate medicines and their information to support their daily work.

6. Provide secretariat duties to the National Medicine & Therapeutic Committee and coordinate implementations of resolutions.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. More than 4 medicine utilisation studies carried out annually
2. Improve availability of medicines in the public sector hospitals that is 100% availability of vital medicines

Selection Criteria

The Person

The person must be a Registered Pharmacist in Fiji with other post graduate qualification pharmacy related areas will be advantage.

Knowledge and Experience

1. At least 6-9 years' experience in Pharmacy practice or 3-5 years in Clinical Pharmacy and/or at a secretariat role in Medicine and Therapeutic Committee or equivalent;
2. Previous involvement in quality use of medicines such as research or medicine use studies, development of policies or guidelines, and health care or patient intervention experiences
3. Comprehensive knowledge in the selection of medicine process and the supply chain management;
4. Previous work on a management role and work effectively within a team environment.

Skills and Abilities

1. Strong work ethics, self-confidence and positive attitudes in performing any tasks
2. Exceptional time management capability with adaptability to changing environment
3. Critical thinking and problem solving with ability to handle pressure under stressful situations
4. Maintain good communications skills and collaborate efficiently with internal and external customers
5. Computer literacy and excellent report writing skills
6. Innovative and ability to motivate team members with passion to perform
7. Possess soft skills, resilient and competent in the line of work

MOHMS 350/2017 - Logistic Coordinator, Laboratory (FPBS)

| | |
|-----------------------|---|
| Role: | Logistic Coordinator, Laboratory |
| Level: | HW04 |
| Salary range: | An attractive salary will be offered |
| Location: | Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road |
| Unit/Division: | Fiji Pharmaceutical & Biomedical Services Centre |
| Reports to: | Manager, Logistic |
| Subordinates: | Packer |

The Position

Responsible for managing proper planning and coordinating of stock control and purchasing process to ensure efficient execution of purchasing orders to suppliers for timely arrival of laboratory reagents and consumables.

Liaises with all suppliers of Laboratory reagents and consumables to produce overall procurement strategy

Collaborates with donors and suppliers to ensure continuous supply of all Laboratory reagents and consumables.

This role will ensure that all legislative and regulatory requirements are upheld and the highest standards of Health and Safety are maintained at all times.

Key Duties

1. Work with LMU to develop annual work plans
2. Manage the Laboratory reagents and consumables distribution system and LMIS,
3. Forecast and quantify Laboratory reagents and consumable needs.
4. Prepare delivery plans and delivery schedules
5. To ensure that all stakeholders are well versed with inventory management for clinical products management.
6. Prepare technical and status progress reports on Laboratory reagents and consumables logistics system performance and implementation activities,

7. Actively communicate with donors to gather data on planned shipments, funding available, and commodity commitments to the national diagnostic treatment and prevention program;
8. Monitor timeliness and completeness of Laboratory reagents and consumables deliveries to the country
9. Collaborate with data analyst to ensure accurate data is encoded and analyzed properly
10. Work with data analyst to ensure that the pipeline database is updated monthly
11. Generate regular stock status and logistics system progress reports to be presented to program managers, donors and other stakeholders
12. Highlight ant potential gaps in supply and work with donor community to mobilise resources to fill these gaps;
13. Conduct regular pipeline analysis and monitoring of Laboratory reagents and consumables supplies at national and facility level;
14. Assist in conducting logistics management training and other related trainings and workshops;
15. Participate in collaboration with other public sectors importers in clearing Laboratory commodities through customers and with registration, inspection, and testing of these commodities and facilitate it's transfer to FPBS;

Selection Criteria

The Person

In addition to possessing a relevant Degree In Laboratory Services from an accredited university the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Logistic Coordinator Laboratory

Knowledge and Experience

- Three (3) or more years of prior work experience in medical or customer service environment preferred.
- Strong organizational skills and attention to detail
- Must be able to work in a fast paced, multi-tasking environment and maintain production and quality standards
- Must be able to work in a biohazard environment and comply with safety policies and standards outlined in the Safety Manual.
- Experience in a clinical laboratory preferred.

- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Proficient with MS Office programs ,word processing, spread sheets, internet, e-mail
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Excellent written and oral communication skills
- Ability to communicate effectively
- Ability to work independently and in a team environment
- High attention to detail and accuracy and ability to manage and work in a team
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
- Ability to work with minimum supervision.

MOHMS 351/2017 - Warehouse Manager, FPBS

| | |
|---------------|--|
| Role | WAREHOUSE MANAGER |
| Salary Band | Band G |
| Salary Range | \$28,605 - \$47,675 |
| Location | Fiji Pharmaceutical & Biomedical Services Centre |
| Unit/Division | Government Pharmacy |
| Report To | a) Principal Supply Officer b) Liases with: LMU, EMA, LMU Manager, CP, Medical Facilities/Personal, Contracted Companies. |
| Subordinates | Customer Service Unit, Receipts Unit, Despatch Unit, Bulk office, Issues Stores Office. |

POSITION PURPOSE

This role aims to lead the effective leadership and management of good warehouse operations from receipt, storage, picking and distribution of pharmaceutical products, medical goods and biomedical equipment. It ensures that the supplies reached the facilities at the right time, at the right place, with the right quantity, right quality and at the cost.

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. Ensure the efficient and effective running of the warehouse operations including distribution activities that would result in the availability of the right medicines and other products to health facilities at the right time and with the right quality and right conditions.
2. Ensure the effective leadership in managing resources including HR in achieving the objective of the warehouse services.
3. Maintain high standards of accurate inventory information in compliance with good warehouse stock control practices.
4. Maintain the security of the warehouse and inventory at all times
5. Report regularly to management on the warehouse operational outputs.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure that daily, weekly, monthly picking/delivery targets are met.
2. Ensure stock accuracy for all medical supplies and products
3. Ensure accident free working environment.

Selection Criteria

The Person

In addition to *an appropriate qualification* or equivalent relevant experience the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least more than 5 years of warehouse operations management;
2. General knowledge of modern warehouse and inventory practices; thorough knowledge of all types of stored commodities;
3. Sound knowledge of good standard practices of business practices of the warehouse or distribution centre;
4. Have good experience in using Logistic Information System in managing warehouse operations;

5. Understanding of the Current SOP, Financial Instructions, General Orders, and the Ministries Mission and Vision;
6. Passionate about data analysis to improve work processes;
7. Understanding of teams and how to work effectively within a team environment;

Skills and Abilities

1. Strong work ethics, self-confidence and positive attitudes in performing any tasks
2. Exceptional time management capability with adaptability to changing environment
3. Critical thinking and problem solving with ability to handle pressure under stressful situations
4. Maintain good communications skills and collaborate efficiently with internal and external customers
5. Computer literacy and excellent report writing skills
6. Innovative and ability to motivate team members with passion to perform
7. Possess soft skills, resilient and competent in the line of work

MOHMS 352/2017 – Executive Officer, General Services [Western Health Services]

| | |
|-----------------------|--|
| Role: | Executive Officer |
| Band : | E |
| Salary range: | Step 2 |
| Location: | Western Health Service – Divisional Office |
| Unit/Division: | General Service Unit |
| Reports to: | Senior Admin Officer |
| Subordinates: | 8 |

The Position

The General Services unit is responsible to look after the maintenance of health facilities and quarters, transport and telecommunication repairs and maintenance. The Executive Officer's position looks after the overall function of the unit and supervises Establish Staff in General Services Unit and GWE staff of Divisional Office.

Key Duties

- Access and Establish plan for maintenance of Health Facilities.
- Allocate resources and monitor completion of projects on time.
- Participate in the preparation and administration of maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
- Develop and ensure implementation of preventative maintenance schedules for Generators, Compressors and autoclave machines, air – con units, etc.
- Coordinate with contractors in ensuring successful completion of maintenance work in a timely manner.
- Monitor IT Services and supervision of GWE and Establish staff movement for General Service Unit.
- Monitor Board of Survey Officer and ensure that BOS is carried out annually and reports are submitted to HQ.

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Human Resource Management, Public Administration, Industrial and Employee Relations /or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Executive Officer (General Services) Western Health Services.

Knowledge and Experience

- Basic Knowledge of maintenance work and networking with stakeholders;
- Experience of administration work in similar field;
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
- Understanding and experience in all aspects of ordering procuring and managing stock and inventory

Skills and Abilities

- Ability to make sound decision to prevent disruption in service delivery;
- Demonstrated Ability to coordinate and execute maintenance projects successfully;
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to be efficient in time management for meeting deadlines;
- Ability to have discretion in dealing with confidential information;
- Capacity to utilize basic computer programs to support operations of the department/ health facility.

MOHMS 353/2017 – Clerical Officer, Kadavu [Eastern Health Services]

| | |
|-----------------------|-------------------------------|
| Role: | Clerical Officer |
| Band: | C |
| Level: | Step 3 |
| Location: | Vunisea Hospital |
| Unit/Division: | Kadavu Subdivisional Hospital |
| Reports to: | Subdivisional Medical Officer |
| Subordinates: | |

The Position

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

Key Duties

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

1. To carry out the duties of the position with efficiency and effectiveness.
2. Monitor all HR and Admin issues within the Sub Divisions.
3. Updating Personal Files for GWE's according to their leave,
4. Submit Absence and Late Arrival returns for the Sub Divisions
5. Updating of Monthly reports on Quarters, Vehicle, License Books, Establishment/GWE Returns and Trust Fund if any.

6. Ensure the availability of fuels, stores, stationeries, rations; gas and oxygen are in stock.
7. Issuing of LPO's upon SDMO's endorsement to local suppliers and following up on invoices for payments.
8. Updating of Commitment & Expenditure Ledgers,
9. Process payments for bills (Telecom/ FEA/ Water/ Local Suppliers...etc.. and any other services provided in the Sub Division.
10. Ensure that Board of Survey is carried out within the Sub Division once a year.
11. Arrangements of boat/air fare to patients on referrals to CWM Hospital.
12. 10. Ensure regular updating of tally cards and registers is maintained.
13. Any other duties assigned by the Supervisor from time to time.

Selection Criteria

The Person

In addition to an academic qualification relevant to Human Resources, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years' experience in the similar field or equivalent.
Computer literate
4. Thorough knowledge of General Orders, Finance Instructions/MOH Finance Manual, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.

Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and assist staff when required
3. Demonstrated ability to communicate effectively with good listening skills
4. Ability to analyze situation and act accordingly to provide best practical outcome;
5. Ability to follow instructions and meet targets

6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Demonstrate ability and efficiency to achieve customer expectations.
8. Demonstrated ability to manage and work long hours as and when required;

MOHMS 354/2014 – Clerical Officer, Levuka [Eastern Health Services]

| | |
|-----------------------|----------------------------------|
| Role: | Clerical Officer |
| Band: | C |
| Salary range: | Step 3 |
| Location: | Levuka Hospital |
| Unit/Division: | Lomaiviti Subdivisional Hospital |
| Reports to: | Subdivisional Medical Officer |
| Subordinates: | - |

The Position

The position will carry out the work with efficiency and effectiveness and to ensure that requirement of the subdivision are carried out in line with the provisions of General Orders, Finance Instructions, Supplies and Services Instructions, PSC & Finance Regulations and MOH Standing Instructions.

Key Duties

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

1. To carry out the duties of the position with efficiency and effectiveness.
2. Monitor all HR and Admin issues within the Sub Divisions.
3. Updating Personal Files for GWE's according to their leave,
4. Submit Absence and Late Arrival returns for the Sub Divisions
5. Updating of Monthly reports on Quarters, Vehicle, License Books, Establishment/GWE Returns and Trust Fund if any.
6. Ensure the availability of fuels, stores, stationeries, rations; gas and oxygen are in stock.
7. Issuing of LPO's upon SDMO's endorsement to local suppliers and following up on invoices for payments.
8. Updating of Commitment & Expenditure Ledgers,
9. Process payments for bills (Telecom/ FEA/ Water/ Local Suppliers etc and any other services provided in the Sub Division.

10. Ensure that Board of Survey is carried out within the Sub Division once a year.
11. Arrangements of boat/air fare to patients on referrals to CWM Hospital.
12. Ensure regular updating of tally cards and registers is maintained.
13. Any other duties assigned by the Supervisor from time to time.

The Person

In addition to an academic qualification relevant to Human Resources, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years' experience in the similar field or equivalent.
Computer literate
4. Thorough knowledge of General Orders, Finance Instructions/MOH Finance Manual, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.

Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and assist staff when required
3. Demonstrated ability to communicate effectively with good listening skills
4. Ability to analyze situation and act accordingly to provide best practical outcome;
5. Ability to follow instructions and meet targets
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Demonstrate ability and efficiency to achieve customer expectations.
8. Demonstrated ability to manage and work long hours as and when required;

MOHMS 355/2017 – Clerical Officer, Lomaloma [Eastern Health Services]

| | |
|-----------------------|---------------------------------|
| Role: | Clerical Officer |
| Band: | C |
| Salary range: | Step 3 |
| Location: | Lomaloma Hospital |
| Unit/Division: | Lomaloma Subdivisional Hospital |
| Reports to: | Subdivisional Medical Officer |
| Subordinates: | - |

The Position

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

Key Duties

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

1. To carry out the duties of the position with efficiency and effectiveness.
2. Monitor all HR and Admin issues within the Sub Divisions.
3. Updating Personal Files for GWE's according to their leave,
4. Submit Absence and Late Arrival returns for the Sub Divisions
5. Updating of Monthly reports on Quarters, Vehicle, License Books, Establishment/GWE Returns and Trust Fund if any.
6. Ensure the availability of fuels, stores, stationeries, rations; gas and oxygen are in stock.
7. Issuing of LPO's upon SDMO's endorsement to local suppliers and following up on invoices for payments.
8. Updating of Commitment & Expenditure Ledgers,
9. Process payments for bills (Telecom/ FEA/ Water/ Local Supplier etc. and any other services provided in the Sub Division.
10. Ensure that Board of Survey is carried out within the Sub Division once a year.
11. Arrangements of boat/air fare to patients on referrals to CWM Hospital.
12. 10. Ensure regular updating of tally cards and registers is maintained.
13. Any other duties assigned by the Supervisor from time to time.

Selection Criteria

The Person

In addition to an academic qualification relevant to Human Resources, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years' experience in the similar field or equivalent. Computer literate
4. Thorough knowledge of General Orders, Finance Instructions/MOH Finance Manual, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.

Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and assist staff when required
3. Demonstrated ability to communicate effectively with good listening skills
4. Ability to analyze situation and act accordingly to provide best practical outcome;
5. Ability to follow instructions and meet targets
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Demonstrate ability and efficiency to achieve customer expectations.
8. Demonstrated ability to manage and work long hours as and when required;

MOHMS 356/2017 – Clerical Officer, Tamavua Twomey Hospital

| | |
|-----------------------|---------------------------------|
| Role: | Clerical Officer |
| Salary Band: | C |
| Salary Range: | Step 3 |
| Location: | Tamavua Twomey Hospital |
| Unit/Division: | Administration/Central Division |
| Report to: | Executive Officer |
| Subordinates: | None |

The Position

The position reports directly to the Executive Officer. The Primary role of this position is to be responsible for the administration of leaves, retirements, resignation, transfers, terminations and all other human resources related issues.

Key Duties

1. Manages all leaves, retirements, resignations, transfers and terminations for all established officers.
2. Prepare monthly absenteeism and late arrival return
3. Facilitate the payment of overtime for nurses by preparing the relevant forms in accordance with the monthly overtime returns received from the sister in-charged.
4. Request for renewal of contractual officers appointment
5. Provide Human Resources advice when needed
6. Attend to any other duties assigned by the Executive Officer or the Medical Superintendent.

Selection Criteria

The Person

In addition to an academic qualification relevant to Human Resources, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Knowledge of Human Resources and Accounts Policies, 2011 General Order, relevant Human Resources acts and regulations, updated circulars and internal memorandums.
2. Advance knowledge of computer programs, specifically Word and Excel. Access and PowerPoint would be an advantage.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Ability to verify reports against existing policies and standard operating procedures.
2. Demonstrated ability to effectively work within a team
3. An excellent written and verbal communication skills
4. Ability to maintain confidentiality of information as appropriate.
5. Ability to prepare reports in accordance with relevant Standard Operating Procedure
6. Ability to interpret and process Accounting work
7. Good Customer Service skills.

MOHMS 357/2017 – Typist, Tamavua Twomey Hospital

| | |
|-----------------------|----------------------------------|
| Role: | Typist |
| Salary Band: | C |
| Salary Range: | Step 3 |
| Location: | Tamavua Twomey Hospital |
| Unit/Division: | Administration/ Central Division |
| Report to: | Executive Officer |
| Subordinates | none |

The Position

The primary purpose of this role is to provide professional and efficient secretarial services to the Medical Superintendent.

The incumbent will also be actively involved in the management of the Administration office as determined by the Executive Officer.

Key Duties

1. Provide an efficient and professional secretarial services required by the Medical Superintendent, Executive Officer and Management.

2. Photocopy and scan letters, memos and correspondences required by the Medical Superintendent.
3. General typing and attend to telephone calls for the Medical Superintendent.
4. Ensures that adequate and timely submission of reports from respective Unit Heads.
5. Assist heads of units with compilation of monthly, quarterly and annual reports
6. Compiling and typing of monthly reports and returns submitted by all heads of department.
7. Compile Annual report and Business plan for the hospital and submit to Planning Unit HQ.
8. Preparation and documentation of minutes for senior management and Board of Visitors meeting.
9. Preparation of refreshments for VIP's and delegates to attend meetings, conferences with the Medical Superintendent.
10. Attend to any other duties assigned by the Executive Officer or the Medical Superintendent.

Selection Criteria

The Person

In addition to relevant academic qualification in Secretarial Studies, Office Technology and Administration, Frontline Office Management or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake the role of typist.

Knowledge and Experience

1. Experience as a Typist or in the provision of Secretarial services
2. Knowledge and experience in using computer programmes such as Microsoft Office, Word, Excel, PowerPoint, Outlook, internet explorer, etc.
3. Proven experience in effective management and maintenance of records, correspondence and filing systems, both manually and electronically.
4. Experience in the provision of Secretariat services for senior management meetings.

Skills and Abilities

1. Demonstrate ability to effectively work within a team

2. Demonstrate ability to work under minimal supervision and longer hours
3. Ability to have discretion in dealing with confidential information.
4. Effective verbal and written communication skills
5. Effective time management skills
6. Excellent customer service skills.

MOHMS 358/2017 – Senior Domestic Assistant [Housekeeper], Labasa Hospital

| | |
|-----------------------|----------------------------|
| Role: | Senior Domestic Assistant |
| Salary Band | Band C |
| Salary range: | \$12,081 - \$18,897 |
| Location: | Administration Department |
| Unit/Division: | Labasa Divisional Hospital |
| Reports to: | Hospital Administrator |
| Subordinates: | Nil |

The Position

The position reports to the Medical Superintendent through the Hospital Administrator and the Manager Hospital Administration. Responsible of the day to day management and operation of the Housekeeping unit in the Hospital.

Key Duties

The main purpose is to see and check:

1. That cleanliness of the Hospital by cleaners of the contracted company are performed daily and well maintained.
2. Staffs are punctual/distributed to respective departments accordingly on a timely manner
3. That all staffs follow all work schedules as assigned on the scope
4. Cleanliness of the Hospital premises are well maintained and reached the standard required by the ministry.
5. That cleaner are using the right standard cleaning detergents under Infection control Manual.
6. Checklist is signed by unit managers on a daily basis after completion of duties before submitting to management.
7. Compile and submit reports in a timely manner.

8. That the Hospital compound is well cleaned and well maintained by hospital labourers.

The Person

In addition to form 6 level pass the following knowledge, experience, skills and abilities are required to carry out the role of the position.

Knowledge and Experience

- Good knowledge of Housekeeping in a Health or similar setting.
- Knowledge of a variety of housekeeping/administrative functions such as organizing venues, catering, for special functions.
- Experience working in a customer service delivery environment
 - Understanding of the relevant legislations, OHS, Infection Control
 - Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Demonstrate ability to work in a team environment
- Ability to interact and communicate well with individuals at all levels of the organization
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
- Demonstrate ability to plan, and organize work in a timely manner.

MOHMS 359/2017 – Labourer [Maintenance Officer], Nabouwalu Hospital

| | |
|--------------------------|-----------------------------------|
| Role: | Labourer – Maintenance Officer |
| Level: | Government Wage Earner |
| Salary Band: | A |
| Salary per annum: | \$11,325.6 |
| Location: | Nabouwalu Hospital – SDMO Bua |
| Unit/Division: | DMO Northern |
| Reports to: | Sub – Divisional Clerical Officer |
| Subordinates: | None |

The Position

The position reports to the sub – divisional clerical officer to ensure the timely maintenance of minor carpentry and plumbing works at the sub – divisional health facilities.

Key Duties

1. Repair of leaking PVC pipes and taps (Basic plumbing works).
2. Repair minor carpentry works – especially door locks, gauzing, broken chairs, shelves
3. Prepare scope of works and hardware material lists
4. Report, record and safe keep balance of hardware materials used
5. Provide reports on works done

The Person

In addition to a Certificate in Carpentry and Plumbing, the following

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

Knowledge and Experience

1. Possess basic Carpentry and plumbing work experience.
2. Possess basic Gardening/landscaping work experience.
3. Knowledge of proper handling and use of farming and gardening tools
4. Knowledge and understanding of Occupational Health and Safety at the workplace

5. Experience as labourer in a similar working environment

Skills and Abilities:

1. Demonstrated ability to carry out neat basic carpentry works – change of door locks, replace broken louver glass, shelves and torn gauzes, basic plumbing works – repair leaking PVC pipes and taps.
2. Ability to communicate orally and in written.
3. Ability to utilize resources effectively and responsibly.
4. Takes a problem-solving approach when faced with challenging or difficult situations.

MOHMS 360/2017 – Handyman, Savusavu Hospital

| | |
|------------------------------------|-------------------------------------|
| Role: | Handyman |
| Level: | Government Wage Earners |
| Salary Band: | B |
| Salary per annum Wage Rate: | \$5.37 |
| Location: | Savusavu Hospital |
| Unit/Division: | SDMO Cakaudrove |
| Reports to: | Executive Officer - SDMO Cakaudrove |
| Subordinates: | None |

The Position

The position reports to the Executive Officer (SDMO Cakaudrove) in attending to the minor carpentry and plumbing maintenance works required to be done at the hospitals and health facilities under SDMO Cakaudrove.

Key Duties:

- Provide scope of work for the minor repairs identified.
- Attend to minor maintenance works at all health facilities under the sub - division
- Safe keeping of working tools and building materials
- Provide report on the work done.

Selection Criteria

The Person

In addition to FSLC Pass or Attainment, the following **Knowledge, Experience, Skills and Abilities** are also required to successfully undertake this role:

Knowledge and Experience

1. Basic knowledge and experience of carpentry and plumbing works.
2. Experience in scoping minor works
3. Knowledge in writing simple repair report.

Skills:

1. Good communication skills
2. Reliable carpentry and plumbing skills
3. Ability to work well in a team environment
4. Ability to effectively manage time and resources.

MOHMS 361/2017 – Labourer, Levuka Hospital

| | |
|--------------------------|-----------------------------------|
| Role: | Labourer |
| Level: | Government Wage Earners |
| Salary Band: | A |
| Salary per annum: | \$11,325.6 |
| Location: | Levuka Hospital |
| Unit/Division: | Administration – Eastern Division |
| Reports to: | Medical Officer, Levuka |
| Subordinates: | None |

The Position

The position reports to the Senior Medical Officer in charge for the delivery of cleaning services within the health centre, wash rooms and offices and to ensure the safekeeping of cleaning gears and maintain the cleanliness of the health at all times

Key Duties

1. Assisting the cleaner servant in cleaning the external wall and walkways of the hospital facility
2. Landscaping the compound – planting and trimming of flowers and hedges
3. Proper disposal of green waste

4. Maintains cleanliness of hospital compound – cutting of grass, clearing and scrubbing of drains
5. Attend to major works such as painting of wards or any other hospital projects when needed
6. Attend to any emergency issues such as burst water pipe/line, blocked toilet etc
7. Ensure working materials and supplies are stored in a safe and orderly manner and are in good working conditions
8. 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 serve customers

MOHMS 362/2017 – Labourer, Ono-i-Lau Health Centre

| | |
|-------------------------|-----------------------------------|
| Role: | Labourer |
| Level: | Government Wage Earners |
| Salary Band: | A |
| Salary per annum | \$11,325.6 |
| Location: | Ono-i-Lau Health Centre |
| Unit/Division: | Administration – Eastern Division |
| Reports to: | SDMO, Lakeba |
| Subordinates: | None |

The Position

The position reports to the Senior Medical Officer in charge for the delivery of cleaning services within the health centre, wash rooms and offices and to ensure the safekeeping of cleaning gears and maintain the cleanliness of the health at all times

Key Duties

1. Assisting the cleaner servant in cleaning the external wall and walkways of the hospital facility
2. Landscaping the compound – planting and trimming of flowers and hedges
3. Proper disposal of green waste
4. Maintains cleanliness of hospital compound – cutting of grass, clearing and scrubbing of drains
5. Attend to major works such as painting of wards or any other hospital projects when needed
6. Attend to any emergency issues such as burst water pipe/line, blocked toilet etc
7. Ensure working materials and supplies are stored in a safe and orderly manner and are in good working conditions
8. 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

MOHMS 363/2017 – Labourer, Cicia Health Centre

| | |
|--------------------------|-----------------------------------|
| Role: | Labourer |
| Level: | Government Wage Earners |
| Salary Band: | A |
| Salary per annum: | \$11,325.6 |
| Location: | Cicia Health Centre |
| Unit/Division: | Administration – Eastern Division |
| Reports to: | Medical Officer |
| Subordinates: | None |

The Position

The position reports to the Senior Medical Officer in charge for the delivery of cleaning services within the health centre, wash rooms and offices and to ensure the safekeeping of cleaning gears and maintain the cleanliness of the health at all times

Key Duties

1. Assisting the cleaner servant in cleaning the external wall and walkways of the hospital facility
2. Landscaping the compound – planting and trimming of flowers and hedges
3. Proper disposal of green waste
4. Maintains cleanliness of hospital compound – cutting of grass, clearing and scrubbing of drains
5. Attend to major works such as painting of wards or any other hospital projects when needed
6. Attend to any emergency issues such as burst water pipe/line, blocked toilet etc
7. Ensure working materials and supplies are stored in a safe and orderly manner and are in good working conditions
8. 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

MOHMS 364/2017 – Laundry Hand, Lomaloma

| | |
|--------------------------|--------------------------|
| Role: | Laundry Hand |
| Level: | Government Wages Earners |
| Salary Band: | A |
| Salary per annum: | \$12,286.56 |
| Location: | Lomaloma Hospital |
| Unit/Division: | Eastern Health Services |
| Reports to: | Medical Officer |
| Subordinates: | None |

The Position

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

Key Duties

1. Collect soiled linen from hospital wards and units
2. Sorting of linen and prepare the washing machines and chemicals for washing
3. Records all linen received and washed.
4. Supervise the washing and drying process of linens
5. Clean washing machines and laundry room after washing
6. Distribute clean laundry to the wards according to records.

SELECTION CRITERIA

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 365/2017 – Laundry Hand, Levuka Hospital

| | |
|--------------------------|--------------------------|
| Role: | Laundry Hand |
| Level: | Government Wages Earners |
| Salary Band: | A |
| Salary per annum: | \$12,286.56 |
| Location: | Levuka Hospital |
| Unit/Division: | Eastern Health Services |
| Reports to: | Medical Officer |
| Subordinates: | None |

The Position

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

Key Duties

1. Collect soiled linen from hospital wards and units
2. Sorting of linen and prepare the washing machines and chemicals for washing
3. Records all linen received and washed.
4. Supervise the washing and drying process of linens
5. Clean washing machines and laundry room after washing
6. Distribute clean laundry to the wards according to records.

SELECTION CRITERIA

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 366/2017 – Cook, Lakeba Hospital

| | |
|--------------------------|--------------------------|
| Role: | Cook |
| Level: | Government Wages Earners |
| Salary Band: | B |
| Salary per annum: | \$12,286.56 |
| Location: | Lakeba Hospital |
| Unit/Division: | Eastern Health Services |
| Reports to: | Medical Officer |
| Subordinates: | None |

The Position

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

Key Duties

1. Assists in internal planning and distribution of duties amongst the team appointed to them.
2. Prepare and serve a variety of meals such as Chinese, Indian and Fijian dishes and others as well as salads, soups, desserts, cereals etc.
3. Maintain a hygienic work station, clean utensils, equipment's, machines and working tools
4. Responsible for the general upkeep and the cleanliness of the kitchen
5. Assist in special caterings and execute any other duties delegated by the supervisors
6. Ensure proper usage and storage of leftover ingredients and meals
7. Follow Waste Management, Infection Control, Quality Customer Service, and OHS rules and regulations diligently
8. Attend to and bring to the attention of the dietician any Food service issues that might affect work flow
9. Attend internal unit meetings as scheduled

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 367/2017 – Cook, Levuka Hospital

| | |
|--------------------------|--------------------------|
| Role: | Cook |
| Level: | Government Wages Earners |
| Salary Band: | B |
| Salary per annum: | \$12,286.56 |
| Location: | Levuka Hospital |
| Unit/Division: | Eastern Health Services |
| Reports to: | Medical Officer |
| Subordinates: | None |

The Position

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

Key Duties

1. Assists in internal planning and distribution of duties amongst the team appointed to them.
2. Prepare and serve a variety of meals such as Chinese, Indian and Fijian dishes and others as well as salads, soups, desserts, cereals etc.

3. Maintain a hygienic work station, clean utensils, equipment's, machines and working tools
4. Responsible for the general upkeep and the cleanliness of the kitchen
5. Assist in special caterings and execute any other duties delegated by the supervisors
6. Ensure proper usage and storage of leftover ingredients and meals
7. Follow Waste Management, Infection Control, Quality Customer Service, and OHS rules and regulations diligently
8. Attend to and bring to the attention of the dietician any Food service issues that might affect work flow
9. Attend internal unit meetings as scheduled

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 368/2017 – Handyman, Tamavua Twomey Hospital

| | |
|--------------------------|--------------------------|
| Role: | Handyman |
| Level: | Government Wages Earners |
| Salary Band: | B |
| Salary per annum: | \$12,286.56 |
| Location: | Tamavua Twomey Hospital |
| Unit/Division: | Administration |
| Reports to: | Executive Officer |
| Subordinates: | None |

The Position

The position reports to the Executive Officer for the delivery of services. It also ensures that timely maintenance of minor carpentry and plumbing works are carried out at all times.

Key Duties

1. Ensure that hospital and quarter's maintenance is attended to in a safety and timely manner upon request and according to the job sheet.
2. Attend to emergency issues such as burst pipe/line, blocked toilets etc.
3. Repair minor carpentry works – especially door locks, broken chairs, shelves, gauzing
4. Repair of leaking PVC pipes and taps (basic plumbing works)
5. Ensure that all tools under your possession are operated in a proper and safely manner in compliance with OHS regulation.

The Person

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

Knowledge and Experience

1. Possess basic experience in carpentry and plumbing work
2. Experience as a handyman in a similar working environment
3. Basic knowledge of occupational health and Safety at the Workplace

Skills and Abilities

1. Ability to assess and provide scope of work for task to be undertaken
2. Ability to make accurate estimates of materials for work to be undertaken
3. Ability to work after hours during emergency responses
4. Good communication skills
5. Ability to be tact in dealing with clients
6. Demonstrate ability to effectively work as a team with minimal supervision.

MOHMS 369/2017 – Hospital Attendant, Tamavua Twomey Hospital

| | |
|--------------------------|--------------------------|
| Role: | Hospital Attendant |
| Level: | Government Wages Earners |
| Salary Band: | B |
| Salary per annum: | \$12,286.56 |
| Location: | Tamavua Twomey Hospital |
| Unit/Division: | Administration |
| Reports to: | Executive Officer |
| Subordinates: | None |

The Position

Ward attendants work directly with patients performing duties under the supervisor of the orderly and nurses. The attendants must be in good health and physically fit to handle heavy workload. Ward attendant's duties range from activities of daily living-assisting persons with special needs, personal hygiene, oral toilet, feeding, bowel care, dressing, manicure and pedicure, repositioning of patients on 2 hourly turns and assisting patients to the physiotherapy sessions.

Key Duties

1. Perform combination of tasks as directed by nurses to care for patients in the hospital
2. Provide basic care and assist patients with daily activities
3. Reposition and transfer patients from wheelchair to bed and bed to wheelchair
4. Ensure beddings are clean and dry at all times
5. Assist in the feeding of patients, dressing, manicure and pedicure
6. Assisting patients to the physiotherapy session

Selection Criteria

The Person

The following Knowledge, Experience, Skills and Abilities is required to successfully undertaken the role of this position:

Knowledge and Experience

- Knowledge and experience in caring for patients with special needs
- Knowledge of patient safety and care
- Basic knowledge of occupational Health and Safety at the work place
- Understanding of the 2013 constitution

Skills and Abilities

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

MOHMS 370/2017 – Receptionist, Tamavua Twomey Hospital

| | |
|--------------------------|--------------------------|
| Role: | Receptionist |
| Level: | Government Wages Earners |
| Salary Band: | B |
| Salary per annum: | \$12,286.56 |
| Location: | Tamavua Twomey Hospital |
| Unit/Division: | Administration |
| Reports to: | Executive Officer |
| Subordinates: | None |

The Position

The position is responsible to the Executive Officer to ensure the flow of official telecommunication especially on telephones and control of unnecessary outside and inside telephone calls.

Key Duties

1. Greet patients and visitors as they arrive at the hospital and ask how they would like to be assisted
2. Provide required information in person and direct visitors/patients to appropriate staff members or department.
3. Make and receive incoming telephone calls and direct them to staffs
4. Create and maintain log book of incoming and outgoing calls on a daily basis
5. Report telephone equipment or service complaints and problems
6. Set up phone for teleconference
7. Update directory information

Selection Criteria

The Person

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

Knowledge and Experience

- Knowledge and Experience in working in a similar environment

- Knowledge and Experience in operating telephone operator switched board or PBX switchboard
- Knowledge in providing and maintain customer service

Skills and Abilities

- Demonstrate ability to operate both telephone switchboard and PBX switchboard
- Ability to communicate effectively both verbal and written
- Ability to plan and organize work in a timely manner and work as a team
- Customer service oriented approach to service delivery, with commitment to supporting the operational of the organization.

MOHMS 371/2017 – Cleaner [5 Posts] – Tamavua Twomey Hospital

| | |
|--------------------------|--------------------------|
| Role: | Cleaner |
| Level: | Government Wages Earners |
| Salary Band: | B |
| Salary per annum: | \$12,286.56 |
| Location: | Tamavua Twomey Hospital |
| Unit/Division: | Administration |
| Reports to: | Executive Officer |
| Subordinates: | None |

The Position

The position is responsible for the general upkeep and cleanliness of the 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 the public.

Key Duties

1. Responsible for cleaning floor, walls and corridors which includes dusting and mopping of offices and ablution block in the facility
2. Proper cleaning and disinfection of all washroom floors, toilets, toilet seats, and fixtures
3. Replacing toilet tissue and soap as needed
4. Timely clearing of waste baskets and garbage cans to an outside storage bin
5. Keep outside and waiting areas near entrance and exit clear of rubbish and easily accessible.
6. Ensure that eating areas are hygienic
7. Wash and buff floors with floor polisher
8. Ensure cleaning materials and supplies are stored in a safe and orderly manner
9. Maintain an adequate supply of cleaning materials and supplies
10. 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 a daily basis
2. Demonstrate ability to work as a team
3. Effective verbal and written communication skills
4. Effective time management skills

END