



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 128/2017 SUPERVISING PHARMACY TECHNICIAN

Role:	Supervising Pharmacy Technician
Level:	PH03
Salary range:	\$23,703
Location:	Nadi Hospital
Unit/Division:	Administration/Corporate
Reports to:	Medical Superintendent, Nadi Hospital
Subordinates:	All HODs Corporate & Clinical Services

The Position

The supervising pharmacy technician provides supervisory duties in the respective sections in the department and other health facilities.

Key Duties

- To provide supervision, coaching, mentoring and assessing Pharmacy staff
- To provide training to other healthcare professionals in matters pertaining to pharmacy services.
- To practice good stock control, inventory management and distribution of pharmaceuticals in accordance with policies and procedures

- Direct and controls sections/health facilities on daily activities and operations
- Ensure compliance with all relevant legislations, policies and guidelines.
- Compile relevant reports and updates upon request to necessary stakeholders.

The Person

In addition to Bachelor of Pharmacy (or equivalent), Registered under the Fiji Pharmacy Profession Board with a valid practicing licence, the following knowledge, experience skills and abilities are required to perform the duties of the post.

Knowledge and Experience

- Understanding of the Medicinal Products Decree 2011, Pharmacy Profession Decree 2011 and National Medicinal Products Policy 2013.
- Experience in, and understanding of all aspects of pharmacy practice.
- Supervisory experience in a pharmacy set up or equivalent.
- Contributed to developing, monitoring and evaluating pharmacy activities.

Skills and Abilities

- Demonstrated ability to effectively work within a team.
- Must possess sound analytical and problem solving skills in resource-constrained environment.
- Demonstrate the ability to instruct, direct, motivate and evaluate staffs.
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 129/2017 SECRETARY TO THE MEDICAL SUPERINTENDENT

Role:	Secretary to the Medical Superintendent
Level:	SS04
Salary:	\$19,069 - \$24,330
Location:	Administration Department
Unit/Division:	Lautoka Hospital/Western
Reports to:	Medical Superintendent
Subordinates:	Nil

The Position

The position provides effective, efficient, and proficient general office duties and support for the MSLH and for the operation of the Lautoka Hospital.

Key Duties

1. Manage the daily schedules and appointments for the MSLH including making telephone calls, any correspondence, recording messages for MSLH and customers who wish to see MS regarding their health issues or complaints.
2. Arrange Travel itineraries for MSLH, locally and Overseas
3. Provide Secretariat services for MSLH's meetings and trainings including; taking minutes of meetings, preparing and distributing meeting/training papers, informing participants and organising logistics.
4. Draft correspondence, presentations, spread sheets and other documents for MSLH using the most suitable Computer Programme.
5. Record and Distribute inward and outward Correspondence
6. Manage and maintain filing system for MSLH
7. Arrange and manage logistics for trainings
8. Receive and make preparations for all visitors, customers and VIP visits for the Medical Superintendent.
9. Assist IT Officers in preparation of Identification Cards for all hospital permanent staffs, volunteers and relieving officers.
10. Manage Bookings for Conference Room for meetings, trainings/workshops and handing over for the Medical Superintendent, Heads of Departments, Headquarters, subordinates staffs and other organizations.
11. Liaise with Doctors CME Chair for their Lunch Hour Presentation every Thursdays.
12. Prioritize Medico Legal documents to be taken in action on immediate time.
13. Assist the Typist/ Registry Clerk as and when need arises.
14. Assist in the submission of annually, monthly and quarterly balance score cards from all heads of departments on time to the Medical Superintendent and Head Office.

15. Prepare monthly administration on call roster.

The Person

In addition to University qualifications (or equivalent) relevant to Secretarial studies or Office Administration or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Secretary:

Knowledge and Experience

- Proven experience in the provision of Secretarial Services
- Advanced knowledge and experience in using Computer programmes such as Microsoft Word, Excel, PowerPoint, Outlook, Internet Explorer, etc
- Proven Experience in effective management and maintenance of Records, Correspondence and Filing systems, both manually and electronically.
- Experience in organizing travel itineraries locally and overseas, liaising with Travel agents and other relevant stakeholders
- Experience in the provision of Secretariat services for senior management meeting
- Knowledge of General Orders, Public Service Act & Regulations and Decree 1 – 19.

Skills and Abilities

- Ability to compile statistics and reports, verifying of information and meeting deadlines
- Very Good Communication skills (verbal and written)
- Excellent Customer Service skills
- Organisational Skills
- Time-Management skills and ability to Multi-Task

MOHMS 130/2017 BIOMEDICAL TECHNICAL OFFICER

Position title	Biomedical Technical Officer
Status:	Permanent, Full time

Work Unit:	Biomedical Engineering Unit
Location:	Lautoka Hospital
Classification level:	ES05
Salary:	\$19,071 - \$23,736

The Position

The position is responsible for performing routine and complex repairs, calibrating and maintaining all types of biomedical equipment technologies, devices, instruments and systems and inspecting, installing and providing preventative maintenance of general biomedical equipment

Key Duties

- Perform a variety of routine maintenance work associated with a diverse range of Anaesthetic, Dental, Surgical, Laboratory, Ophthalmic, Medical and Urology Equipments according to Australian Standards [AS3551].
- Assemble, install and repair Medical Equipment, mechanical, pneumatic, electrical and basic electronic devices according to specifications or Manuals provided by the Supplier/Vendor or interpreting schematic diagrams and graphic illustrations.
- Diagnose and correct system and equipment malfunctions by making alterations, repairs or replacements to ensure that medical equipment and internal circuitry meets specified requirements
- Improve or make special test setups to conduct functional checks of medical electronic test equipment.
- Attend to equipment breakdowns, emergency repairs and calls after hours.
- Maintain documentation on new equipment, inspections and equipment repairs and failures.
- Provide technical assistance and instruction on equipment operation and maintenance to Ministry of Health & Medical Services personnel.
- Assign specific tasks to the sub-ordinates and coordinate work as directed by the Senior Biomedical Engineer.
- Provide weekly reports and updates or as directed to the Senior Biomedical Engineer.
- Provides mentoring and supervision to Biomedical Technical Officers [ES06].

- Perform related duties as assigned.

Selection Criteria

The Person

In addition to Tertiary Qualifications relevant to Electronics or Biomedical Engineering, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Technical Officer Biomedical Services:

Knowledge and Experience

- Proven Experience working in Biomedical Services
- Knowledge and Experience in the repair/maintenance of electronic/ electromechanical devices.
- Knowledge of electronic circuitry and electronics troubleshooting

Skills and Abilities

- Effective Oral and Written Communication skills
- Proven ability to prepare reports
- Organisational skills with Demonstrated ability to prioritize tasks effectively and efficiently at all levels of the organization
- Ability to establish and maintain working relationships with co-workers, clinical staff and general public
- Ability to lead and supervise a team
- Good Computer skills including the ability to use Microsoft Office Programmes.
- Ability to handle pressure
- Service orientation
- Proven ability to interpret schematics, wiring diagrams and illustrated parts, drawings or biomedical equipment.
- Problem solving and ability to work under pressure.

MOHMS 131/2017 SENIOR SUPPLIES OFFICER

Role:	Senior Supplies Officer
Level:	SK02

Salary range:	\$29, 530 - \$37, 564
Location:	Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road
Unit/Division:	Fiji Pharmaceutical & Biomedical Services Centre
Reports to:	Principal Supplies Officer
Subordinates:	Stores Officer I (SK04), Stores Officer II(SK05), Storeman (SK05) Packers

The Position

The position is responsible for facilitating the procurement and management of Medical Supplies and Stores through planning; analysing and reviewing the operational processes while ensuring compliance with the relevant legislations.

Key Duties

- 1) Undertake business needs assessment, supply market analysis and commercial risk assessments to inform procurement planning and sourcing decisions
- 2) Develop, co-ordinate and lead sourcing activities to establish supply arrangements that meet business needs
- 3) Develop and administer contract management plans, negotiate changes and modifications, supplier performance management and compliance requirements through effective supplier relationships to enhance business outcomes
- 4) Plan and lead contract negotiations in the establishment and review of supply arrangements to deliver value for money procurement outcomes
- 5) Network with all Stakeholders to build expertise in procurement, provide governance and improve procurement practice and outcomes
- 6) Identify, manage and mitigate procurement risks to enable the organization to meet its obligations and maximize business opportunity
- 7) Document procurement processes, decisions and contractual arrangements fully to ensure compliance with all relevant legislations.

The Person

In addition to Tertiary qualifications relevant to Stores/ Business Management the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Supplies Officer:

Knowledge and Experience

- Proven experience in Mass Procurement and Management of Stores and supplies
- Working knowledge of the Procurement Regulations 2010
- Proven experience in Contract Negotiation, Analysis and Management
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Good computer skills (MS Office products, 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
- High attention to detail and accuracy
- Proven ability to identify, develop and network with key stakeholders
- Demonstrated ability to lead and work in a team
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 132/2017 SUPPLIES OFFICER

Role:	Supplies Officer
Level:	SK03
Salary range:	\$23,458 - \$30,372
Location:	Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road
Unit/Division:	Fiji Pharmaceutical & Biomedical Services Centre
Reports to:	Senior Supplies Officer
Subordinates:	Packers, Stores Officer I and II

The Position

Responsible for contract management activities in the purchasing process 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. Develop, manage and review contracts with local and overseas suppliers in consultation with relevant stakeholders
2. Develop, advertise, monitor and manage Terms and conditions of Tenders ensuring these are in compliance with all relevant legislations and management approval.
3. Arrange Surety /Performance Bond (PB) deposit for local & overseas suppliers as per the Ministry of Finance Policy on Determination of the PB.

The Person

In addition to possessing a Tertiary qualification relevant to Supplies/Business Management, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Supplies Officer:

Knowledge and Experience

- Proficient knowledge and experience in warehousing and warehouse management
- Knowledge and proven experience in Mass Purchasing and Tender process
- Knowledge and Proven experience in Contract Negotiation, Analysis and Management
- Knowledge and Understanding of the Financial Management Information System (FMIS) and Procurement Regulations 2010.
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Good computer skills (MS Office products, 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
- 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.
- Proven ability to identify, develop and network with key stakeholders
- Demonstrated ability to lead and work in a team
- Ability to work with minimum supervision.

MOHMS 133/2017 DIVISIONAL DENTAL OFFICER

Role:	Divisional Dental Officer
Level:	DE01
Salary Range:	\$42,498 - \$52,983
Location:	Labasa
Unit/Division:	Dental / Northern
Reports to:	National Advisor Oral Health / Divisional Medical Officer Northern
Liases with	Stakeholders, NGO's, Government Ministries, Sub-Divisional Medical Officers, Sub-Divisional Health Sisters, External Donor Partners, Administrative Departments, Accounts Departments, Human Resource Departments, Fiji Bio-Medical & Pharmaceutical Services, Principal Dental Officer Labasa Hospital.
Subordinates:	Senior Dental Officer, Dental Officers, Instructor Dental Therapists, Dental Therapists, Dental Hygienis

POSITION PURPOSE

The purpose of the Divisional Dental Officers position at Northern Health is to promote and implement the National Oral Health Policy through effective planning, coordination, delivery, monitoring and evaluation of oral health services as per the strategic direction and plans of the MOHMS, focussed on the catchment of the Northern Division.

KEY DUTIES

1. Manage the delivery of all oral health services in the Northern Division to provide clinical dental assessment, diagnosis and treat patients including preventive, conservative, curative or prosthetics to meet the operational requirements of the services based on the MOHMS strategy and Oral Health Business plan.
2. Provide high level leadership in the management and administration of Oral Health services, activities and programs to the catchment population of the Northern Division.

3. Oversee planning, monitoring and evaluation of oral health programs to meet expected outcomes of MOHMS strategic, corporate and facility business plans.
4. Consult with relevant stakeholders and coordinate procurement and maintenance of required dental equipment and consumables to ensure appropriate, effective and efficient oral health service delivery to the Northern Division.
5. Promote standards and safety with approved protocols, and clinical practice guidelines.
6. Provide high level clinical oral health services support, advice, information and guidance on the development of the dental services including the development of benchmarks, indicators, analysis on trends, risk management identification and planning.
7. Manage and review data and monitoring and evaluation processes/system to ensure accuracy, and draft comprehensive and analytical professional level reports related to the oral health service in Northern Divisions.

PERSON SPECIFICATION

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

Knowledge and Experience [Essential]

1. Proven experience as a licensed dentist including related work experience in oral health management and administration.
2. Proved experience managing in large health organizational structures and processes related to clinical oral health services, public oral health, human resource, assets and financial management.
3. Sound Clinical knowledge and experience in the principles and practice of general dentistry and all aspects and functions of oral health service standards including oral health policy, clinical practice guidelines, infection control protocols and procedures, minimum clinical operational requirements, standard operating procedures, and the laws and legislations requirements to practice dentistry in Fiji.

Skills and Abilities

1. Demonstrated ability to provide leadership and accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrated ability to effectively work within and manage a team to a high professional standard reflecting the MOHMS values.
3. Demonstrate high level ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
5. Demonstrate ability to manage, supervise, mentor, and train all Oral Health staff and other members of the Oral Health team in the Northern Division facilities.
6. Demonstrate ability to analyse and draft solutions to complex problems, especially in a resource constrained environment.

MOHMS 134/2017 INSTRUCTOR DENTAL THERAPIST

Role:	Instructor Dental Therapist
Level:	DT 03
Salary range:	\$26,072 - \$33,690
Location:	Northern Health Office
Unit/Division:	Department of Oral Health
Reports to:	Unit HOD[through internal Supervisor] – DO,SDO, PDO,DDO and NAOH
Subordinates:	Supervisor Hygienist/Therapist, Hygienist and Therapist

The Position

The Instructor Dental Therapist will provide clinical assessment, diagnosis and treatment of patients seeking dental care within oral health clinics across the Ministry of Health & Medical Services and conduct outreach programs in community settings. The incumbent acts 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. The position also facilitates collaboration between staff within the health care setting in providing oral health care to the community.

Key Duties

1. Provide accurate and complete information to the Principal Dental Officer and Senior Dental Officer on clinical and non-clinical matters under his/her jurisdictions;
2. Undertake all required activities to ensure that all staff are managed, and supported to enable them to carry out their responsibilities as designated;
3. Actively contribute to all corporate, professional requirements of the Unit, including planning, budgeting and selection activities where required;
4. Work collaboratively with other health professionals in the multidisciplinary team to ensure optimal oral health patient outcomes.

The Person

In addition to University qualifications (or equivalent) in Oral Health, registered as a Dental Practitioner with the Fiji Dental Council and has a valid practicing license to practice as General Dental Therapist in Fiji, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

- Proven experience as Dental Therapist;
- Demonstrated capacity to manage resources effectively;
- Contributed to developing, monitoring and evaluating oral health programs and reporting to management on effects, and improvements required;
- Administer policies and adopted guidelines in the Unit;
- Demonstrated ability to improve standards, quality of service and mentorship for junior officers through the proper administration of policies and guidelines;
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Demonstrated clinical competency within the scope of practice of Dental Therapist.

- Excellent communication skills and the ability to tactfully deal with staff within the required legislative and framework;
- Ability to follow instructions and meet set targets and demonstrated ability to work cooperatively within a team environment;
- Demonstrated ability to maintain confidentiality, in a public sector environment;
- Capacity to utilise computer programs to support the operations of complex organisation;
- Demonstrate commitment towards Quality Improvement Programs and recommend solutions to any Risk Management Issues;
- Have the capacity to effectively Monitor and Evaluate the department’s output;
- Demonstrated ability to provide regular feedback to management on staff performance with informed recommendations.
- Effective service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation
- Customer focussed approach with commitment to supporting the operational goals of the organization.

DENTAL THERAPIST

MOHMS 135/2017

VUNISEA HOSPITAL RE-ADVERTISED

MOHMS 136/2017

WAINIKORO HEALTH CENTRE

Role:	Dental Therapist
Level:	DT04
Salary range:	\$18,277 - \$22,344
Unit/Division:	Oral Health Unit
Reports to:	Unit HOD[through internal Supervisor] – IDTH, DO, SDO, PDO, DDO and NAOH
Subordinates:	Dental Hygienist

The Position

The Dental Therapist will provide clinical assessment, diagnosis and treatment of patients seeking dental care within oral health clinics across the Ministry of Health & Medical Services and conduct outreach programs in community

settings. The incumbent acts a member of the clinical team to provide clinical dental care and community outreach packages working as an innovative member of the team comprising of Dental staff, nursing staff, and support staff.

Key Duties

5. Provide accurate and complete information to the Dental Officer and Senior Dental Officer on clinical and non-clinical matters under his/her jurisdictions;
6. Undertake all required activities to ensure that all Dental Therapist responsibilities are taken care off.
7. Actively contribute to all corporate, professional requirements of the Unit, including planning, budgeting and selection activities where required;
8. Work collaboratively with other health professionals in the multidisciplinary team to ensure optimal oral health patient outcomes.

SELECTION CRITERIA

The Person

In addition to a Diploma in Dental Therapy or Bachelor in Oral Health or Bachelor in Dental Surgery, the incumbent needs to be registered as a Dental Practitioner with the Fiji Dental Council and has a valid practicing license to practice as General Dental Therapist in Fiji, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Dental Therapist.

Knowledge and Experience

1. Knowledge and experience in similar field
2. Knowledge in developing, monitoring and evaluating oral health programs and reporting to management on effects, and improvements required;
3. Adhere to following the Administer policies and adopted guidelines in the Unit;

Skills and Abilities

1. Demonstrated clinical competency within the scope of practice of Dental Therapist.
2. Demonstrated ability to work cooperatively within a team environment;

3. Demonstrated ability to maintain confidentiality, in a public sector environment;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Demonstrate ability to commit towards Quality Improvement Programs and recommend solutions to any Risk Management Issues;

DENTAL HYGIENIST

MOHMS 137/2017 Nausori Health Centre

MOHMS 138/2017 Valelevu Health Centre

Role:	Dental Hygienist
Level:	DT 04
Salary range:	\$ 18, 277 – \$22 , 344
Unit/Division:	Department of Oral Health
Reports to:	Dental Therapist / Instructor Dental Therapist / Dental Officer / SDO / PDO / DDO / NAOH

The Position

The Dental Hygienist will champion and facilitate with the DOH all Oral Health Promotion and Education activities based at the clinical or community level. The Dental Hygienist is also accountable for the delivery of high quality of preventive, restorative and curative periodontal care and non- invasive primary restorative care like fissure sealants and ART.

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

Key Duties

1. Assist the Department of Oral health to deliver Non- Invasive Dental preventive care and Oral Health Education and Instruction to its clients that contributes to Good Oral Health.
2. Assist the Department Of Oral Health in providing effective reports on a monthly basis of the clinical output, accountability, usage and lodgements

of Finances. Reporting is also done on the Integration and Coordination office on the utilization of Services to the underprivileged and the children under the age of 15 years old ensuring that key deadlines are met.

3. Implement approaches to allow Oral health Education and Instruction to be part of the Outcomes of the ACP of the MOHMS mainly NCD, Service Delivery, Adolescent Health, Health Information.

SELECTION CRITERIA

The Person

In Addition to a Certificate in Dental Hygiene from a recognized tertiary institution with a valid Annual Practising License with the Fiji Dental council, the following Knowledge, Experience, Skills and Abilities are required to perform the role of the post.

Knowledge and Experience

- Experience in the provision of non- Invasive Dental preventive care, financial accountability with monitory and evaluation submissions.
- Knowledge of the stores and financial instructions.

Skills and Abilities

- Effective Dental Assisting and Hygiene Skills
- Demonstrated ability to effectively and innovatively be part of a team
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
- Ability to plan and deliver the service within a specified timeline.

MOHMS 139/2017 TYPIST ADMINISTRATION

Role:	Typist Administration (Established Staff)
Level:	SS05
Salary:	\$12,659 – \$19,005
Location:	Administration Unit
Unit/Division:	Labasa Divisional Hospital
Reports to:	Administrative Officer (Manager Hospital Admin,

	MHA)
Subordinates:	Nil

The Position

The position reports to the Medical Superintendent through the Hospital Administrator and the Manager Hospital Administration for the provision of Secretarial and general administrative support.

Key Duties

1. Produce documents for staff including reports for Medical Interns and Registrars using Microsoft or other relevant Computer Programmes including Word, Excel, Powerpoint, Outlook, Internet Explorer, etc.
2. Receiving of Free Medicine Forms from customer, submitting to HQ and issuing Free Medicine Cards to customers
3. Answering telephone calls and responding appropriately as well as screening calls for management in the absence of MS’s Secretary.
4. Provide Secretary Services to OHS, HOD Corporate Services Meeting and other meetings including organising all relevant Logistics.
5. Relieve MS Secretary or Registry Clerk during their absence
6. Operate Office Machines (Fax, Photocopier, Binding Machine)
7. Attending to customers daily and directing them to relevant Personnel/Departments
8. Arrange Logistics and Travel itineraries staff attending outreach visits, workshops & meetings outside of Labasa and Relieving Medical Personnel to Labasa Hospital as requested by supervisor
9. Arrange refreshments for BOV meetings, and visiting teams as requested by supervisor
10. Compiling reports for HOD Corporate Services and Administration staffs.
11. Any other duties assigned by Supervisor

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 140/2017 RECEPTIONIST/STENO TYPIST LABASA HOSPITAL

Role:	Receptionist/Steno Typist
Level:	SSO5
Salary range:	\$12,659 - \$19,005
Location:	Radiology Department, Labasa Divisional Hospital
Unit/Division:	Northern Division
Reports to:	MIT higher Grade, Supervising MIT and Senior MIT Labasa Radiology
Subordinates:	None

THE POSITION

To provide reception, administrative and clerical support to the Labasa Radiology department in accordance with Customer Care Standards and to make appointments for patients according to Doctors' request on Special Imaging Procedures.

KEY RESPONSIBILITIES

The incumbent is responsible to the Supervising Medical Imaging Technologist, Senior Medical Imaging Technologist and the Radiologists for:

- Receive Radiology request forms, index and maintain an effective record management system
- Enter relevant Radiology information including reports into PATIS System
- Print name Tags and Radiological reports
- Dispatch of radiological reports
- Manage bookings for Special Radiology procedures such as CT ,Mammography and ultrasound
- To perform any other duties assigned by the Senior Medical Imaging Technologist.

PERSON SPECIFICATION:

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

Knowledge and Experience:

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

Skills and Abilities:

- Ability to maintain confidentiality.
 - Must have a high level of interpersonal skills to handle sensitive and confidential situations
 - Good Communication skills (verbal and written)
 - Excellent Customer Service skills
 - Time-Management skills and ability to Multi-Task
 - Ability to have discretion in dealing with confidential information.
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MOHMS 141/2017 SENIOR ADMINISTRATION OFFICER

Role:	Senior Administration Officer [Corporate Services]
Level:	SS02
Salary range:	\$29,530 - \$37,564
Location:	Western Health Services, Divisional Office
Unit/Division:	Corporate Services
Reports to:	Divisional Medical Officer Western
Subordinates:	22 Established, 137-GWE

The Position

The position reports to the Divisional Medical Officer for managing the corporate infrastructure in supporting the day-to-day management of the Division including Human Resources Management, Development and General Services.

Key Duties

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

1. Assist in developing of the Divisional Business Plan annually.
2. Plan and facilitate infrastructure maintenance of health facilities in the Division.
3. Management of Human Resources for the Division including the Human Resource Information System and facilitating recruitment through the Open Merit Recruitment and Selection Process.
4. Assist in planning infrastructure development of health facilities.
5. Assist in development and delivery of training to all staff.
6. Providing quality and sound advice to the DMO Western on matters relating to Human Resources and General Services and major projects development.
7. Facilitating the investigations of concern raised by the communities of the deliveries of health services as the Ministry of Health & Medical Services staff.
8. Measure the outcome of health service delivery and its impact on the community by monitoring and reviewing the achievement of corporate targets.

9. Monitoring of all Capital projects in the West and attend to stakeholders meeting with regards to Provincial Development from any of the six-subdivisions.

The Person

In addition to tertiary qualification relevant to Human Resources, Management or Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

- Experience in Human Resources Management and holds a supervisory role;
- Practical working knowledge of the principals and procedures for personnel recruitment, selection, remuneration and benefits discipline, performance management, employee relations and health and safety;
- Understanding of General Orders, Financial Management Act, Finance Instructions, Transport Policy, Procurement Policy and other Internal Act and Policies;
- Understanding and experience in all aspects of ordering procuring and managing stock and inventory;
- Working knowledge of public sector administration and financial management policy and procedures.

Skills and Abilities

- Effective communication skills will be appropriate ;
 - Demonstrated ability to be efficient in time management for meeting deadlines;
 - Service oriented approach, with a commitment to supporting department business plan;
 - Demonstrated ability to manage demanding workload and tight deadline personally and through effective team leadership to achieve results;
 - Ability to effectively work within a team with people from diverse background and communicate with people at all levels and proven team leadership skills and abilities.
 - Demonstrated ability in Project Management
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MOHMS 142/2017 ACCOUNTS OFFICER

Role:	Accounts Officer
Level:	AC03
Salary range:	\$26,301 - \$33,684
Location:	Divisional Medical Office Western
Unit/Division:	Western Health Services
Reports to:	Divisional Medical Officer - Western
Subordinates:	Assistant Accounts Officer, AP Clerk, Wages Clerk.

The Position

The Accounts Officer works closely with Senior Accounts Officer – Lautoka Hospital and Principal Accounting Officer MOH in assisting Divisional Medical Officer Western to make effective and efficient financial decisions in compliance with the relevant government financial regulations and principles of good governance, transparency and accountability.

Key Duties

- Plan & organize work through effective resource management and compliance with the Financial Act and other relevant legislatures and governing laws for disbursements of public funds.
- Implement the Financial Manual of the Ministry; including procedures manual in compliance with relevant Finance Act.
- To manage accounting procedures and processes by ensuring effective and efficient maintenance and compliance of internal control.
- Assist DMOW in the development and management of the Division's Annual Budget including implementation of Financial strategies and preparation of monthly, quarterly and annual status of the budget and reports updates to DMOW, Divisional and Sub-Divisional HOD's and also to Principal Accounting Officer at HQ.
- Assist with Ministry of Economy audits, Auditor General Audits and provide timely responses to their queries if any.
- Certify all payment vouchers and select them on FMIS for payment processing.

- Ensure all finance reports and returns like Arrears of Revenue, Wages Reconciliations and Revenue & License Books return are submitted on time to Ministry Headquarters.
- Request for additional funding or adjust excess expenditure through virement of funds and also requesting for cash-flow adjustments to Ministry of Economy through the Principal Accounting Officer of the Ministry.
- Operate with high level of independence to ensure the sustainability of financial reporting structures and proper usage of Financial Management System to ensure accurate and timely reporting for decision makers on financial issues.
- Attend to all accounts related queries and also provide sound financial advice to the Divisional Medical Officer – Western
- Provide general supervision and oversee the functions of the Accounting Department.

The Person

In addition to a University Degree in Accounting/Finance/ Commerce or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Accounts Officer:

Knowledge and Experience

- At least 3 years related work experience in an Accounting Environment
- Excellent knowledge of using Financial Management Information System (FMIS)
- Proven experience in senior management reporting.
- Knowledge of public accounting practices and relevant acts, instructions and manuals.
- Knowledge and Experience in Budget development and management

Skills and Abilities

- Ability to work under minimum supervision and meet deadlines.
- Ability to interpret data, plan, produce reports and time management skills
- Demonstrate high level conceptual, analytical and problem solving skills and proven ability to successfully apply to policy and procedural issues.
- Ability to plan, develop and coordinate multiple task/activities in order to meet deadlines.

- Proven skills in critical thinking, assessment and analysis and ability to report higher management.
- Highly develop interpersonal oral communication skills including the ability to establish good working relationship externally and internally within the ministry.

MOHMS 143/2017 Assistant Accounts Officer

Role:	Assistant Accounts Officer
Level:	AC04
Salary range:	\$21,497 - \$26,215
Location:	Lautoka Hospital
Unit/Division:	Accounts Department/Lautoka Hospital
Reports to:	Senior Accounts Officer
Subordinates:	Clerical Officers

Purpose of role

Processing Revenue Collection, payment of GWE Salaries and Goods and services in accordance with the Finance Act 2004, Finance Instructions 2010 and the Ministry of Health and Medical Services Finance Manual.

Key Duties

- Process Revenue Collection in accordance with the Finance Act 2004, Finance Instructions 2010 and the Ministry of Health and Medical Services Finance Manual.
- Facilitate payment of Salaries, Wages and Allowances for Lautoka Hospital Staff in accordance with the Finance Act 2004, Finance Instructions 2010 and the Ministry of Health and Medical Services Finance Manual.
- Facilitate payment of Goods and Services and schedule of Bills for Lautoka Hospital, DMO's Office & Subdivisions in accordance with the Finance Act 2004, Finance Instructions 2010 and the Ministry of Health and Medical Services Finance Manual.
- Conduct Reconciliation of Accounts for Payments and Wages.
- Manage the Imprest for Lautoka Hospital ensuring that Imprest is

replenished on a weekly basis.

- Supervise and Coach Subordinates to enable achievement of Unit Targets
- Provide advice to Management and staff as and when required

The Person

In addition to relevant University Qualifications in Accounting/ Finance/ Commerce, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

- Knowledge and Experience in the use of Financial Management Information System (FMIS) or similar Computerised Financial Management system.
- Working knowledge of Finance Management Act 2004, Financial Instruction 2010.
- Experience in the Accounts working environment, particularly in Payments of Goods and services, Salaries and Wages, etc.

Skills and Abilities

- Demonstrated Ability to lead and supervise subordinates
- Demonstrated skills and ability to use Microsoft Applications and other Computer Programmes
- Sound oral and written communication skills
- Demonstrate resourcefulness and ability to work under pressure to meet deadlines.
- Demonstrated ability to work as a team

LABASA HOSPITAL

MOHMS 144/2017 ANESTHETIC ASSISTANT

Role:	Anaesthetic Assistant
Level:	Govt. Wage Earner (Hospital Attendant)
Wage Rate:	\$4.66 per hour
Location:	Labasa Hospital,
Unit/Division:	Anaesthesia and Operating Theatre, Northern Division

Reports to:	Senior Sister – OT
Subordinates:	None

The Position

The **Anaesthetic Assistant** is a suitably trained individual, who is dedicated to assisting the anaesthetist from induction of anaesthesia through to immediate recovery of the patient. They are members of the perioperative team, which provides, in addition to assisting the anaesthetist, assistance for the surgeon, nurse during and after anaesthesia.

While this work is predominantly performed in operating theatre suite, trained assistance is required wherever anaesthesia is administered which included areas such as Diagnostic Imaging, Emergency Departments, Maternity Units, Psychiatric Units and also outside the hospital during Outreach or Surgical Flying Squads. These areas are often isolated from the main operating theatre complex, and consequently the requirement for trained assistance is particularly important.

Key Duties

1. Setting up the respective operating rooms everyday focusing on the anaesthesia workstations, intubation/airway devices, fibre-optic endoscopes, physiologic monitors, infusion devices, operating table and its accessories.
2. Performing a routine check to ensure safety of all anaesthetic equipment, drugs and consumables supplies and stock in the respective operating rooms.
3. Maintaining an infections control environment in the operating room through cleanliness in accordance to the quality assurance program and measures to minimise operating room pollution.
4. Providing regular updates on maintenance, damages, replacements, purchasing of anaesthetic equipment, drugs and consumables.
5. Assisting the anaesthetist in all the services provided in the operating room and any location outside of the operating room where anaesthesia and related services will be provided.
6. Maintain an anaesthesia inventory for all supplies, maintenance and stock updates and quality assurance activities.
7. Provide assistance to any overseas visiting anaesthetist, surgical and the nursing team in the operating theatre.

8. Actively contribute to training and human resource development programs in the operating theatre.

The Person

In addition to an Anaesthesia CSN recognised training certificate and qualifications (or equivalent) relevant to the role the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Anaesthetic Assistant:

Knowledge and Experience

- Experience working in an Anaesthetic Unit with limited resources.
- Experience in assisting the resuscitation of patients with life-threatening emergencies, participating in an emergency response, and supporting team members in management of very sick patients.
- Experience in and understanding of staff development; adult learning principles; and approaches to effective staff training.
- Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care policies and medico-legal compliance.

Skills and Abilities

- Good procedural and organisational skills.
- Demonstrated satisfactory communication skills.
- Demonstrated good personal reliability to work under pressure in a resource constraint facility/environment and cope with adverse outcomes in a multidisciplinary workplace.
- 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 environment of the anaesthesia and operating theatre team.

NORTHERN HEALTH SERVICE

MOHMS 145/2017 CLEANER, SAVUSAVU HOSPITAL – 2 POSTS

Role:	Cleaner
Level:	Government Wage Earner
Wage Rate:	\$4.62/hr
Location:	2 - Savusavu Hospital

Unit/Division:	DMON
Reports to:	Clerical Officers/Executive Officers
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

- Clean Health Centre interior, wash rooms and offices
- Safe keeping of cleaning gears
- Updating cleaning detergents tally cards
- Proper disposal of cleaning waste from Hospital.

SELECTION CRITERIA

The Person

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

Knowledge and Experience

1. Experience in cleaning at any similar working environment.
2. Experience in the proper use of cleaning chemicals and equipment
3. Understanding of Occupational Health and safety at the workplace

Skills and Abilities:

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

EASTERN HEALTH SERVICE

CLEANER SERVANT – 2 POSTS

MOHMS 146/2017 **Lakeba Hospital**
MOHMS 147/2017 **-Vunisea Hospital**

Role:	Cleaner
Level:	Government Wage Earner

Wage Rate:	\$4.62/hr
Location:	1- Lakeba Hospital, 1-Vunisea Hospital
Unit/Division:	DMOE
Reports to:	Clerical Officers/Executive Officers
Subordinates:	None

The Position

The position reports to the Sub Divisional Medical Officer through the Clerical and Executive Officers for the delivery of cleaning services within the hospital wards, wash rooms and offices and to ensure the safekeeping of cleaning gears and maintain the cleanliness of the hospital at all times.

Key Duties

- Clean Health Centre interior, wash rooms and offices
- Safe keeping of cleaning gears
- Updating cleaning detergents tally cards
- Proper disposal of cleaning waste from Hospital.

SELECTION CRITERIA

The Person

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

Knowledge and Experience

1. Experience in cleaning at any similar working environment.
2. Experience in the proper use of cleaning chemicals and equipment
3. Understanding of Occupational Health and safety at the workplace

Skills and Abilities:

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

MOHMS 148/2017 LABOURER, KORO HEALTH CENTRE

Role:	Labourer
Level:	Government Wage Earner
Salary:	\$4.60/hr

Location:	Koro Health Centre
Unit/Division:	Administration – Eastern Division
Reports to:	SDMO
Subordinates:	None

The Position

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

Key Duties

- Daily cleaning of both inside and outside of the health facility
- Proper disposal of both white and green wastes
- Keep outside area near exit and entrance clear of rubbish, etc.
- Report of damages and acts of vandalism
- Remove rubble and other debris at construction sites
- Ensure working materials and suppliers are stored in a safe and orderly manner
- Maintain an adequate supply of work materials and supplies such as fork, knives, rakes, benzene, brush cutter, etc.
- Landscape the compound by planting flowers and mowing the grass
- Responsible for minor carpentry and plumbing works
- Assist in maintaining boarded government items

SELECTION CRITERIA

The Person

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

Knowledge and Experience

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

Skills and Abilities

1. Ability to plan and organize work in a timely manner
2. Demonstrate ability to communicate (verbal, written) effectively
3. Demonstrate ability to work effectively as a team

4. Ability to manage time effectively
5. Demonstrate ability to work extra hours

MOHMS 149/2017 LABORATORY SUPERINTENDENT

Role:	Laboratory Superintendent
Level:	HW02
Salary range:	\$32,751 - \$41,202
Location:	CWM Hospital
Unit/Division:	Laboratory/Central
Reports to:	Consultant Pathologist/Medical Superintendent CWMH
Liases with:	Permanent Secretary for Health & Medical Services on National Laboratory issues and Director FPBS on Reagents, Consumables and Equipment at National Level
Subordinates:	HW03, HW04, HW05, HW06, HW07, HW08

The Purpose of the Position

The purpose of this position is the overall responsibility of daily function of the Laboratory apart from providing policy advice and management support to the Ministry of Health & Medical Services for Quality Laboratory services in Fiji and ensuring that the overall objectives of the laboratory service are maintained throughout the country. The position also ensures consistency and standardization of services; maintaining appropriate budget and training programmes to enable efficient and effective service delivery.

Key Responsibilities/Duties

1. Responsible for the provision of Laboratory service throughout the country that is efficient and effective to support the MOHMS Annual Corporate Plan
2. Responsible for development and review of policies and practice for laboratories to achieve quality, responsive, accessible laboratory service.
3. Hold consultations with clients to better the laboratory services.
4. Responsible for laboratories operations in compliance to international standards and accreditation.
5. Ensure adequate reagents and consumables stock for use in the laboratory.

- To plan, manage and develop the laboratory services throughout the Division and Sub-Divisional Hospital Laboratories and be able to adapt to the changing needs and requirements of the Department.

SELECTION CRITERIA

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- Experience at Senior Management level would be desirable.
- Knowledge of financial management principals in the area of budgeting, purchasing and forecasting.
- Knowledge in Developing and managing National Laboratory Training Plan
- Sound knowledge of laboratory facilities, equipment and supplies conforming to International Standards (ISO15189).
- Knowledge of quality standard supplies and its sustainability
- Understanding of the National Laboratory Quality Standards requirements and Laboratory compliance
- Knowledge of Human Resource Management, Employee and organizational development, performance management, reward system benefits, compliance, communication and public relation.
- Knowledge to relevant policies and procedures in the operation of a diagnostic laboratory.

Skills and Abilities

- Demonstrated ability to supervise the administration, finance and human resource function of the laboratory at national level
- Ability to analyse statistics and forecast improvement needs for laboratory services
- Demonstrated ability to communicate and negotiate with staff and stakeholders of different diverse background in order to achieve the departments services
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Ability to analyse situations, decision making and initiating actions.
- Ability to build and motivate team work.

MOHMS 150/2017 SUPERVISING LABORATORY TECHNICIAN

Role:	Supervising Laboratory Technician
Level:	HW04
Salary range:	\$24,632 - \$38,385
Location:	CWM Hospital
Unit/Division:	Laboratory/Central
Reports to:	Laboratory Superintendent
Liaises with:	Consultant Pathologist, Hospital Administration, FPBS Logistic Officer
Subordinates:	HW05,HW06, HW07, HW08

The Purpose of the Position

The purpose of the position is to oversee overall management of Divisional Hospital laboratory in consultation with laboratory superintendent including human resource, inventory, assets and organisation of workflow to contribute to delivery of accurate, reliable results within a short turnaround time.

Key Responsibilities/Duties

- Responsible for the overall supervision of technical officers and their technical responsibilities.
- Responsible for management of staff and other work resources available to ensure service is consistent, efficient and effective. Monthly submission of staff absenteeism return to Laboratory Superintendent and the Hospital HR Team.
- Facilitate in-house training program and training matrix to enable efficient and effective service delivery by the CWM hospital laboratory technical staff.
- Responsible for ensuring adequate reagent, and consumable stock for use in CWMH laboratory and availability of operational equipment and work amenities on daily basis
- To plan and organize the facilitation of changes needed within the CWMH laboratory if required by Head of laboratory services or Laboratory Superintendent.

6. To facilitate proper evaluation of staff performance, staff appraisal, consumables, stock control and periodic review of all technical processes in the department.
7. Ensure the preparation and maintenance of current and projected activities of the laboratory such as counselling of delinquent technical officers take place when due and needed.

SELECTION CRITERIA

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Experience as a Supervisory level in a Clinical Laboratory
2. Working knowledge of the laboratory supervisors function, and how these functions contribute to the achievements of organisations goals;
3. Sound knowledge of personnel filing system, information management, procurement and supply management;
4. Practical, working knowledge and experience in human resource management.

Skills and Abilities

1. Demonstrated ability to communicate effectively with staff of diverse background in order to achieve daily goals and objectives of the laboratory;
2. Demonstrated organizational skills to assist laboratory Superintendent and Consultant Pathologist in organizing the laboratory process changes when needed;
3. Demonstrated ability to analyse ,prioritize and solve complex work problems with available resources;
4. Good computer skills and the capacity to utilize computer programs to support the operations of the laboratory;
5. Service oriented approach with a commitment to supporting the operational goals and values of the Ministry of Health & Medical Services

MOHMS 151/2017 TECHNICAL OFFICER HIGH GRADE [MICROBIOLOGY]

Role:	Technical Officer High Grade – Microbiology
Level:	HW05
Salary range:	\$23,700 - \$31,291
Location:	CWM Hospital
Unit/Division:	Laboratory/Central
Reports to:	Laboratory Superintendent
Liaises with	Laboratory Supervising Technical Officer Laboratory Quality Manager
Subordinates:	HW06

The Purpose of the Position

The purpose of the position is to ensure efficient and effective management of the work and deliverance of timely and quality microbiology test results and service. The position supervises and mentors technical officers and ensures that equipment is available and maintained, consumables and reagents is available and staff are competent for technical needs of the section. The position is also responsible for liaising with other cadres within the Ministry of Health and Medical Services and disseminating updates on notifiable diseases.

Key Responsibilities/Duties

1. Ensure compliance of current Standard Operation Procedures, review and develop new Standard Operation Procedures as needed.
2. Implement processes and procedures in compliance to Laboratory Quality Management System (LQMS) and National Laboratory Standard requirements in the Management of the Unit, Management of Personnel, Equipment Management, Purchasing & Inventory, Process Control & Improvement, Information management, Documents and Records management, Occurrence Management, Customer Service and Laboratory Safety requirements.
3. Identify training needs of staff to ensure high technical competencies for efficient and effective service delivery.
4. Responsible for the participation of the section in the External quality assurance programs and ensures corrective actions is applied when there are non-conformities

5. To plan, Organize, lead and control the Microbiology department work processes and to facilitate changes needed within the section if required by Laboratory superintendent.
6. Ensure that the department's consumables are readily available at all times.

SELECTION CRITERIA

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Must possess analytic and problem solving skill.
2. Demonstrate ability to manage as a head of section.
3. Must have demonstrated intellectual capacity, planning skills and personal drive.
4. Consistently good reports and proven ability to supervise staff and improve staff technical competencies.
5. Should have good knowledge about Laboratory Quality Management System and understands its importance in clinical laboratory work.

Skills and Abilities

1. Demonstrated ability to communicate and Negotiate with staff of different diverse background in order to achieve the departments services
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times
3. Demonstrated ability to analyse and solve complex problems in the department
4. Demonstrated ability to maintain confidentiality and neutrality in managing work processes and problems in the department
5. Demonstrated ability to effectively work within a team;
6. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
7. Demonstrated ability to manage the department with a commitment to supporting the operational goals of the Laboratory service

TECHNICAL OFFICER LABORATORY

MOHMS 152/2017 CWM HOSPITAL 13 POSTS

MOHMS 153/2017 LAUTOKA HOSPITAL 5 POSTS

MOHMS 154/2017 TAMAVUA TWOMEY 1 POST

Role:	Laboratory Technical Officer
Level:	HW06
Salary range:	\$21, 032 - \$24, 084
Location:	CWM Hospital, Lautoka Hospital, Tamavua Twomey Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Technical Officer High Grade (HW05)
Liaises with:	Consultant Pathologist, Laboratory Superintendent, Quality Manager, Laboratory Supervising Technical Officer

The Purpose of the Position

The purpose of this position is to ensure specimen registration, clinical investigation and organisation of workflow to contribute to delivery of accurate, reliable results within a short turnaround time.

Key Responsibilities/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 Laboratory Quality Management System (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.

- To use Laboratory Information Management System in order to validate and provide accurate/reliable and timely results during shift work and on call hours.

SELECTION CRITERIA

The Person

In addition to a minimum requirement of Bachelor in Medical Laboratory Science with 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.
- Knowledge in the general operation of computer system and Laboratory Information Management System.

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.

MOHMS 155/2017 LABORATORY PHLEBOTOMIST

Role:	Laboratory Phlebotomist
Level:	HW08
Salary range:	\$12,612 - \$15,289
Location:	CWM Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Liaises with:	Laboratory Supervising Technical Officer, Quality Manager, Manager Blood Services, Laboratory Superintendent
Subordinates:	None

The Purpose of the Position

The purpose of this position is to provide support for blood collection, handling, and distribution of laboratory samples and registration of samples in the Laboratory Information System (LIS) that contributes to delivery of accurate, reliable results within a short turnaround time. This position is also required to accompany Blood Donor Services for mobile and home to home blood drives.

Key Responsibilities/Duties

- Ensure patient/blood donor comfort and confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health & Medical Services (MOHMS).
- Ensure work area is clean at all times and disinfected daily, specimen handling is as per SOP and registration into Laboratory Information System (LIS), liaise with relevant Laboratory sections and disseminate updated information to patients/customers.
- Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned specific duties in other sections is achieved.
- Contribute to training, supervision and assessment of new recruits and students
- Ensure proper handling of samples and registration of sample and test requests into the LIS within the expected turnaround time.

SELECTION CRITERIA

The Person

In addition to a Certificate in Phlebotomy (or equivalent) the following Knowledge, Experience, Skills & Ability are required to successfully perform the duties of a Phlebotomist.

Knowledge and Experience

1. Identify and manage the resources assigned to a Phlebotomist in a proper manner.
2. Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
3. Understand and be receptive to applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to effectively work within a team;
2. Good communication skills both written & verbal;
3. Ability to work with minimum supervision
4. Flexibility to be able to work odd shifts; beyond normal hours and perform relieving duties at other stations when assigned.

MOHMS 156/207 TECHNICAL OFFICER HIGH GRADE [BIOCHEMISTRY]

Role:	Technical Officer High Grade - Biochemistry
Level:	HW05
Salary range:	\$23,700 - \$31,291
Location:	Lautoka Hospital
Unit/Division:	Laboratory/Western
Reports to:	Laboratory Superintendent
Liaises with:	Laboratory Supervising Technical Officer, Quality Manager, Consultant Pathologist, Laboratory Logistics officer FPBS, Divisional Biochemistry Section Heads, Subdivisional Technical Officers , LIS officer.
Subordinates:	HW06, HW07

The Purpose of the Position

The purpose of this position is for efficient and effective management of the work and deliverance of timely Biochemistry test results and service. The position supervises and mentor technical officers and ensures that equipment is available and maintained, consumables and reagents is available and staff are competent for technical needs of the section

Key Responsibilities/Duties

1. Develop new , ensure compliance and Review all Biochemistry Test and process Standard Operation Procedures
2. Implement processes and procedures in compliance to Laboratory Quality Management System (LQMS)and National Laboratory Standard requirements in the Management of the Unit, Management of Personnel, Equipment Management, Purchasing &Inventory, Process Control & Improvement, Information management, Documents and Records management, Occurrence Management, Customer Service and Laboratory Safety requirements
3. Identify training needs of staff to ensure high technical competencies for efficient and effective service delivery
4. Responsible for the participation of the section in the External quality assurance programs and ensures corrective actions is applied when there are non-conformities
5. To plan, Organize , lead and control the Biochemistry work processes and to facilitate changes needed within the section if required by Laboratory superintendent

SELECTION CRITERIA

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work
2. Knowledge in the appropriate use of biochemistry tests, interpretation of results, and the follow up investigations that may be required.

3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background.
4. Working experience in facilitating report, implementing changes and adhering to strict timelines
5. Working knowledge of preparing Biochemistry Standard Operation Procedures and staff technical competencies within National Laboratory Standard.
6. Proven ability to supervise staff and improve staff technical competencies.

Skills and Abilities

1. Demonstrated ability to communicate and negotiate with staff of different diverse background in order to achieve the departments services
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management
4. Demonstrated ability to maintain confidentiality and neutrality in managing work processes and problems in the department
5. Effective training development, delivery and evaluation skills
6. Demonstrated ability to effectively work within a team
7. Demonstrated ability to motivate and get the best performance from subordinates

MOHMS 157/2017 TECHNICAL OFFICER HIGH GRADE [BLOOD BANK]

Role:	Technical Officer High Grade – Blood Bank
Level:	HW05
Salary range:	\$23,700 - \$31,291
Location:	Lautoka Hospital
Unit/Division:	Laboratory/ Western
Reports to:	Laboratory Superintendent
Liaises with:	Consultant Pathologist, Laboratory Supervising Technical Officer, National Laboratory Quality Officer and Laboratory Procurement Officer
Subordinates:	HW06, HW07

The Purpose of the Position

The purpose of this position is for the efficient and effective management of the work and deliverance of timely and Quality Blood Transfusion test results and service. The position supervises and mentor technical officers and ensures that equipment is available and maintained, consumables and reagents is available and staff are competent for technical needs of the section

Key Responsibilities/Duties

1. Develop new , ensure compliance and Review all Blood transfusion Test and process Standard Operation Procedures
2. Implement processes and procedures in compliance to Laboratory Quality Management System (LQMS)and National Laboratory Standard requirements in the Management of the Unit, Management of Personnel, Equipment Management, Purchasing &Inventory, Process Control & Improvement, Information management, Documents and Records management, Occurrence Management, Customer Service and Laboratory Safety requirements
3. Identify training needs of staff to ensure high technical competencies for efficient and effective service delivery
4. Responsible for the participation of the section in the External quality assurance programs and ensures corrective actions is applied when there are non-conformities
5. To plan, Organize , lead and control the Blood services department work processes and to facilitate changes needed within the section if required by Head of laboratory services or Laboratory superintendent

SELECTION CRITERIA

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Must possess analytic and problem solving skill.
2. Demonstrate ability to manage as a head of section. Ability to teach is essential.
3. Must have demonstrated intellectual capacity, planning skills and personal drive.

4. Consistently good reports and proven ability to supervise staff and improve staff technical competencies.
5. Should have good knowledge about Laboratory Quality Management System and understands its importance in clinical laboratory work

Skills and Abilities

1. Demonstrated ability to communicate and Negotiate with staff of different diverse background in order to achieve the departments services
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times
3. Demonstrated ability to analyse and solve complex problems in the department
4. Demonstrated ability to maintain confidentiality and neutrality in managing work processes and problems in the department
5. Demonstrated ability to effectively work within a team;
6. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
7. Demonstrated ability to manage the department with a commitment to supporting the operational goals of the Laboratory service

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 16th 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