

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.

JOB DESCRIPTION FOR POST ADVERTISED ON SATURDAY 30 SEPTEMBER 2017 ARE AS FOLLOWS;

ST GILES HOSPITAL
MOHMS 236/2017 – HANDYMAN

Role:	Handyman
Position Level:	Government Wage Earners
Salary Band:	B
Salary per annum:	\$12,286.56
Location:	St Giles Hospital
Unit/Division:	Administration
Reports to:	Executive Officer
Subordinates	Nil

The Position

The position is responsible for the general maintenance of the hospital infrastructure.

Key Duties

1. Ensure that hospital maintenance is attended to in a safely and timely manner upon request and according to the job sheet
2. 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 are required to successfully undertake this role in addition the person must possess a certified in carpenter and a license plumber or electrician.

Knowledge and Experience

- Vast experience in a similar work environment
- Basic knowledge and experience of electrical, carpentry, plumbing and general maintenance
- Knowledge of First-Aid
- Basic knowledge of OHS compliance

Skills and Abilities

- Ability to assess and provide scope of work for task to be undertaken
- Ability to make accurate estimates of materials for work to be undertaken
- Ability to accurately assess work carried out by contractors as per scope of work
- Ability and skills to carry out the assigned duties
- Ability to work after hours during emergency responses
- Excellent Communication skills
- Good communication skills and ability to tactfully deal with clients during service delivery
- Demonstrate the ability to effectively work within a team, with minimal supervision.
- Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

ST GILES, TAMAVUA TWOMEY HOSPITAL & NORTHERN HEALTH SERVICES

MOHMS 237 - 240/2017 – RECORDER – 4 POSTS

MOHMS 237/2017 – St Giles Hospital

MOHMS 238/2017 – Tamavua Twomey Hospital

MOHMS 239/2017 – Savusavu Hospital

MOHMS 240/2017 – Nabouwalu Hospital

Role:	Recorder
Position Level:	Government Wage Earners
Salary Band:	B
Salary per annum:	\$12,286.56
Location:	St Giles Hospital, Tamavua Twomey Hospital, Savusavu Hospital & Nabouwalu Hospital
Unit/Division:	Out Patient
Reports to:	Executive Officer
Subordinates	Nil

The Position

The position is responsible for maintaining, organizing and effectively providing medical records for patient's at all times to all clients.

Key Duties

- Receiving and registering of all cases and referral from other health facilities, public and private into the system (PATIS)
- Creating of new folders for new patients.
- Creating appointments in PATIS (Patient Information System)
- Retrieving, Sorting, Culling and Filing of patient's medical folders for services using terminal digit filing system.
- Collect discharged patients medical folders from the wards
- Coding of patient folders
- Data entry of patient information into computerized patient information systems
- Ensure timely communication of information.
- Collaborate with all staff and promote excellent patient service
- Monitor flow of folders and fast track medical records folders
- Organise and review data for accuracy and completeness
- Maintain patient confidentiality and privacy by adherence to Ministry of Health and Medical Services policy and procedures and any/all legislation relating to Health Information and Medical Records, relating to appropriate legislation including: Health Information Policy 2011, Child Welfare Decree

2010, Mental Health Decree 2011, HIV Decree 2011, and meet signatory obligation on the Conventions on the rights of the child (Article 16 protection of Privacy)

Selection Criteria

The Person

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

Knowledge and Experience

1. Experience in a similar work environment
2. Knowledge of basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services
4. Knowledge of standard operating procedures in the arrears of records service delivery

Skills and Abilities

1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

TAMAVUA TWOMEY HOSPITAL & NORTHERN HEALTH SERVICES

MOHMS 241 - 242/2017 – RECEPTIONIST – [2 POSTS]

MOHMS 241/2017 – Taveuni Hospital

MOHMS 242/2017 – Savusavu Hospital

Role:	Receptionist
Level:	Government Wages Earners
Salary Band:	B
Salary per annum:	\$12,286.56
Location:	Taveuni & Savusavu Hospital
Unit/Division:	Taveuni & Cakaudrove/Northern Health Services
Reports to:	Clerical Officer & Executive Officer
Subordinates:	None

The Position

The position is responsible to the divisional Senior Administrative Officer through the Administrative Officer divisional office to ensure the flow of official telecommunication especially on telephones and radio telephones, control of unnecessary outside telephone calls and control of appointments to the divisional HOD.

Key Duties:

1. Make and receive incoming telephone & RT calls and direct them to staffs
2. Log/Record all telephone calls received and made (name & time)
3. Report telephone equipment or service complaints and problems.
4. Set up phones for teleconference
5. Update directory information

The Person

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

Knowledge and Experience:

1. Similar work experience
2. Experience in operating telephone operator board or PBX switchboard
3. Knowledge in providing and maintaining Customer Service
4. Awareness in organisation structure

Skills and Abilities:

1. Ability to operate both telephone operator board and PBX switchboard
2. Ability to communicate effectively both verbally and written
3. Ability to manage time and work in a team
4. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

NORTHERN HEALTH SERVICES

MOHMS 243-245/2017 – DRIVER – 3 POSTS

MOHMS 243/2017 – Nabouwalu Hospital

MOHMS 244/2017 – Savusavu Hospital

MOHMS 245/2017 – Taveuni Hospital

Role:	Driver
Level:	Government Wages Earners
Salary Band:	B
Salary per annum:	\$12,286.56
Location:	As per above Listing
Unit/Division:	Transport Unit
Reports to:	EO Transport
Subordinates:	None

The Position

The position contributes to the smooth transport facilitation for all approved request received.

Key Duties

1. Checks vehicles for tyre defects, valid fitness expiry, water, engine oil, cleanliness, and damages before starting the vehicle daily.
2. Ensure to practice defensive driving and the proper maintenance of vehicles.
3. The proper record of daily vehicle movements with the running sheet.
4. Vehicles are being operated, licensed in accordance with the applicable laws;
5. Hospital runs are well planned and output has been achieved;
6. Running sheets & fuel receipts, are submitted on daily basis
7. Defects are reported and addressed in a given timeframe;
8. Reports to the head driver for allocation of duties.

Selection Criteria

The Person

In addition to Group 2, 4 and 6 Driving License, Defensive Driving Licence with First Aid training, the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Similar work experience, a valid Driving and Defensive License

2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

Skills and Abilities

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

MOHMS 246/2017 – AMBULANCE DRIVER – NABOUWALU HOSPITAL

Role:	Driver
Level:	Government Wages Earners
Salary Band:	B
Salary per annum:	\$12,286.56
Location:	Nabouwalu Hospital
Unit/Division:	Northern Health Services
Reports to:	Clerical Officer
Subordinates:	None

The Position

The position is responsible to the Medical Officer at Nabouwalu Hospital for the effective delivery of ambulance services at all times.

Key Duties

1. Safe transportation of patients and staff to required destinations
2. Physically fit to assist patients to board the vehicle and into the hospital
3. Loading and unloading of medical supplies
4. Cleaning of vehicle
5. B1 and B2 servicing of vehicle
6. Updating running sheets

Selection Criteria

The Person

In addition to a Group 6 Driving Licence and First Aid Training the following **Knowledge, Experience, Skills and Abilities** are also required to successfully undertake this role:

Knowledge and Experience

1. Similar work experience and a valid Driving and Defensive License
2. Knowledge of First Aid Training
3. Knowledge in vehicle servicing and mechanical works
4. Knowledge to maintain daily running sheets
5. Knowledge of Occupational Health and Safety

Skills and Abilities:

1. Ability to load and unload medical supplies
2. Ability Identify vehicle mechanical fault

3. Ability to work in a team and avail himself when required
4. Ability to manage time effectively

MOHMS 247-248/2017 – LAUNDRY HAND

MOHMS 247/2017 – Savusavu Hospital

MOHMS 248/2017 – Taveuni Hospital

Role:	Laundry Hand
Level:	Government Wages Earners
Salary Band:	A
Salary per annum:	\$12,286.56
Location:	Savusavu Hospital & Taveuni Hospital
Unit/Division:	Northern Health Services
Reports to:	Clerical Officer
Subordinates:	None

The Position

The position reports to the sub – divisional Clerical 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 249/2017 – LABOURER - DREKETI HEALTH CENTRE

Role:	Labourer/ Gardener.
Level:	Government Wage Earner
Salary Band:	A
Salary per annum:	\$11,325.60
Location	Dreketi Health Centre
Unit/Division	Macuata sub – division under DMO N
Reports to:	Medical Officer in charge – Dreketi Health Centre
Subordinates:	None

The Position

The position reports to the Medical Officer in – charge of Dreketi health centre to ensure the cleanliness of the health facilities, compound and the timely maintenance of minor carpentry and plumbing works under its medical area.

KEY DUTIES

- Maintain cleanliness and upgrading of Dreketi Health Centre compound and the quarters which consists of grass cutting, raking, clearing of debris, drains, tree pruning, planting of flowers, collection and dispose of clinical and household waste.
- Assist in planning and delegation of work/tasks to ensuring proper distribution manpower within relevant timeframe.
- Establishing sequences and methods to be used for maintaining of work to facilitate completion of assigned tasks.
- Clean and maintaining a good working environment in the department.
- Ensure the implementation and maintaining of O.H.S act at all times.
- Perform other related tasks required by the Supervisor from time to time.
- Perform other related duties incidental to the work described herein and as per Management advice.

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 use of farming and gardening tools
- Understanding of Occupational Health and Safety at the workplace
- Experience as labourer in a similar working environment

Skills and Abilities

- Ability to carry out physical work, knowledge of gardening works and landscaping.
- Also be able to standby for clinical and patient safety and care where possible in extreme weather conditions
- Ability to communicate orally and in written.
- Identifies and utilizes resources effectively and responsibly.
- Takes a problem-solving approach when faced with challenging or difficult situations.
- Demonstrates a positive attitude in work assignment and interaction with

MOHMS 250/2017 – LABOURER – NABOUWALU HOSPITAL

Role:	Labourer/ Gardener.
Level:	Government Wage Earner
Salary Band:	A
Salary per annum:	\$11,325.60
Location	Nabouwalu Hospital
Unit/Division	DMO N
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 hospital.

KEY DUTIES

- Maintain cleanliness and repairing of leaking PVC pipes and taps within the hospital facility
- Conduct minor carpentry repair works on door locks, gauzing, broken chairs, shelves
- Prepare Scope of Works and hardware material lists
- Report, record and safe maintenance of hardware materials used
- Provide reports on work done

SELECTION CRITERIA

The Person

In addition to a Certificate in Carpentry/Joinery and Plumbing the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

- Knowledge of carpentry, joinery and plumbing
- Experience in gardening and landscaping
- Knowledge of proper handling and use of all working tools
- Knowledge of Occupational Health and Safety at the workplace
- Experience as labourer in a similar working environment

Skills and Abilities

- Ability to carry out physical work i.e. plumbing, joinery, carpentry and gardening
- Ability to carry out minor repairs and plumbing
- Ability to communicate orally and in written.
- Identifies and utilizes resources effectively and responsibly.
- Takes a problem-solving approach when faced with challenging or difficult situations.
- Demonstrates a positive attitude in work assignment and ability to work in a team

TAMAVUA HOSPITAL

MOHMS 251/2017 – HOSPITAL ATTENDANT

Role:	Hospital Attendant
Level:	Government Wage Earner
Salary Band:	A
Salary per annum:	\$12,286.56
Location	Tamavua Twomey Hospital
Unit/Division	Tamavua Hospital
Reports to:	Executive Officer
Subordinates:	None

The Position

The position assists the Registered Nurse in the provision of patient care by ensuring that equipment's, supplies are in order at the required time and patients are safe.

KEY DUTIES

1. Ensure that sufficient supply of oxygen/medical air is available in the ward for patients at all times.
2. Assist stores and BOC gases in the storage of oxygen/medical air. Keep oxygen and medical air storage clean at all times.
3. Take patients for X-ray, CT scan, MRI and ultrasound scan as and when required from the wards accompanied by the nurse.
4. Take specimens and samples to the lab.
5. Transferring dead bodies from the wards or Emergency Department to the morgue.
6. Deliver daily report books, ward time books to the responsible nursing supervisors.
7. Deliver food trolleys to respective wards from kitchen on time
8. Return clean food trolleys to kitchen from Ward.
9. Dispatch nurses transportation list daily and other dispatches from respective supervisors to administration.
10. Assist in post mortem and embalming

Selection Criteria

The Person

The following knowledge, experience, skills and abilities are required to perform the duties of the post.

Knowledge and Experience

1. Experience in a similar work environment.

2. Knowledge and understanding of patient care.
3. Knowledge of employment laws and policies.

Skills and Abilities

1. Effective Communication (verbal/written) skills
2. Demonstrate ability to effectively work as a team with less supervision.
3. Demonstrate ability to listen and deliver the work with confidence and competence in a resource constrained environment
4. Demonstrate empathy and care for patient in the course of

WESTERN HEALTH SERVICES
MOHMS 252/2017 – DIVISIONAL HEALTH INSPECTOR WESTERN

Role:	Divisional Health Inspector Western
Level:	HW01
Salary:	Attractive package will be offered
Location:	DMOW
Unit/Division:	Public Health/ Western Health Services
Reports to:	Divisional Medical Officer Western & National Advisor Environmental Health
Subordinates:	Officer In-charge and Senior Assistant Health Inspectors and Rural Local Authority staffs

The Position

The position provides strategic advice and oversees the implementation of Environmental Health Services at Western Division which includes national overall planning, management, enforcement, coordination and monitoring of environmental health programs and the 9 KRAs in the Western Division. Further to that the position requires effective communication with all people in the workplace, including internal and external customers. Demonstrate effective Team work through appropriate and strong leadership with professionalism upholding MOHMS values and code of conduct.

Key Duties:

1. Responsible to the Divisional Medical Officer Western for the planning, management, supervision, delivery and control of environmental health services in the Division.
2. May from time to time deputize, attend or delegate for the Divisional Medical Officer at various council or committee meetings on matters relating to the management and delivery of health service in the division.

3. To contribute to the achievement of the overall goals and objectives of the MOHMS as contained in the Divisional BP, ACP and the NSP.
4. May from time to time deputize DMO/W and attend various committee meetings on matters relating to the management and delivery of health service in the division. Such meeting forums include:
 - Western Division Heads of Department
 - SD/Western HOD meeting
 - Divisional EOC
 - Provincial Councils
 - Provincial Development Board
 - District Advisory Council
 - Divisional Development Committee
 - Religious organizations
 - Statutory Bodies
 - Non-Governmental Organizations
 - Rural Local Authorities
 - DISMAC
 - Others
5. Advise Divisional Medical Officer on Environmental Health issues at Sub-divisional and District level as required under the Public Health Act.
6. The position also is a member and advisor to the Rural Local Authorities on all Environmental Health issues in the Division.
7. Collaborate with other relevant government agencies and NGO's that have equal interest on Environmental Health in the Division.
8. Monitor operations of sanitary services in the Division.
9. Provide technical support to clinical services in the area of Healthcare Waste Management.
10. Provide technical support and infrastructural assessments of Health Facilities.

11. Advisor to Divisional Hotel Licensing Board, Divisional Liquor Tribunal
12. Required to perform duties of authorized food Inspector under the Food Safety Regulation 2009 and Quarantine Officer under the Quarantine Act.
13. 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
 12. Environment Management Act

Selection Criteria

The Person

In addition qualification prescribed under the **Allied Health Practitioners Decree 2011, 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 the role of the positions:

Knowledge and Experience

- Experience at Senior Management level would be desirable.
- Understanding of legislative/policy approaches and responsibilities designed to protect the environment and public health
- Knowledge of Fijis Green Growth Framework

- 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.
- Experience in and understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
- Experience in post disaster response coordination.
- Basic understanding of Monitoring and Evaluation.

Skills and Abilities

- Ability to carry out disease outbreak and response.
- Skills and Ability to investigate cases and instigate prosecution.
- Ability to write project proposals, prepare Divisional EHU reports and business plan.
- Ability to give technical advice to clients or communities on environmental health issues.
- Ability to analyses situations, decision making and initiating actions.
- Ability to build and motivate team work
- Good organizational skills and demonstrates commitment.
- Ability to work long hours, cope with pressure and setbacks.
- Ability to adapting and respond to changes within the organization effectively.

MOHMS 253/2017 – Senior Assistant Health Inspector – Labasa Health Office
MOHMS 254/2017 - Senior Assistant Health Inspector – Bua Health Office
MOHMS 255/2017 -Senior Assistant Health Inspector – Levuka Health Office
MOHMS 256/2017 –Senior Assistant Health Inspector – Rotuma Health Office
MOHMS 257/2017 - Senior Assistant Health Inspector – Lakeba Health Office
MOHMS 258/2017 - Senior Assistant Health Inspector – Ba Health Office

Role:	Senior Assistant Health Inspector
Level:	HW06
Salary range:	Attractive package will be offered
Location:	Labasa Health Office, Bua, Levuka, Rotuma, Lakeba & Ba Health Office
Unit/Division:	Environmental Health
Reports to:	Sub Divisional Health Inspector
Subordinates:	-

Overview of the Specific Area

The Position

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

Key Duties

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

CRITERIA SELECTION

The Person

In addition to a Diploma in Environmental Health or equivalent, the incumbent must be eligible or registered under the Allied Health Workers Decree and a financial member of the Fiji Institute of Environmental Health

Knowledge and Experience

- Practical, working knowledge of all aspects of EH Pillars (Promotion, Protection, Surveillance)
- Understanding of aligned and subsidiary legislation pursuant to Environment Health Services and its enforcement.

- Knowledge on Environmental Health disease prevention and control.
- Understanding of teams and how to work within a high performing team.
- Broad understanding of human environment and potential risk factors.

Skills and Abilities

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

MOHMS 259/2017 MEDICAL IMAGING TECHNOLOGIST [CARDIOLOGY UNIT]

Role:	Medical Imaging Technologist -
Level:	HW 05
Salary range:	
Location:	CWM Hospital
Unit/Division:	Cardiology Unit /Central Division
Reports to:	Directly to Consultant Cardiologist Indirectly to the Medical Registrars and other Medical Officers. Liaises with –Clinicians, Nurses, Attendants, Superintendent MIT
Subordinates:	HW06 MIT

Overview of the Specific Area

The Echocardiography Unit is a core unit of the main Cardiology Unit. It is located at the CWM Hospital and it mainly caters for the Central & Eastern Division and also receives referrals from the Western and the Northern Divisions.

The Unit mainly does Ultrasound of the heart to assist in the clinician's diagnosis to cardiac problems and to evaluate other cardiac related abnormalities. Being a newly established unit its manpower (sonographers) is entirely dependent on the Radiology Unit for its daily operation.

The Purpose of the Position

This position oversees the coordination and administration of all aspects of Cardiac Ultrasound Service for the whole of Fiji.

Key Duties:

1. Plans the delivery of the overall Echo service and its activities in accordance with the mission and goals of the organization.
2. Manages the daily operation of the Unit with regards to staffing, equipment, procurement and resources including supervision of staff and trainees.

3. Plan the professional development of clinical echocardiography staff through mentoring, assessment and training and organise inductions for new staff.
4. Plan and manage the delivery of effective and high quality echo service and be able to promote equal training opportunities for staff.
5. Participate in the investigation of incidents and complaints relating to the Echocardiography services when required.
6. Attend national and international conferences appropriate to the modality, including trainings, meetings and presentations on behalf of the unit and represents the ECHO units in advisory meetings.
7. Manage patient's database and conduct regular clinical audits for service evaluation purposes and monitor the whole Echo service on a regular basis and conduct an annual evaluation framework and recommend changes to improve service delivery, as appropriate.

Key Performance Indicators

1. Ensure that the Echo lab is compliant with all institutional and regulatory, quality and safety policies and procedures.
2. Ensure that Echocardiography services are delivered at the high standards of quality with accordance to departmental protocol and guidelines.
3. Pro- actively manage patient complains and areas of improvement are addressed.
4. Ensure that required resources are available at all times and equipment is serviced and checked daily with requests for repairs are sent immediately for prompt action.
5. Ensure attendance at all required mandatory meetings and trainings.
6. Ensure that all members of staff are mentored, developed and trained to become an effective team player to deliver optimum results.
7. Timely submissions of procurement proposals, monthly and annual Reports including training reports and staff appraisals.

SELECTION CRITERIA

The Person

- Bachelor in Medical Imaging Science with post graduate cardiac ultrasound training.
- Registered and licensed with the Fiji radiation health board and the Fiji Society of Medical Imaging Technologist.

In addition to the above, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Good knowledge and experience in Cardiology Ultrasound protocols and guidelines and its equipment.
- Good Management experience IT knowledge.
- Knowledge of the Fiji Radiation Health decree and Medical Imaging Technologist Decree, 2009.
- Knowledge of the Occupational Health and Safety Act.

Skills and Abilities

- Demonstrate ability to effectively manage human resource and procurement of materials and equipment
- Ability to prioritize conflicting demands successfully through developed organisational and time management skills.
- Developed interpersonal and relationship management skills.
- Excellent communicator and with good customer service practices.
- Ability to engage and motivate team members and a good team player.
- Ability to effectively share clinical knowledge with others.
- Upholds confidentiality and is able to manage personal stress effectively.
- Commitment to excellence in service delivery and continuous quality improvement.
- Ability to work independently.

MOHMS 260/2017 MEDICAL IMAGING TECHNOLOGY HIGH GRADE - GENERAL [CWM HOSPITAL]

Role:	Medical Imaging Technology High Grade - General
Level:	HW05
Salary range:	\$23,700 - \$30,643
Location:	CWM Hospital
Unit/Division:	Radiology/Central
Reports :	Directly to Supervisor MIT Indirectly to Superintendent MIT, Senior MIT, Consultant Radiologist Liaises with: Radiology Registrars, Clinicians , Nurses, Attendants (See attached Organizational Structure)
Subordinates:	Medical Imaging Technologist - HW06

Overview of the Specific Area

The Radiology Department at CWMH is in the largest referral hospital in Fiji catering for the Central and Eastern division in providing diagnostic medical imaging services using ionizing radiation and non-ionizing radiation in General Radiography, Fluoroscopy, Ultrasound, Theatre Radiography, Computed Tomography Scans (CT), Magnetic Resonance Imaging (MRI), Mammography and Ortho-pan tomography (OPG). The department provides services to ~ 342,386 people along the Suva Nausori corridor including Lami.

Being the only department that has an MRI machine it provides this high level imaging for the whole country and the region.

The department works closely with clinicians from other specialized units (surgery, internal medicine, emergency medicine, paediatrics, obstetrics and gynaecology, etc.) in providing non-interventional and interventional imaging procedures in a timely manner. After hour services are also provided daily to cater for semi-urgent and urgent cases.

Radiology consumables are managed and distributed to smaller subdivisional radiology units in the central and eastern division from this unit and it closely works in collaboration with Fiji Biomedical and Pharmaceuticals Services for radiology consumables and equipment issues.

The unit is also a training facility for the Medical Imaging and MBBS students of the Fiji National University and the Unit liaises closely with the Fiji National University for student clinical attachments and supervision.

General Radiography is the basic form of medical imaging that uses ionizing radiation cautiously exposed through x-ray machines on accurately positioned body parts to generate images of the human body. This unit at CWMH provides 24hours services to the whole of Central & Eastern Division though on –call duties and shift work for emergency cases.

The Position

The position is in charge of General Radiography section, performs examinations supervisors subordinates and students. The position is also responsible for monitoring of the units operational activities for efficient service delivery and work

Key Duties

1. Schedules patient appropriately and performs examinations in accordance with special radiological protocols and guidelines.
2. Record and report equipment technical faults to Supervisors for rectification in a timely manner.
3. Ensure the unit's consumables are readily available at all times.
4. Collect and submits the units weekly and monthly reports to supervisors.
5. Ensure unit's consumables are readily available at all times.
6. Conducts supervision and training for subordinates and students
7. Represent unit in management meetings, attends staff meetings, conferences and workshops relevant to job role and actively participates in Continuous Professional Development and share knowledge, information and skills with colleagues.

Key Performance Indicators:

1. Number of examinations and reports accurately performed and recorded in line with the department protocols and the timely collection and submission of the unit's statistics and reports.
2. Ensure equipment is operational with timely maintenance.
3. Units' consumables stock levels are updated and also available at all times.

4. Training and Continuous Professional Development Activities are carried out weekly and points gained for renewal of licence.

SELECTION CRITERIA

The Person

Acquired:

- Diploma or Bachelor in Medical Imaging Science.
- Registration and licencing with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist.

In addition to the, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience

- More than 10 years of technical working experience in general and to be able to carry out the organizational activities required of this position.
- Excellent knowledge and experience in General Radiography protocols, Safety Procedures and Picture Archiving and Communication System along with Radiology Information System.
- Good experience in supervision and training.
- Good knowledge of medical imaging equipment normal functions.
- Knowledge of Radiation Health Decree and Fiji Society of Medical Imaging Decree 2009.

Skills and Abilities

- Demonstrated organizational and communication skills to be able to interact with people of diverse background.
- Appropriate Microsoft office skills suitable for the role and level to be able to collect data.
- Demonstrated ability to work effectively within a team environment.
- Demonstrated supervisory and training skills to be able to effectively train subordinates.
- Service oriented approach with the commitment to promote best use of resources and time to achieve work outcomes.

VACANCIES AT VALELEVU HEALTH CENTRE

VHC01/2017 TEAM LEADER PUBLIC HEALTH

Role:	Team Leader Public Health
Level:	Salary Band G
Salary range:	\$28,605 - \$47,675.75
Location:	Valelevu Health Centre
Unit/Division:	Nursing
Reports to:	Medical Officer in Charge
Subordinates:	Registered Nurses; Government Wage Earners

Overview of the Specific Area

The Team Leader Public Health identifies, plans, coordinates, delivers and monitors the effectiveness of staff performance, training and health promotion activities in support of public and school health care nursing skills across the delivery of quality public and school health services as required by Ministry of Health & Medical Services.

The Team Leader liaises closely with Sub Divisional Nurse Manager and reports directly to the Sub Divisional Medical Officers.

The Purpose of this Position

The position contributes to planning, delivery and monitoring of the effectiveness of staff performance, development with training and promotional health activities in support of core nursing skills development across the Division and Ministry of Health & Medical Services.

Key Responsibilities/duties

- Planning and policy-develop a schedule for school health, community and outreach programme
- Organize staff deployment and development
- Facilitate school health and outreach programmes

- Screen staff for training and capacity building programmes
- Controlling, regulating and reporting on staff performances
- Ensure the implementation of 5'S' concept at health facility and that nursing practice is congruent with relevant legislation, regulation, scope and standards of practice
- Collate and compile monthly, quarterly, and annual reports and submissions.
- Awareness on safe motherhood and family health planning to all CBA women, ante natal and post natal mothers.
- Analysing of data and redesigning work plans to meet the desired requirements or desired goals as according to Business plan.

The Person

In addition to Diploma or Degree in Nursing, valid annual practising Licence and registered as a general nurse under the Fiji Nursing Council; the following knowledge, experience, skills, and abilities are required to successfully undertake this role;
Certificate in Public Health Nursing or Midwifery is essential.

Knowledge and Experience (essential)

1. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
2. Knowledge of primary health care and health promotion concepts
3. Experience in supervisory role in a nursing environment or similar
4. Knowledge of managing and monitoring staff performance

Skills and Abilities

- Ability to manage and lead in a team environment
- Good communication skills [written & spoken]
- Reliable primary nursing and curative skills
- Supervisory and coaching skills
- Demonstrated good customer focus and a team player

VHC 02/2017 REGISTERED NURSE

Role:	Registered Nurse
Level:	Salary Band F
Salary range:	\$22,528.13 -\$36,103.75
Location:	Central Division
Unit/Division:	Nursing
Reports to:	Medical Officer in Charge
Subordinates:	

Position Overview

To effectively provide and implement quality nursing care to all patients. To effectively facilitate the nursing standard for implantation of nursing care needs of all patients. To respect the social, cultural, religious protocol of patients. To advocate on behalf of the patients.

Key Responsibilities/duties

- To maintain high quality nursing care at all level
- To provide supervision to junior nurses and trainee nurses
- To facilitate nursing standards with accurate documentation of nursing care
- Providing patients/family education and relatives on the continuity of care at home
- Maintain confidentiality in matters related to patient's family and client
- Receiving and reporting of patients' condition to appropriate personal during each shift.
- Perform therapeutic nursing intervention as established by individualized plan of care for the patient and his/her family.

The Person

In addition to Diploma in Nursing, valid annual practising Licence and registered as a general nurse under the Fiji Nursing Council; the following knowledge, experience, skills, and abilities are required to successfully undertake this role;

Knowledge and Experience

5. Experience in nursing at any major hospital, community health or similar nursing environment.
6. Sound knowledge of basic nursing principles and clinical practices
7. Knowledge of Nursing Regulation/Degree 2011, Policies, Guidelines, Protocols Procedures and Nursing standards
8. Some understanding of customer focused practices

Skills and Abilities

- Ability to work as a team
- Demonstrate excellent [verbal and written] communications skills
- Ability to communicate with people from diverse background
- Ability to use Microsoft applications such as word and excel

VHC 03/2017 SUPERVISING PHARMACY TECHNICIAN

Role:	Supervising Pharmacy Technician
Level:	PH03
Salary range:	An attractive salary package
Location:	Valelevu Health Centre
Reports to:	Medical Officer in Charge
Subordinates:	Senior Pharmacy Technician: Pharmacy Assistant

Overview of the Specific Area

The Pharmacy Service is driven by the National Medicinal Products Policy which ensures:

1. The ready and reliable availability of good quality, acceptably safe and proven effective medicines at a price he individual and the community can afford.
2. Rationalize the use of medicines through the provision of improved medicine utilization information and training of health professionals, and through education of the public in appropriate medicine use and storage with aim of rationalizing medicine supply management, prescribing and dispensing, and improving patient compliance.
3. To define the national goals and objectives, set priorities, and medium to long term commitments of the government.

The pharmacy services contributes to the Ministry's strategy by ensuring public health and safety through provision of safe and quality medicines and professional pharmacy practice.

The Position

The supervising pharmacy technician provides supervisory duties in the respective sections in the pharmacy department at the health facility.

Key Duties

- Provide supervision, coaching, mentoring and assessing performance of pharmacy staff
- Conduct training for other healthcare professionals in matters pertaining to pharmacy services.

- Ensure good stock control, inventory management and distribution of pharmaceuticals in accordance with policies and procedures
- Manage and report on the daily activities and operations of the pharmacy unit to the senior management
- Ensure compliance with all relevant legislations, policies and guidelines relating to pharmaceuticals and medicinal supplies.

The Person

- A Bachelor of Pharmacy [or equivalent] and registration under the Fiji Pharmacy Profession Board with a valid practising license. Additionally, the following knowledge, experience, skills and abilities are required to perform the duties of the post.

Knowledge and Experience

- 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.
- Understanding of the Medicinal Products Decree 2011, Pharmacy Profession Decree 2011 and National Medicinal Products Policy 2013.

Skills and Abilities

- Ability to take on a variety of administrative and clinical roles
- Demonstrated ability to effectively work within a team.
- Sound analytical and problem solving skills to resolve issues in a resource-constrained environment.
- Demonstrated ability to instruct, direct, motivate and evaluate staff performance.
- A strong ability to communicate clearly and effectively
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

VHC 04/2017 SENIOR PHARMACY TECHNICIAN

Role:	Senior Pharmacy Technician
Level:	PH04
Salary range:	Attractive salary package
Location:	Central Division
Reports to:	Supervising Pharmacy Technician
Subordinates:	Pharmacy Assistants

The Position

The Senior Pharmacy Technician is responsible to the Sectional Supervisors for providing professional pharmacy practice in accordance with MOH policies and Pharmacy Decrees through:

- Dispensing of medicines to patients
- Provision of appropriate medicine information to patients and health care professionals
- Appropriate medical interventions
- Good stock practices and control
- Continued Professional Education
- Clinical Practice Improvement programs

Key Duties

- Dispense medications by reviewing and interpreting physician's orders with accuracy and appropriateness as monitored by the supervisor.
- Providing appropriate patient counseling; and medicine information to the medical and nursing staffs, other health care practitioners, and support staff.
- Maintains confidentiality of patient and unit information.
- Supervises the duties of the sub-ordinates.
- Contribute to ensuring adherence of relevant SOPs and guidelines and compilation of statistics for reporting.
- Participates in continuous professional development programs

The Person

- In addition to Diploma of Pharmacy [or equivalent]; Registered under the Fiji Pharmacy Profession Board with a valid practising license; completed Internship Program, the following knowledge, experience, skills and abilities are required to perform the duties of the post.

Knowledge and Experience

- Understanding and experience in all aspects of pharmacy practice.
- Knowledge of carrying out research or surveys in improving pharmacy practice.
- Understanding of the Medicinal Products Decree 2011, Pharmacy Profession Decree 2011 and National Medicinal Products Policy 2013.

Skills and Abilities

- Demonstrated ability to effectively work within a team
- Ability to undertake compounding, packaging and labelling of medicines
- Must possess sound analytical and problem solving skills
- Service oriented approach, with a commitment to supporting department business plan
- Capacity to utilise basic computer programs to support operations of the department/health facility

VHC05/2017 PHARMACY ASSISTANT

Role:	Pharmacy Assistant
Level:	PH05
Salary range:	Attractive salary package
Location:	Valelevu Health Centre
Reports to:	Senior Pharmacy Technician
Subordinates:	N/A

The Position

The Pharmacy Assistant provides non-technical support to qualified pharmacy technicians and registered pharmacists for the delivery of best practice pharmaceutical care; logistics management and distribution.

Key Duties

- To assist in the appropriate processing of prescriptions
- To assist in manufacturing in the preparation of disinfectants and antiseptics for wards supply.
- Ensures that the medicine storage in the outpatient's/inpatient's pharmacy area is kept clean and orderly and in accordance to the storage instructions from the manufacturer.
- Comply with the hospital/health facility safety policies and procedures
- Comply with policies and procedures related to Pharmacy services
- Maintains the confidentiality of patient and unit information.
- Ensures that the appropriate prepackaging protocol, labeling and dispensing techniques are carried out, as monitored by the supervisor
- Assist with the collection and compilation of workload statistics for the section.
- Participates in educational activities related to medicine therapy to enhance personal knowledge.
- To assist with good inventory management
- Direct drug related questions and interventions to pharmacists

The Person

- In addition to a pass in Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognized institution; the following knowledge, experience, skills and abilities is required to perform the duties of the post.

Knowledge and Experience

- Knowledge of basic accounting practices
- Experience on dispensing of medications
- Knowledge on record keeping and basic inventory management

Skills and Abilities

- Demonstrated good communication skills
- Demonstrated ability to effectively work within a team
- Must possess sound analytical and problem solving skills
- Service oriented approach, with a commitment to supporting department business plan
- Capacity to utilise basic computer programs to support operations of the department/health facility

VHC 06/2017 EXECUTIVE OFFICER

Role:	Executive Officer
Salary Band	Salary Band D
Salary range:	\$14, 428 to \$22,567
Location:	Central Division
Unit/Division:	Administration
Reports to:	Senior Administrative Officer
Subordinates:	Clerical Officer and Government Wage Earners

Overview of the Specific Area

Provision of updated and accurate information for overall running of human resources and finance for Valelevu health centre in accordance with standard policies, rules and guidelines.

The Position

The position is responsible for managing the administrative, infrastructure and financial functions of the Valelevu Health Centre.

Key Responsibilities

1. Manage the daily administrative functions which includes staff establishment, staff leave, overtime, allowances, absence returns, resignation, and retirement.
2. Ensure the timely collection, and deposit of revenue in accordance with finance regulations.
3. Ensure that there is a sufficient supply of stationery, pharmaceuticals, bio-medical supplies, and other necessary stock.
4. Facilitate training for Government Wage Earners.
5. Ensure recruitment and selection, and disciplinary cases of staff are dealt with in a timely manner.

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 position:

Knowledge and Experience

- At least 2 years of experience in administration or human resources management role
- An understanding of the procedures involved in ensuring a sufficient supply of stock and inventory.
- Understanding the Fijian Constitution [2013] and applicable laws of Fiji
- Experience in facilitating training programs for adult learners

Skills and Abilities

- Ability to organize activities and manage workload so that targets are achieved in a timely manner.
- Good communication skills both written and oral so as to write effective reports and advise on HR issues
- Good customer service skills and the ability to work with people from diverse backgrounds.
- Problem solving skills and the ability to think and analyse situations critically in order to make an informed decision
- Ability to use Information Technology software such as Microsoft applications of MS Word, MS Excel and MS Power Point to assist with daily administrative work.

VHC 07/2017 CLERICAL OFFICER - HR

Role:	Clerical Officer - HR
Salary Band	Band C
Salary range per annum	\$12, 081 – \$18, 879
Location:	Valelevu Health Centre
Unit/Division:	Administration
Reports to:	Executive Officer

The Position

The position is responsible for planning, organizing and coordinating general administrative services.

Key Duties

1. Process and facilitate all personnel and HR issues for all staff.
2. Assist the Executive Officer in facilitating training programs for staff.
3. Ensure that all correspondences are properly recorded, and stored.
4. Ensure the timely responses to HR queries from staff, the Central Division Health Office and Headquarters and stakeholders.
5. Ensure that the Human Resource Information System is updated on a regular basis.

The Person

In addition to the completion of a Form 6 secondary school level, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

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

- Experience in ensuring deadlines are met

Skills and Abilities

- Ability to work within a team
- Good planning and organising skills
- Good time management skills

**VHC 08/2017 CLERICAL OFFICER – FINANCE AND ASSET
MANAGEMENT**

Role:	Clerical Officer – Finance And Asset Management
Salary Band	Band C
Salary range:	\$12, 081 - \$18, 879
Location:	Valelevu Health Centre
Unit/Division:	Finance and Asset Management
Reports to:	Executive Officer

The Position

The position is responsible for ensuring the proper and prudent use of finances and assets in the delivery of health services at the Health Centre.

Key Duties

1. Monitor the use of vehicles and prepare monthly returns for vehicles and revenue collected.
2. Daily revenue collection and bank lodgements.
3. Ensure that payroll is updated regularly
4. Facilitate general services on transport, infrastructure, stationery, transfers.
5. Raising of purchase orders and providing quotations
6. Ensure that all health facilities have adequate supply of stationery and supplies

The Person

In addition to relevant academic qualifications, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

- An understanding of finance instructions and procurement regulations.

- Experience in a similar working environment
- Experience in organising fleet logistics and travel arrangements

Skills and Abilities

- Ability to work within a team
- Good planning and organising skills
- Good time management skills
- Good communication skills both written and oral
- Good problem solving skills and to think critically when analysing situations.

VHC 09/2017 STOREMAN

Role:	Storeman
Salary range	\$12,286.56
Location:	Valelevu Health Centre
Unit/Division:	Administration
Reports to:	Supervisor
Subordinates:	

Overview of the Specific Area

The purpose of this role is to ensure proper planning and controlling for the movement of stock. Proper organizing of stores' items with appropriate labelling.

The Position

The position reports to the Officer in charge for the supervision of stores on consumables, stationery, domestic rations, medical gas, cleaning chemicals and equipment's, donated items, fuels in accordance with Finance Instructions and Stores Regulations whereby enhancing quality, efficient and effective health services delivery.

Key Duties

- Calling for quotations and ensure that all stocks received are recorded correctly in the stock register and tally cards.
- Monitor the issues and distributions of stock
- Analysis of stock reconciliation and stock control
- Ensure stocks are available at all times
- Provide monthly report on stock and inventory
- Conduct stocktake at least once per quarter for monitoring measures
- Maintain client/customer relationship and quality services
- General maintenance and cleanliness of storeroom.

- Liaise with Ministry of Economy [Procurement Unit] on tender items

The Person

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

Knowledge and Experience

- Understanding and experience in all aspects of ordering, procuring and managing stock and inventory
- Understanding of Financial Management Act, Finance Instructions and Stores Regulations.
- Basic knowledge of occupational health and Safety at the Workplace

Skills and Abilities

- Ability to plan and organise work on a daily basis
- Demonstrate ability to work as a team
- Ability to undertake packaging and labelling of stock and inventory
- Must possess sound analytical and problem solving skills
- Service oriented approach
- Capacity to utilise basic computer programs to support operations of the department/health facility.

VHC 10/2017 RECORDER

Role:	Recorder
Level:	\$5.37 an hour
Salary range:	\$12,286.56
Location:	Valelevu Health Centre
Unit/Division:	Central
Reports to:	Sister In Charge
Subordinates:	-

Overview of the Specific Area

To organize and assist with the recording of patients information. Control movement of patients' folders and maintain filing sequence.

The Position

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

Key Duties

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

The Person

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

Knowledge and Experience

- Knowledge of filing and recording system
- Knowledge of basic computer skills
- Good customer service orientation
- Knowledge to provide and maintain quality customer care

VHC 11/2017 DRIVER

Role:	Driver
Level:	\$5.37
Salary range:	\$12,286.56
Location:	Valelevu Health Centre
Reports to:	Immediate Supervisor
Subordinates:	-

Overview of the Specific Area

To plan and organize transport services for transporting of employees, patients and medical supplies.

The Position

The position is responsible for planning, organizing and facilitating of transport services. through liaising with the responsible supervisors.

Key Duties

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

The Person

- In addition to Driving License Class: 2, 4 and 6, the following knowledge, experience, skills and abilities is required to successfully undertake this role.

Knowledge and Experience

- A good understanding of LTA rules and regulations
- Experience in transporting large quantities of goods
- Good knowledge of basic vehicle parts and its operation
- Basic knowledge of Occupational Health and Safety
- Minimum 2 years' experience with clean driving record

Skills and Abilities

- Ability drive safely and effectively
- Demonstrate ability to work effectively as a team
- Be able to communicate (verbal and written) effectively
- Ability to manage time effectively
- Demonstrate ability to work extra hours

VHC 12/2017/ LABOURER

Role:	Labourer
Level:	\$4.95 an hour
Salary range:	\$11,325.60
Location:	Valelevu Health Centre
Reports to:	Health Sister in Charge
Subordinates:	-

Overview of the Specific Area

To plan and organize the regular cleaning of the environment.

The Position

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

Key Duties

- General cleaning of the compound.
- Regular landscaping such as mowing, raking, weeding, trimming of flowers/overgrown trees and removing of fallen branches.
- Incinerate clinical wastes and burn or bury general wastes
- Responsible for the safe keeping of general rubbish and written off items
- Maintain safe storage of working tools and update supervisors for landscaping materials.
- Inform supervisors for any acts of vandalism.
- Regular scrubbing/mopping of inside and outside walls

The Person

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

Knowledge and Experience

- Understanding of Occupational Health and Safety at work place
- Possess basic gardening/landscaping work experience

- Knowledge of proper handling and use of farming and gardening tools
- Knowledge in safe storage of cleaning chemicals and working tools

Skills and Abilities

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

VHC 13/2017 CLEANER

Role:	Cleaner
Salary Band	Band A
Hourly rate range:	\$4.60 - \$7.19
Location:	Valelevu Health Centre
Reports to:	Executive Officer

The Position

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

Key Duties

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

The Person

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

Knowledge and Experience

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

- Experience in using cleaning chemicals and equipment

Skills and Abilities

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

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 13th October 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