



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

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

We are inviting suitable applicants from within the service and also outside the service to apply for the following positions.

Applicants who are over 55 years or who are not Fijian Citizen are welcomed to apply for the positions of **Dental Therapist and Dental Hygienists positions** below, however priority for appointment shall be given to Fijian citizens who are under 55 years.

Dental Therapist 27 Posts

MOHMS 150/2016	CWM Hospital (7)
MOHMS 151/2016	Lautoka Hospital (2)
MOHMS 152/2016	Labasa Hospital (3)
MOHMS 153/2016	Labasa School Team (3)
MOHMS 154/2016	Savusavu Hospital (3)
MOHMS 155/2016	Makoi Health Centre (1)
MOHMS 156/2016	Lami Health Centre (1)
MOHMS 157/2016	Raiwaqa Health Centre (1)
MOHMS 158/2016	Nausori Health Centre (1)
MOHMS 159/2016	Kadavu Hospital (1)
MOHMS 160/2016	Nadi Hospital (1)
MOHMS 161/2016	Ba Health Centre (1)
MOHMS 162/2016	Tukavesi Health Centre (1)
MOHMS 163/2016	Taveuni Hospital (1)

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

1. Provide accurate and complete information to the 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 Dental Therapist responsibilities are taken care off.
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.

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 25 Posts

MOHMS 164/2016	CWM Hospital (11)
MOHMS 165/2016	Lautoka Hospital (5)
MOHMS 166/2016	Labasa Hospital (2)
MOHMS 167/2016	Labasa School Team (1)
MOHMS 168/2016	Levuka Hospital (1)
MOHMS 169/2016	Raiwaqa Health Centre (1)
MOHMS 170/2016	Nausori Health Centre (1)
MOHMS 171/2016	Suva School Team (1)
MOHMS 172/2016	Vunidawa Hospital (1)
MOHMS 173/2016	Ba Health Centre (1)

Role:	Dental Hygienist
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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
Subordinates:	-

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.

CWM HOSPITAL

MOHMS 174/2016 FITTER B 2 POSTS

Role:	Fitter "B" - .
Level:	GWE
Salary range:	\$11, 577.28
Location:	CWMH, Suva.
Unit/Division:	Mechanical Section, Hospital Services.
Reports to:	Supervisor Higher Grade, Hospital Services.
Subordinates:	None

The Position

The position is:

1. Responsible for the effective day, weekly and monthly routine maintenance, daily repairs request and operations of all mechanical operated steam equipment and machine of Hospital Services in Colonial War Memorial Hospital and also in the Central/Eastern Division. This will include Air Conditioning units, electrical sterilizer, and other equipment.
2. Attend to the day to day repairs of all mechanical items, equipment, machineries received or requested.
3. Ensures that all Standard Operating Procedures in a workshop is maintained and observed at all times.,

Key Duties

- Carry out repairs as per Job Sheet received from Leading Hand.
- Liaise with internal administration and professional staff regarding maintenance programs.
- Carry out daily inspection/service routine maintenance for all mechanical operated steam equipment and machine of Hospital Services in Colonial War Memorial Hospital as per rostered
- Carry out weekly service routine maintenance for all electrical/mechanical operated steam equipment and machine of Hospital Services in Colonial War Memorial Hospital as per rostered.
- Carry out weekly service routine maintenance for all electrical/mechanical equipment and machineries of Hospital Services in Colonial War Memorial Hospital as per rostered.
- Carry out weekly service routine maintenance for all Air Conditioning units in main priority areas (MRI, CT scan, Laboratory Department, Maternity Units, NICU, PARU) and attend to monthly service routine maintenance for all other Air Conditioning units of the hospital
- Carry out weekly testing of stand by generator for all 6 units.
- Attend to routine maintenance of exhaust fans and monthly maintenance of ceiling fans
- Ensure that Job Sheet is filled and signed off ready for inspection by Team Leader.

- Ensure that working environment is OHS compliance.
- Perform other related task required by supervisor from time to time.

SELECTION CRITERIA

The Person

In addition to Trade Certificate in Fitting and Machining, Mechanical or any relevant Mechanical accredited course from tertiary institutions, the following Knowledge, Experience, Skills and Abilities are required to perform the role of the position.

Knowledge and Experience

- Experience in mechanical, hydraulic, electrical and pneumatics boiler operation or similar field.
- Knowledge and experience in mechanical problem diagnosis..
- Knowledge and Understanding of the OHS laws and employment regulations and policies.

Skills and Abilities

- Demonstrate ability to communicate (oral/verbal) effectively
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyze and contribute to solutions when assisting junior or senior technicians in complex problems.
- Ability to plan and meet objective in a timely manner
- Service oriented with focus approach, with a commitment to supporting the operational / corporate environment of the unit.
- Carpentry and plumbing skills

MOHMS 175/2016 KITCHEN HAND 2 POSTS

Role:	Kitchen Hand
Level:	TG
Salary range:	\$10, 639.20
Shift:	6am – 4pm, 7am – 5pm, 8am – 6pm, 12pm – 10pm
Location:	CWM Hospital, Suva
Unit/Division:	Foodservice Unit
Reports to:	Senior Dietician
Subordinates:	Kitchen Hands

The Position

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

Key Duties

1. Execute all duties delegated to and rostered as in an effective, efficient and timely manner
2. Collect ingredients for preparation of meals from the chief cook
3. Collect ingredients for preparation of snacks and beverages from the chief cook
4. Maintain a hygienic work station, clean utensils, equipment's, machines and working tools.
5. Ensure adequate and proper use of all food supplies and ingredients issued for the day
6. Maintain a hygienic work station, clean utensils, equipment's, machines and working tools

7. Responsible for the general upkeep and the cleanliness of the kitchen and the surrounding area
8. Assist in special caterings and execute any other duties delegated by the supervisors within their legal and working jurisdiction
9. Follow Waste Management, Infection Control, Quality Customer Service, and OHS rules and regulations diligently
10. Attend to and bring to the attention of FS dietician any Foodservice issues that might affect work flow
11. Attend internal unit meetings as scheduled

SELECTION CRITERIA

The Person

In addition any other relevant Catering training suitable to the position, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Kitchen Hand.

Knowledge and Experience

- Experience in catering and foodservice in a similar field
- Practical working knowledge in all areas of foodservice
- Understanding of efficient team work within a high performing team
- Understanding of the Infection Control protocols in relation to food hygiene and safety

Skills and Abilities

- Creative and innovative cooking skills that also demonstrates hygienic and timely preparation of good quality meals and snacks.
- Demonstrated ability to work effectively within a team
- Service oriented approach, with a commitment to supporting the operational environment of the unit.
- Demonstrate ability to communicate (oral/verbal) effectively

MOHMS 176/2016 COOK GRADE 1 - 1 POST

Role:	Cook Grade 1
Level:	TG
Salary range:	\$11, 307.72
Shift:	6am – 4pm, 7am – 5pm, 8am – 6pm, 5pm – 5am
Location:	CWM Hospital, Suva
Unit/Division:	Foodservice Unit
Reports to:	Senior Dietician
Subordinates:	Cook Grade 3, Kitchen Hands

The Position

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

Key Duties

1. Coordinate internal planning and distribution of duties amongst his/her subordinates.
2. Prepare and serve a variety of meals such as Chinese, Indian and Fijian dishes and others as well as salads, soups, desserts, cereals etc.
3. Supervise and ensure that hygienic work area, the safety and cleanliness of all utensils, equipment's, machines and working tools are maintained at all times

4. Assist in organizing staff and preparation for special caterings and execute any other duties delegated by the supervisors within their legal and working jurisdiction
5. Ensure proper usage and storage of leftover ingredients and meals
6. Follow Waste Management, Infection Control, Quality Customer Service, and OHS rules and regulations diligently
7. Attend to and bring to the attention of FS dietician any Foodservice issues that might affect work flow
8. Attend internal unit meetings as scheduled

SELECTION CRITERIA

The Person

In addition to any relevant Catering training suitable to the position the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Grade 1 Cook.

Knowledge and Experience

- Experience in catering and foodservice or similar field
- Practical working knowledge in all areas of foodservice
- Understanding of efficient team work within a high performing team
- Understanding of the Infection Control protocols in relation to food hygiene and safety

Skills and Abilities

- Creative and innovative cooking skills that also demonstrates hygienic and timely preparation of good quality meals and snacks.
- Demonstrate ability to communicate (verbal/Oral) effectively
- Demonstrated ability to work effectively within a team
- Demonstrate leadership skills in organizing, planning and implementing day to day schedules
- Service oriented approach, with a commitment to supporting the operational environment of the unit.

MOHMS 177/2016 TELEPHONE ATTENDANT

Role	Telephone Attendant
Position Level	GWE
Salary range	\$10,662.80
Duty Station	CWMH
Report To	Housekeeper
Liasies With	Ward Sister in Charge
Subordinates	Nil

POSTION

The position is to ensure that telephone communication coming in and going out of the facility is handled properly and timely.

KEY DUTIES

- Receive all incoming calls and redirect the calls appropriately as required.
- Arrange for medical evacuation and ensure that patients are air lifted to CWMH on safe and precautions measure.
- Serve customers at the front desk and direct them as required.

- Keep department keys for the whole hospital.
- Monitor of oxygen and report to stores officer when the oxygen is low.
- Reporting faulty telephoned to telecom
- Report faulty lifts to Otis Elevator for the west wing and Vinod Patel for the East Wing.

SELECTION CRITERIA

The Person

In addition to certificates or training on relevant field the following knowledge, experience, skills and abilities are required for the position.

Knowledge and Experience

1. Experience in a similar working environment
2. Sound knowledge and understanding of effective customer service
3. Knowledge and experience of internet, mobile and phone platforms
4. Knowledge of employment laws and policies.

Skills and Abilities

1. Excellent Telephone etiquette skills
2. Good Communication (written and oral) skills
3. Demonstrate ability to effectively work within a team, with less supervision.
4. Demonstrate the ability to work under pressure in a resource constrained environment.
5. Demonstrate ability to express empathy and care in dealing with customers
6. Demonstrate ability to make sound decisions professionally and with due economy

MOHMS 178/2016 HOSPITAL ATTENDANTS 15 POSTS

Role	Hospital Attendants
Position Level	GWE
Salary range	\$10,662.80
Duty Station	CWMH
Report To	Housekeeper
Liasies With	Ward Sister in Charge
Subordinates	Nil

POSTION

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

KEY DUTIES

- Ensure that sufficient supply of oxygen/medical air is available in the ward for patients at all times.
- Assist stores and BOC gases in the storage of oxygen/medical air. Keep oxygen and medical air storage clean at all times.
- Take patients for X-ray, CT Scan, MRI and ultrasound scan as and when required from the wards accompanied by the nurse.

- Transfer patients from helipad, theatre, emergency into wards accompanied by a registered nurse.
- Take specimens and samples to the lab.
- Transferring dead bodies from the wards or Emergency Department to the morgue.
- Deliver daily report books, ward time books to the responsible nursing supervisors.
- Deliver food trolleys to respective wards from kitchen on time
- Return clean food trolleys to kitchen from Ward.
- Dispatch nurses transportation list daily and other dispatches from respective supervisors to administration.
- 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 assisting the Registered Nurse

Driver – MOHMS 179/2016 (Re advertise)

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

The Position

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

Key Duties

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

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

SELECTION CRITERIA

The Person

In addition to a valid driving licence class 2, 4, and 6, the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

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

Skills and Abilities

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

Withdrawal of Vacancy

138/2016 Driver (Lautoka Hospital) – Wrong Selection Criteria

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must 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 January 2017 and addressed to:

Applications by post:

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

Applications hand delivered to:

“DROP MOHMS JOB APPLICATION BOX”

Reception Desk, Ground Floor, Dinem House
Suva, Fiji

Applications emailed mere.tamani@govnet.gov.fj

LATE APPLICATIONS WILL NOT BE CONSIDERED.

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