



# GOVERNMENT VACANCIES



## MINISTRY OF HEALTH AND MEDICAL SERVICES

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 invite application from suitably qualified individuals for the following positions:

### WESTERN HEALTH SERVICES

#### CLEANER SERVANT – MOHMS 63/2017 - 2 POSTS

<b>Role:</b>	Cleaner Servant
<b>Level:</b>	GWE
<b>Wage/Annum:</b>	\$10,570.56
<b>Location:</b>	2 - Ba Mission Hospital
<b>Unit/Division:</b>	Western Health Services
<b>Reports to:</b>	Executive Officer
<b>Subordinates:</b>	None

#### **The Position**

The position provides support to the management in achieving the Ministry’s vision and mission by providing efficient and effective cleaning services, as to where services are required.

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

1. General Cleaning of the entire hospital interior;
2. Sweeping and mopping of the various office space and wards;
3. Daily cleaning and scrubbing of bathroom, toilets and sluice rooms;

4. Dam dusting, sweeping and mopping of interior walls;
5. Daily empty of rubbish bins;
6. Thorough cleaning of gauze screens and windows
7. Wiping of louvers and window frames
8. Changing of hospital window curtains and polishing of tiles;
9. Attend to other duties as and when required by Sister in Charge or Head of Department

#### **Selection Criteria**

##### **The Person**

The following knowledge, experience, skills and abilities are required for this successful candidate to take up the position.

##### **Knowledge and Experience**

1. Knowledge of hospital cleaning services internal policy and infection control requirements;
2. Knowledge in providing and maintaining high quality customer care with available resources to ensure customer expectations;
3. Knowledge of Occupational Health & Safety requirements;
4. Experience in using cleaning chemicals and equipment’s
5. Have experience working in the similar field.

##### **Skills and Abilities**

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

#### WARD ASSITANT – MOHMS 64/2014

<b>Role:</b>	Ward Assistant
<b>Level:</b>	Government Wage Earners
<b>Wages/Annum</b>	\$10, 662.08
<b>Location:</b>	1 - Tavua Hospital
<b>Unit/Division:</b>	Western Health Services
<b>Reports to:</b>	Clerical Officer
<b>Subordinates:</b>	None

### **The Position**

The position provides basic, necessary patient care such as cleaning the beds, assisting in feeding patients, serving meals etc. The primary focus is to assist nurses in providing their service effectively for the comfort and well-being of the patient.

### **Key Duties**

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

1. Assist the registered nurse in the holistic care of the patient and the routine admission procedure as directed.
2. Responsible for bed making, routine damp dusting and carbolicizing of beds.
3. Assist in cleaning, sterilizing, storing and preparing treatment trays and other supplies used in the unit.
4. Assist the registered nurse in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by doctors and nurses.
5. Check and dispatch specimens to the laboratory, e.g. urine, sputum, blood and stool.
6. Maintain confidentiality of patient information at all times.
7. Collect patients' records and reports required for the patients.
8. Assist the registered nurse in serving meals and collection of food trays.
9. Assist in quality customer care.

### **Selection Criteria**

#### **The Person**

The following knowledge, experience, skills and abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Knowledge in providing and maintaining high quality customer care with available resources to ensure customer satisfaction
2. Knowledge of Occupational Health & Safety requirements
3. Knowledge of infectious control techniques.

#### **Skills and Abilities**

1. Demonstrated ability to communicate effectively
2. Possess basic housekeeping skills;
3. Ability to prioritize workload and be initiative in performing duties within work boundary;
4. Demonstrated ability to work as a team;
5. Demonstrate ability to work extra hours

### **LAUTOKA HOSPITAL**

#### **PHLEBOTOMIST – MOHMS 65/2017**

<b>Role:</b>	Laboratory Phlebotomist
<b>Level:</b>	HW08
<b>Salary range:</b>	\$12,612 - \$15,289
<b>Location:</b>	Lautoka Divisional Hospital
<b>Unit/Division:</b>	Pathology Laboratory
<b>Reports to:</b>	Laboratory Superintendent
<b>Subordinates:</b>	-

### **The Position**

The position provides support for the collection, handling and distribution of laboratory samples and contributes to the delivery of accurate, reliable results within a short turnaround time.

### **Key Duties**

1. Ensure patient/blood donor comfort and 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 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.
3. 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.
4. Contribute to training, supervision and assessment of new recruits and students

### **SELECTION CRITERIA**

#### **The Person**

In addition to Certificate in Phlebotomy (or equivalent), the following knowledge, experience, skills and abilities are required to successfully undertake the role of the post.

#### **Knowledge and Experience**

- Minimum requirement from a recognised institution.
- Must be able to identify resources required to be able to perform duties of a phlebotomist with due economy.

- Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
- Have computer knowledge for information system
- To understand the importance of blood collection, handling and distribution of blood samples which leads to laboratory quality work.
- Understand and be receptive to applicable laws of Fiji.

#### Skills and Abilities

- Demonstrated ability to effectively work within a team
- Demonstrate ability to effectively perform venesection using needles of different gauge.
- 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.
- Flexibility to be able to work odd shifts; beyond normal hours and perform relieving duties at other stations when assigned.
- To demonstrate ability for data entry using Laboratory information system

#### TYPIST – MOHMS 66/2017

<b>Role:</b>	Typist
<b>Level:</b>	SS05
<b>Salary range:</b>	\$12,659 - \$ 19,000
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Radiology Department/Lautoka Hospital
<b>Reports to:</b>	Superintendent Radiographer

#### Selection Criteria

##### The Position

- The position reports to the Consultant Radiologist through the Superintendent Radiographer
- Maintain confidentiality of all correspondences and all patients' medical reports.
- Take part in continuous quality improvement projects undertaken in the department.

##### Key Duties

- Typing all official patients Radiological reports
- Typing correspondences as and when advised by Superintendent Radiographer/Consultant Radiologist

- Recording of minutes during staff meetings or any other meeting when advised.
- Daily data entry into PATIS PLUS
- Ensuring filing of documents is up to date.
- Typing patients medical reports as and when required from other medical officers.
- Assists in the reception desk when required
- Maintain cleanliness of all departmental PCs
- Perform any other duties delegated by Superintendent Radiographer/Consultant Radiologist

#### Selection Criteria

##### The Person

In addition to relevant academic qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

##### Knowledge and Experience

- Be computer literate and have a good knowledge of modern office equipment and its usage
- Knows all administrative positions within the institution and their respective roles
- Be familiar with medical terms used in medical reports
- Good Knowledge on word processing and all types of filing systems
- Familiar with channel of communication
- Must be Customer Orientated
- Understand the relevant legislations governing terms and conditions of employment, OHS and Industrial Relations.
- Understand the Fijian Constitution (2013) and applicable laws of Fiji.

##### Skills and Abilities

- Uphold the PSC values and Code of Conduct at all times.
- Ability to plan and organise work , taking into consideration its importance
- Ability to maintain efficiency and competencies
- Must have a high level of interpersonal skills to handle sensitive and confidential information.
- Must be able to work in an environment with many interruptions and deadlines
- Ability to maintain standard protocols of the Department.
- Service orientated approach, with a commitment to supporting the operational/corporate environment of the organisation.
- Ability to understand and carry out detailed written and oral instructions.

## NORTHERN DIVISION

### CLEANER – MOHMS 67/2017

<b>Role:</b>	Cleaner
<b>Level:</b>	GWE
<b>Wage Rate:</b>	\$4.62/Hr. / \$10,525/Annum
<b>Location:</b>	Seaqqa HC
<b>Unit/Division:</b>	DMO N
<b>Reports to:</b>	Clerical Officers/Executive Officers
<b>Subordinates:</b>	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

## DRIVER – MOHMS 68/2017

<b>Role:</b>	Driver
<b>Level:</b>	GWE
<b>Wage Rate:</b>	\$4.80/Hr. / \$10,982/Annum
<b>Location:</b>	Taveuni Hospital
<b>Unit/Division:</b>	DMO N
<b>Reports to:</b>	CO Taveuni Hospital
<b>Subordinates:</b>	None

### **The Position**

The position reports to the Medical Officer in – charge of the sub – divisional health centres through the Clerical Officer for the delivery of transportation services. The incumbent is to ensure that the vehicle is secure, maintained and safe for use anytime when the transportation service is required.

### **Key Duties**

- Responsible for transporting officers and medical supplies as and when required
- Assist in loading and unloading of medical supplies and equipment
- 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 at the end of each month

## SELECTION CRITERIA

### **The Person**

In addition to a valid driving licence class 6, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

### **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
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. Demonstrate ability to work extra hours.

### CLEANER – MOHMS 69/2017

<b>Role:</b>	Cleaner
<b>Level:</b>	GWE
<b>Wage Rate:</b>	\$4.62/Hr. / \$10,525/Annum
<b>Location:</b>	Savusavu Hospital
<b>Unit/Division:</b>	DMO N
<b>Reports to:</b>	Clerical Officers/Executive Officers
<b>Subordinates:</b>	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 Hospital Wards, wash rooms and offices (Hospital interior)
- 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

### LABASA HOSPITAL

### STORES ATTENDANT– MOHMS 70/2017

<b>Role:</b>	Stores Attendant
<b>Level:</b>	GWE
<b>Wage Rate</b>	\$4.66 per hour

<b>Location:</b>	Labasa Hospital, Labasa
<b>Unit/Division:</b>	Stores Unit / Cooperate Services
<b>Reports to:</b>	Storeman in Charge
<b>Subordinates:</b>	Nil

#### **The Position**

The position contributes to planning, delivery and monitoring effective inventory management and Supply chain activities in Labasa Hospital, Ministry of Health & Medical Services.

#### **Key Duties**

- Receives incoming delivery of goods and materials and accepts items based on quality and condition.
- Determines minimum stock requirements; monitors inventory; reorders as necessary to maintain minimum levels.
- Enters data into computerized inventory system and produces routine reports.
- Recognizes items and materials that require special handling or storage requirements and treats with appropriate care (perishable, volatile, toxic, etc.).
- Performs inventory counts; participates in monitoring facilities and in maintaining building security.
- Duplication of forms

### SELECTION CRITERIA

#### **The Person**

In addition to relevant qualification or training in stores, inventory management or similar; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Stores Attendant:

#### **Knowledge and Experience**

- Knowledge and understanding of health supply chain
- Experience in inventory control, storeroom or warehouse.
- Understanding of inventory management
- Knowledge of basic computer operations and ability to learn and use computerized inventory control systems.
- Understand OHS legislation and requirements

#### **Skills and Abilities**

- Ability to perform under pressure
- Ability to work as part of a team, with or without supervision
- Ability to interpret and follow oral and written instructions.
- Sound time management and organizational skills
- Ability to communicate (written and verbal) effectively

## MOHMSP

### WESTERN DIVISION

#### **MANAGER – RISK MANAGEMENT UNIT [WESTERN DIVISION] – MOHMSP 50/2017**

<b>Role:</b>	Manager Risk Management Unit - Western
<b>Level:</b>	NU06
<b>Salary range:</b>	<b>\$19,131</b>
<b>Location:</b>	Vidilo House, Lautoka.
<b>Unit/Division:</b>	Western Health Divisional Office
<b>Reports to:</b>	Divisional Medical Officer West
<b>Subordinates:</b>	

### **The Position**

The position is responsible for:

- Implementing the clinical governance framework in the Ministry in the Division/Divisional hospital
- Ensuring the availability, dissemination and implementation of the policies and procedures for standards on clinical governance

### **Key Duties**

- Understand and implement the clinical governance framework for the Ministry that includes
  - Risk management
  - Clinical Audit
  - Quality improvements on Evidence based care and effectiveness
  - Patient empowerment
  - Education and training
- Manage the implementation, monitoring and evaluation of the clinical governance framework
- Understand and implement procedures for standards on clinical governance
  - Data collection and analysis for use in planning and improvements in clinical governance
  - Training and educating staff on Clinical Governance.

### **Selection Criteria**

#### **The Person**

In addition to Diploma in Nursing, , valid annual practicing 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**

- Understand hospital policies, procedures and government regulations
- Knowledge of clinical governance framework

- Knowledge and experience in health care risk minimization, event and incident management including Root cause analysis and clinical audit.
- Knowledge and experience in clinical patient care
- Understand concepts in research.
- Experience in managing resources in a resource constrained environment.
- Experience in monitoring & evaluation
- A demonstrated capacity to educate and advise staff of all disciplines particularly on Risk Management and Quality Improvement/Infection Control issues.

#### **Skills and Abilities**

- Demonstrate organizational skills in achieving planned outputs and indicators within a reasonable Turn Around Times and deadlines
- Demonstrate skills in carrying out audits, analysis and planning.
- Has computer skills to use proficiently at least word, excel and power point software of Microsoft Office
- Ability to motivate and get the best performance from subordinates within a team.
- Demonstrated ability to manage the department with a commitment to support the operational goals.
- Demonstrate ability to maintain confidentiality and neutrality in managing work processes and problems

#### **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 4.30pm on Friday 10<sup>th</sup> March 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](mailto:mere.tamani@govnet.gov.fj)

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

For any enquiries, please email [kratusaitadra@psc.gov.fj](mailto:kratusaitadra@psc.gov.fj)