

MINISTRY *of* HEALTH & MEDICAL SERVICES

Shaping Fiji's Health

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

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

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

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

Vacancy No.	POSITIONS	SALARY BAND
MOHMS 373/2017	Chief Health Inspector, Namosi House	J
MOHMS 374/2017	National Advisor Oral Health , Head Quarters	J
MOHMS 375/2017	Director Epidemiology, Head Quarters	J
MOHMS 376/2017	Assistant Seamstress, Lautoka Hospital	B
MOHMS 377/2017	Phlebotomist, Labasa Hospital	C
MOHMS 378/2017	Laboratory Assistant, Nabouwalu	An attractive salary will be offered

MOHMS 379/2017	Laboratory Assistant, Savusavu	An attractive salary will be offered
MOHMS 380/2017	Manager, National Food & Nutrition Centre	H
MOHMS 381/2017	Senior Nutritionist (NFNC)	An attractive salary will be offered
MOHMS 382/2017	Domestic Assistant [Chief Cook], Lautoka Hospital	C
MOHMS 383/2017	Clerical Officer, Rakiraki	C
MOHMS 284/2017	DIETITIAN - CWM HOSPITAL (Re-advertised)	E
MOHMS 285/2017	DIETITIAN - TAMAVUA TWOMEY HOSPITAL (Re-advertised)	E
MOHMS 286/2017	DIETITIAN - LAUTOKA HOSPITAL (Re-advertised)	E
MOHMS 287/2017	DIETITIAN - SEAQAQA HEALTH CENTRE (Re-advertised)	E

.Those who had already applied for the above re-advertised positions must not re-apply.

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

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

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

Applications for the position must be received **by 4.00pm on Friday 17th November 2017** and addressed to:

1. Applications by post:

Permanent Secretary for Health & Medical Services

PO Box 2223, Government Buildings
Suva, Fiji

Band C: \$12,081.69 to \$18,897.01

Band E: \$19,041.75 to \$13,515.63

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.

WITHDRAWAL OF ADVERTISED VACANCIES

The following vacancies have been withdrawn due to the following reasons:

Advert Date	Vacancy Number	Post and Reason
11/02/2017	MOHMS 51/2017	Executive Officer, General Services [Western Health Services] [change of duties]
7/10/2017	MOHMS263/2017	dietician - Cwm Hospital [Wrong Band]
7/10/2017	MOHMS 264/2017	dietician - Tamavua/Twomey Hospital [Wrong Band]
7/10/2017	MOHMS 265/2017	dietician - Lautoka Hospital [Wrong Band]
7/10/2017	MOHMS 267/2017	Dietician - Seaqaqa Health Centre [Wrong Band]
21/10/2017	MOHMS 324/2017	Laundry Hand – Tavua Hospital [advertised earlier]
21/10/2017	MOHMS 335/2017	Ward Assistant – Tavua Hospital [advertised earlier]
21/10/2017	MOHMS 336/2017	Clerical Officer – Taveuni [advertised earlier]

ADDENDUM:

1. MOHMS 372/2017 Senior Dietician CWM Hospital - correct salary Band is Band H
2. MOHMS 350/2017 Logistic Coordinator Laboratory – Correct level is HW03
3. MOHMS 352/2017 to MOHMS 364/2017: the Salary Range for the following Salary Band are as follows;
Band A: \$8,849.10 to \$13,840.90
Band B: \$10,339.99 to \$16,172.81

JOB DESCRIPTION

MOHMS 373/2017 CHIEF HEALTH INSPECTOR/NATIONAL ADVISOR ENVIRONMENTAL HEALTH HEAD QUARTERS

Role:	Chief Health Inspector/National Advisor Environmental Health MOHMS/HQ
Salary Band :	Band J
Salary range:	\$51,213 - \$83,254
Location:	HQ, Suva
Unit/Division:	Environmental Health
Reports to:	PSHMS through Deputy Secretary Public Health.
Direct Reports	Senior Health Inspector Quarantine, Senior Health Inspector Food Unit, Senior Health Inspector Pollution Control, Senior Health Inspector Water, Sanitation & Hygiene, Secretary, Manager Tobacco Control Unit

The Position

The position provides strategic policy advice on environmental health issues to senior management and ensures all environmental health services are in accordance with the relevant Acts and Legislations.

Key Responsibilities

1. Provide strategic policy advice and technical support to senior management, executive support unit and leadership at Head Quarters on all Environmental Health matters.
2. Management of Environmental health service ensuring that the Environmental Health services are provided in accordance with requirements of all Acts and Regulations within the jurisdiction of Central Board of Health as follows: Public Health Act, Cap 111; Food Safety Act 2003; Food Safety Regulation 2009; Quarantine Act, Cap 116; Town Planning Act, Cap 139; Town Planning General Provisions; Sub-Division of Land Act, Cap 125; Burial & Cremation Act, Cap 117; Tobacco Control Decree 2010; Tobacco Control regulation 2012; Litter Decree 2009

3. Responsible for the coordination, analyzing, monitoring and evaluating of all environmental health programs and services
4. Responsible for the Submission and Management of Environmental Health Unit budget.
5. Collaborate with other relevant government agencies and NGO's that have equal interest in Environmental Health services and activities to promote Wellness and preventing diseases.
6. Provide advice to Central Board of Health, directions and guidance to Local Authorities, stakeholders and public on Environmental Health services as required by Law.
7. Ensure the proper management of human resources functions such as recruitment and selection, discipline, performance management and learning and development.

Selection Criteria

The Person

In addition to a Degree in Environmental Health or equivalent; and registered Member of Fiji Institute of Environmental Health with a valid Practicing Licence as an Allied Health Practitioner, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

- Extensive and proven experience in a similar role.
- Understanding of legislative requirements designed to protect the environment and public health.
- Understanding the basic sequence in enforcement process and litigation procedures.
- Understanding of WHO Strategic Development Goals s and Healthy Island settings to enhance community health.
- Experience in developing and maintaining sustainable networks with relevant stakeholders and partners
- Experience in and understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
- Experience in post disaster response coordination is desirable

Skills and Abilities

- Excellent communication skills both written and verbal
- Highly proficient in the use of computer software packages such as Microsoft applications.
- Excellent project management, monitoring and evaluation skills
- Ability to give technical advice to clients or communities on environmental health issues.
- Ability to analyse, evaluate and initiating actions in response to an issue.
- Ability to build and motivate team work
- Good organizational skills.
- Ability to adapting and respond to changes within the organisation effectively.

MOHMS 374/2017 NATIONAL ADVISOR ORAL HEALTH -HEADQUARTERS

Role:	National Advisor Oral Health (NAOH)
Salary Band :	Band J
Salary range:	\$51,132 - \$83,254
Location:	Wellness Centre, Namosi House, Ministry of Health & Medical Services (MOHMS) Suva
Unit/Division:	Oral Health
Reports to:	Deputy Secretary Public Health & Deputy Secretary Hospital Services
Subordinates:	<ul style="list-style-type: none">• Secretary to NAOH• Dental Logistics Officer @ Fiji Pharmaceutical & Biomedical Services (FPBS)• Oral Health Promotion Officer @ Wellness Centre• Principal Dental Officers• Divisional Dental Officers

The Position

The NAOH is responsible to the Permanent Secretary for Health and Medical Services through the Deputy Secretary Public Health (DSPH) and Deputy Secretary Hospital Services (DSHS) for policy advice and management of the National Oral Health Services.

Key Duties

The incumbent is expected to:

- i) Develop and formulate Oral Health Policies and National Oral Health Strategic Plans
- ii) Plan, monitor, evaluate and review oral health programs identifying areas of improvement
- iii) Advice & co-ordinate procurement and acquisition of identified dental equipment, materials, consumables and dental instruments.
- iv) Manage and maintain appropriately trained, skilled and motivated oral health workforce
- v) Provide policy advice on oral health to the Permanent Secretary through the Deputy Secretary Public Health and Deputy Secretary Hospital Services.
- vi) Liaise with the Fiji Dental Council (FDC) on relevant issues with regards to dental staff and the profession of Dentistry.
- vii) Provide professional advice on Oral Health Services as Deputy Chairperson of the Fiji Dental Council and Deputy Chairperson of the Board of Management Fiji Medical and Dental Secretariat
- viii) Assist in the preparation of the national budget by providing input for the budgetary requirement of the National Oral Health Services.
- ix) Ensure that all the four health service divisions align oral health procedures and process to the National Oral Health Service Policy and MOHMS Annual Corporate Plan.
- x) Conduct cost-effective analysis on the provision of services and specialised oral health technical equipment.

The Person

In addition to a Postgraduate Diploma in any Oral Health Specialty, Bachelor in Dental Surgery Degree, valid registration and annual practicing licence with Fiji Medical and Dental Council, the following Knowledge, Experience, Skills and Abilities are required to undertake this role:

Knowledge and Experience

- Extensive knowledge and proven experience in a similar role.
- High level of understanding of the requirements of dental services delivery in both the clinical and preventative areas.
- Understand and implement policies with regards to human resources management.
- Proven experience in oral health policy development, implementation and review
- An understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Demonstrated ability to develop and maintain network with relevant stakeholders.
- Ability to provide advice to Senior Management.
- Strong communication skills, written and oral, and a proven capacity to influence and drive change
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Demonstrated ability to effectively and efficiently monitor and evaluate Oral Health Services in Fiji.
- A strong customer focused approach
- Demonstrated ability to provide sound leadership to the oral health team

MOHMS 375/2017 DIRECTOR EPIDEMIOLOGY

Role:	Epidemiologist
Salary Band	Band J
Salary range:	\$51,132 - \$83,254
Location:	HQ, Suva
Unit/Division:	Health Information Unit
Reports to:	Director Health Information and Research Analysis (DHIRA)
Subordinates:	Senior Statistician, National Health Information Officer

The Position

The Epidemiologist is responsible to DHIRA for the provision of policy advice on public health issues through the analysis and interpretation of health information data.

Key Responsibilities

1. Coordinates Health information governance documents such as health information strategies, policies and may contribute to legislative changes impacting on health information and public or population health
2. Coordinates the regular provision of Health Status Reports derived from routine information systems and disease surveillance data;
3. Provides oversight of medical records management strategies and supports capacity building of Medical Records staff, with a key input in ethical conduct and information processes;
4. Conducts research and information support for policy development and evidence based decision making.
5. Facilitates and supervises monitoring and evaluation, with key input into the indicators for the National Strategic plans and subsequent plans for the Ministry of Health and Medical Services;

6. Initiate, implement, supervise and monitor strategic functions of the Health Information Unit (HIU)
7. Ensures collection, analysis and interpretation of national health related statistical information and epidemiological data through the use of Health Information System (HIS).
8. Advocate the use of HIS systems by ensuring effective and timely collection and use of health information by appropriately trained staff.
9. Ensures effective feedback of analyzed data to the Divisions for development of timely interventions for disease prevention. Assist in the review governance documents in the Health Information Unit or pertaining to health information systems.
10. Initiates, collaborates and undertakes research activities with dissemination to appropriate policy makers and strategic partners

The Person

In addition to having a Degree in Public Health, Epidemiology or similar, the incumbent must also have the following Knowledge, Experience, Skills and Abilities:

Knowledge and Experience

- Sound knowledge of quality assurance and information audits
- Vast experience in analysing and interpretation of data and reports
- Experience in monitoring and evaluation
- Understanding the relevant legislation and authorities governing Health and Health Information Systems.
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
- Knowledge and working experiences in a similar field

Skills and Abilities

- Able to collate, verify, analyse, interpret data and present information and reports

- Ability to apply research skills in prevention and control of diseases
- Ability to formulate policy action based on research and analysis of information and diagnose trends, obstacles and opportunities to address issues
- Demonstrated analytical and strategic assessment skills
- Ability to manage staff and resources.
- Demonstrated strong communication skills (oral and written)
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 376/2017 ASSISTANT SEAMSTRESS – LAUTOKA HOSPITAL

Role:	Assistant Seamstress
Level:	GWE
Wage Rate:	Band B
Location:	Lautoka Hospital
Unit/Division:	Administration/Lautoka
Reports to:	Executive Officer

The Position

The position reports directly to the Head Seamstress for the provision of sewing and tailoring services.

Key Duties

1. Assist Seamstress in all sewing and tailoring services as directed
2. Ensure that all sewing tools and work tools are kept in a proper and safe manner
3. Assist the Seamstress in preparing and assembling sewing equipment's and preparation of various designs and materials for sewing
4. Checking of all clothing and linen are prepared in accordance with instruction
5. Meeting deadlines

- 6. Ensuring quality customer care and service are attended and delivered in an efficient manner

The Person

In addition to Trade certificate in sewing and tailoring or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- Proven experience in tailoring and sewing
- Experience in styling and designing of patterns and pieces, and creating solid seams that are well hidden
- Knowledge of sewing machines, tools, including their designs, uses, repair and maintenance
- Knowledge in providing and maintaining high quality customer care with available resources to ensure customer satisfaction.
- Knowledge of risk management and quality
- Knowledge of basic first aid.

Skills and Abilities

- Ability to prepare material and meet sewing requirements
- Demonstrated ability to communicate effectively both verbal and written
- Ability to analyze situation and act accordingly to provide best practical outcome
- Demonstrated ability to work as a team and assist staff when required
- Ability to follow instructions and ensure target is achieved
- Ability to prioritized workload and be creative in performing duties within work boundary

MOHMS 377/2017 PHLEBOTOMIST –LABASA HOSPITAL

Role:	Laboratory Phlebotomist
Salary Band:	Band C
Salary range:	\$12,081 - \$18,897
Location:	Labasa Division Hospital
Unit/Division:	Pathology Laboratory Department
Reports to:	Laboratory Superintendent/Quality Manager

The Position

The position provides support for collection, handling and distribution of Laboratory samples and contributes to 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

The Person

In addition to Certificate in Phlebotomy from a recognised institution the following knowledge, experience, skills and abilities are required to successfully perform the duty of the position.

Knowledge and Experience.

- .
- Awareness of general safety within the laboratory and
- Proven experience working as Phlebotomist.
- Have computer knowledge for information system
- 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

- Ability to identify resources required to be able to perform duties of a phlebotomist with due economy
- Demonstrated ability to effectively work within a team
- Demonstrate ability to effectively perform venesection using needles of different gauge.
- Ability to use personal protective equipment effectively.
- 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 use Microsoft applications

MOHMS 378/2017 LABORATORY ASSISTANT –LABASA HOSPITAL MOHMS 379/2017 LABORATORY ASSISTANT – SAVUSAVU HOSPITAL

Role:	Laboratory Assistant
Salary Band:	Band D
Salary range:	\$15,575 - \$20,374
Location:	Sub Divisional Hospitals
Unit/Division:	Pathology Laboratory/Northern Health
Reports to:	Technical Officer Higher Grade

The Position

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

Key Duties

1. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of MOHMS.
2. Ensure work area is clean at all times and disinfected daily, specimen handling is as per SOP and compliance and active contribution to LQMS.
3. Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned duties.
4. Contribute to training, supervision and assessment of new recruits and students.

The Person

In addition to relevant university qualification (s) in Medical Laboratory Technology, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- Must be able to identify resources required to be able to perform assigned duties with due economy.
- Knowledge on general safety within the laboratory and ability to use personal protective equipment effectively.
- Knowledge on stock ordering, validating stock received and updating stock cards.

Skills and Abilities

- Demonstrated ability to effectively work and communicate within a team under challenging conditions.
- 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 (including on-call duties) and perform relieving duties at other stations when assigned.

MOHMS 380/2017 MANAGER – NATIONAL FOOD & NUTRITION CENTRE

Role:	Manager- Food and Nutrition Centre
Salary Band:	Band H
Salary range:	\$34,670 - \$56,596.
Location:	Lot 1 Clarke Street, Denison Road, Suva
Unit/Division:	National Food and Nutrition Centre
Reports to:	Deputy Secretary Public Health
Subordinate	1. Senior Nutritionist 2. Administration Officer 3. Secretary

The Purpose of this Position

The Manager – Food and Nutrition Security formulates national nutrition policies and regulations, strategies and guidelines; and monitors the food and nutrition situation in the country through appropriate researches, field surveys and assessments of the national food supply, dietary consumption patterns, and food and nutrition trends.

The position develops the Fiji Food and Nutrition Policy and coordinates its cascading Fiji Plan of Action for Nutrition and Food Security (FPANFS); undertakes appropriate nutrition research to generate information for planning purpose, and periodic monitoring and evaluation of the food and nutrition situation and programs in Fiji.

Other purposes include financial, budgeting, programming, and human resource development. These responsibilities are undertaken in accordance with the Strategic Plan of the Ministry of Health and Medical Services.

Key Responsibilities/duties

1. Formulate national food and nutrition policies and regulations, strategies and guidelines; and provide policy advise to senior management on the food and nutrition situation in Fiji.
2. Undertakes food and nutrition research, through periodic monitoring and evaluation of food and nutrition situation and programs in Fiji.
3. Plan, coordinate and monitor the implementation of the Fiji Plan of Action for Nutrition and Food Security 2018 – 2022
4. Network with government ministries, agencies and civil society groups regarding the implementation of FPANFS;
5. Ensure the development and production of nutrition information, education and communication materials; social media and websites;
6. Submission of quarterly and annual reports with expenditure to Deputy Secretary Public Health.
7. Ensure Human Resource Development needs and welfare of staff are properly managed.

Key Performance Indicators

1. Food and nutrition policies, regulations, strategies and plans of actions are developed and coordinated for implementation across relevant government ministries, agencies and organizations.

2. The Fiji Food and Nutrition Policy and the cascading Fiji Plan of Action for Nutrition and Food Security [FPANFS] 2018-2022 and annual implementation plans is monitored periodically and evaluated according to governance, education, research, professional development, resources and standards to ensure the delivery of high quality, safe and effective strategies and plans of action to meet the nutrition and health needs of Fiji's population.
3. Food and Nutrition researches and population surveys are undertaken to generate information for planning purpose, and informing evidence-based policies and decision-making.
4. Ensuring effective collaboration with external partners, international and regional agencies, and academia to secure technical expertise, donor funding and information-sharing to support the coordination of food and nutrition programs in Fiji.
5. Compliance to international standards and regulations to meet minimum requirements of best practices in the coordination of nutrition preparedness and response in disasters and emergencies.
6. Ensuring the human resource development for the NFNC Staff, and effective staff development through orientation, induction of new staff members and periodic in-house and external training programmes.
7. Ensuring the application of staff disciplinary and grievance procedures outlined in the relevant legislations pertaining to staff in cases of breach of professional practice, work ethics and conduct.
8. Ensuring timely technical monthly, quarterly and annual reports and payments are prepared and submitted.

The Person

In addition to a degree in Food and Nutrition Science or Dietetics or Public Health from a recognised university or equivalent; and registered with Fiji Institute for Nutrition and Dietetics with a valid practicing licence to practice under the

Fiji Allied Health Practitioner's Society, the following knowledge, experience, skills and abilities are required.

Knowledge and Experience

- Proven experience in the development of policies, research, planning, implementing and coordinating projects especially in the area of food and nutrition
- Experience in project planning and monitoring and evaluation of projects
- An understanding of the Fiji Constitution (2013) and employment laws, and acts of Fiji.

Skills and Abilities

- Demonstrated ability to deliver sound and timely decision in implementation of strategies to improve service delivery through evidence-based reporting
- Proven ability to manage human resource, assets and financial resources effectively.
- Demonstrated strong interpersonal and communication skills (written and verbal)
- Ability to analyze situations and contribute to solutions to complex problems, in a resource constrained environment.
- Ability to collaborate and establish partnership among stakeholders
- A strong customer focused approach

MOHMS 381/2017 SENIOR NUTRITIONIST (NFNC)

Role:	Senior Nutritionist
Level:	Band G
Salary range:	\$28,605 -\$47,675
Location:	Lot 1 Clarke Street, Denison Road, Suva
Unit/Division:	National Food and Nutrition Centre
Reports to:	Manager NFNC
Subordinate	<ul style="list-style-type: none"> • Research Officer • Nutritionists Information Officer Food Security Officer Project Officer JICA Volunteer

NFNC for the effective implementation of the Fiji Plan of Action for Nutrition (FPAN) by;

1. Assist the Manager in planning, designing and conducting nutrition research to inform evidence based nutrition policy and interventions as reflected in the FPAN, and the National Non Communicable Diseases (NCD) Strategic Plan.
2. Provide secretarial support to the FPAN Steering Committee.
3. Organise relevant research activities including the preparation of project funding proposals obtaining necessary approval and liaising with relevant government ministries, non-governmental organisations and other tertiary institutions with the view to obtain maximum technical expertise and support.
4. Design and implement nutrition education programmes and activities including information, Education and Communication (IEC) support materials, mass media communications and related activities to improve the food and nutrition activities in Fiji.
5. Prepare periodic technical reports/reviews relevant to NFNC projects, especially the implementation of the FPAN.
6. Provide technical advice and guidance to subordinate staff and assist other government Ministries and Institutions involved in promotion of nutrition activities.
7. Participate constructively in promoting the activities of the Centre and nutrition-related programmes of the Ministry of Health and Medical Services.
8. The Senior Nutritionist attends the following committees: NFNC Technical Staff Meetings, Food Task force Technical Advisory Committee Meeting, National World Food Day Committee, monthly staff meetings, quarterly staff meetings, School Canteen Guidelines Advisory Group, Public Health Nutrition Network Committee.

The Position

The Senior Nutritionist is the secretariat for the Fiji Plan of Action for Nutrition (FPAN), and provides technical support in the coordination of the annual implementation plans to relevant ministries, agencies and organizations.

The Senior Nutritionist assists the Manager NFNC with the formulation of the national nutrition policies and regulations, strategies and guidelines. It provides support to the periodic monitoring and evaluation of nutrition programs and activities.

The position coordinates annual nutrition calendar events across the divisions in the MoHMS, and with relevant ministries and organizations. It also assists with planning and coordinating of nutrition preparedness and response before, during and after a natural disaster.

Key Responsibilities

The Senior Nutritionist provides technical support to the Manager

Key Performance Indicator

1. Food and Nutrition researches and population surveys are undertaken to generate information for planning purpose, and

informing evidence-based policies and decision-making.

2. FPAN Steering Committee meetings are convened according to schedule, with the progress updates and meeting notes circulated in advance.
3. Timely submission of project proposals for nutrition programs and activities, ensuring timely receipt of resources.
4. Availability and prepositioning of updated nutrition information and communication materials for education, information and counseling purposes in the divisions.
5. Ensuring the adherence of technical subordinate staff to work plans and programs within required budgetary allocations and timelines.
6. Ensuring participation at technical meetings and progressing action points required.
7. Ensuring regular supervision and mentoring of subordinate staff, and active participation and advocacy for the NFNC and nutrition-related programs of the Ministry of Health and Medical Services.
8. Ensuring timely technical monthly, quarterly and annual reports are prepared and submitted.

The person

In addition to a degree in Nutrition and Dietetics or Food Science, registered with Fiji Institute for Nutrition and Dietetics with a valid practicing licence to practice under the Fiji Allied Health Practitioner's Society, the following knowledge, experience, skills and abilities are required to successfully perform the duty of the position.

Knowledge and Experience (essential)

- Experience in planning, designing and implementing research
- Knowledge and experience on the use of mass media for awareness purpose
- Understanding of the Fiji Constitution (2013) and relevant laws, acts and regulations of Fiji.

Skills and Abilities

- Demonstrated ability to manage resources effectively.
- Proven ability to manage human resource, assets and considerable financial resources.
- Possess an analytical mind to prioritize and critically assess situations.
- Demonstrated ability to manage and resolve conflict,
- Ability to communicate (oral and verbal) effectively.
- Demonstrated ability to train, manage, supervise, and mentor subordinate staff.
- Commitment to supporting the National Strategic Plan and Annual Corporate Plan of the Ministry of Health and Medical Services.

MOHMS 382/2017 DOMESTIC ASSISTANT [CHIEF COOK] LAUTOKA HOSPITAL

Role:	Chief Cook
Salary Band:	Band C
Salary range:	\$12,081 - \$18,897
Location:	Lautoka Hospital,Lautoka
Unit/Division:	Catering Unit/Western
Reports to:	Food Service Dietitian ,Lautoka Hospital
Subordinates:	-

The Position

The primary responsibility of the position is to implement and adhered to the food service operational plan of the institution through consultation with Food Service Dietitians. Also contributes to the provision of high quality food service which meets the cultural, nutritional and social needs of the hospital's client population within a framework of professional management, clear direction, financial management and a customer focus.

Key Duties

1. Assist the Food Service Dietician in the provision of quality meal service
2. Ensure meal compliance and preferential cases
3. Ensure food service activities for the unit are achieved.
4. Oversee the actual meal preparation and report if any discrepancies
5. Distribution of daily ration on respective work areas
6. Comply with menus set by the unit
7. Comply with relevant policies and procedures of the unit and hospital
8. Comply with any other duties assigned by the Senior Dietician/Dieticians

Knowledge and Experience

- Proven knowledge and experience in cooks
- Knowledge of OHS and HACCP
- Knowledge of Inventory management
- Knowledge and experience in Infection Control

Skills and Abilities

- Correctly prepare all food served following standard recipes and special orders.
- Demonstrate ability to work in a team
- Ability to use basic Microsoft applications
- Service oriented approach, with commitment that supports the objective of the organisation.
- Ability to Communicate (oral & verbal) effectively
- Ability to maintain cleanliness and hygiene

MOHMS 383/2017 CLERICAL OFFICER RAKIRAKI

Role:	Clerical Officer
Salary Band:	Band C
Salary Range	\$12,081 - \$\$18,897
Location:	Rakiraki Subdivisional Hospital
Unit/Division:	Western Health Services
Reports to:	Subdivisional Medical Officer
Subordinates:	GWE's - 24

The Position

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

Key Duties

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

1. Monitor and facilitate all HR and Administration issues within the Sub Divisions.
2. Ensure the availability rations, fuels and stationaries are in stock.
3. Issuing of Purchase Orders to local suppliers and following up on Invoices for payments.
4. Maintain updating of Commitment & Expenditure Ledgers,
5. Ensure that Board of Survey is carried out within the Sub Division once a year.
6. Facilitate the patients on referrals to Lautoka Hospital.
7. Monitor and ensure regular updating of stores and records are well maintained.
8. Updating and Ensure timely submission of Monthly reports.

CRITERIA

The Person

In addition to a pass in Fiji Seventh Form Examination or equivalent. the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Clerical Officer – Rakiraki Hospital.

Knowledge and Experience

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing and information management;
3. Knowledge of stores management
4. Experience in the similar field

Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team
3. Demonstrated ability to communicate effectively with good listening skills;
4. Ability to plan, organize and prioritize work;
5. Ability to work within set timelines.

MOHMS 384 /2017 DIETICIAN – CWM HOSPITAL
 MOHMS 385/2017 DIETICIAN - TAMAVUA/TWOMEY HOSPITAL
 MOHMS 386/2017 DIETICIAN – LAUTOKA HOSPITAL
 MOHMS 387/2017 DIETICIAN – SEAQAQA HEALTH CENTRE

Role:	Dietician
Salary Band	E
Salary Range:	\$19041 - \$30515
Location:	CWM Hospital, Tamavua/Twomey, Lautoka Hospital, & Seaqaqa H/Centre
Unit/Division:	Dietetics & Nutrition
Reports to:	National Advisor Dietetics & Nutrition

The Position

The position contributes to planning, delivery and monitoring of the hospital food services through provision of nutritionally adequate meals within the allocated budget to patients and staff for their wellbeing, effective clinical dietetics through effective nutritional counselling and assessment to all inpatients through dietary modifications to combat their various complications and to ensure that they lead a healthy lifestyle and responsible for efficient and effective public health activities through effective nutritional promotions activities across life course.

Key Duties

1. Oversee, provide and market nutrition, health and wellness programs to the communities and health facilities within the subdivision
2. Establish strategic partnership with local groups, NGOs, FBO, fitness Centres, schools, hospitals, clinics and business for effective implementation of nutrition across multiple target groups
3. Conduct and participate in maternal health programs, school health programs, screening and other national nutrition programs and awareness in the communities
4. Tailor nutrition messages and programs to meet the market's demographic and unique needs

5. Provide nutrition services and medical nutrition therapy integrated with the patient's medical goals at subdivisional clinical facility
6. Evaluate, interpret, monitor and document nutritional status and needs of hospitalized patients and outpatients using established standards of care and practise guidelines
7. Instruct patients, families and health care staff in individualized diet therapy, general nutrition and/or clients in cooperation with health care staff
8. Identify and provide age-specific nutrition counselling to meet recommended and cultural needs
9. Planning meal programs and menus in food service settings, including hospitals, cafeteria and schools
10. Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards
11. Overseeing and supervise support staff performing the business tasks of managing a dietary/ meal request
12. Conduct and provide input into evaluation of activities and plans
13. Prepare and administer budgets for food, equipment and supplies
14. Plan and prepare proposals to request program funding
15. Comply with Nutrition Services meeting and attendance standards.

The Person

In addition to Diploma in Dietetics and Nutrition (or equivalent) or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Dietician:

Knowledge and Experience

1. Experience in human resource and finance management
2. Contributed to planning, delivering and evaluating of nutrition training programs and reporting to management based on indicators
3. Food Safety and Inventory program and management

Skills and Abilities

1. Effective dietetics and nutrition development, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.