

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.

**MANAGER MISSIONS, DONATIONS AND REFERRALS - MOHMS 179/2017**

<b>Role:</b>	Manager Missions, Donations and Referrals
<b>Salary</b>	An attractive package will be offered
<b>Location:</b>	Dinem House
<b>Unit/Division:</b>	Hospital Services
<b>Reports to:</b>	Deputy Secretary Hospital Services
<b>Subordinates:</b>	Nil

**The Position**

The position is responsible for:

- Maintaining, reviewing and where necessary updating: policies, procedures and guidelines for visiting overseas health/medical teams; referrals for treatment overseas; and donations of supplies and equipment for use by the Ministry.
- Establishing and implementing appropriate processes to manage visiting teams, overseas treatment and donations in an efficient, responsive and cost-effective manner in accordance with policies, procedures and guidelines.
- Liaising with members of visiting teams, patients and their families/carers, donors and other stakeholders (including host/recipient organisations in Fiji and offshore service providers) to ensure high levels of partner/stakeholder satisfaction.

**Key Duties**

- Understand and implement the policies, procedures and guidelines for visiting teams, overseas treatment and donations.

- Liaise with service providers and Ministry of Health and Medical Services' local counterparts and Clinical Service Networks (via Medical Superintendents and Divisional Medical Officers) as required to plan and schedule services offered by visiting teams.
- Manage financial, logistical and other arrangements (e.g. visas, customs clearances, temporary professional registration and other approvals) required for entry and functioning of visiting teams and importation/use of donated supplies and equipment.
- Serve as Secretary to, and manage the work of, the Overseas Medical Treatment Committee and the Medical Advisory Committee required to assess application for overseas treatment.
- Monitor the market for overseas services, maintain contact with current or potential service providers and negotiate with providers to obtain access at the best available price to services that meet relevant quality standards.
- Make travel and other arrangements required for patients, family members and/or medical escorts in connection with overseas treatment.
- Obtain reports and other monitoring/evaluation materials as required to assess the effectiveness of visiting teams, donations and overseas referrals and provide reports on performance.
- Provide training or other advice as required to ensure MoHMS staff are aware of the role played by visiting teams, donations and overseas referrals and are able to make best possible use of them in performing their duties.

**The Person**

Bachelor or higher degree in a business or professional field (e.g. management, commerce, business, health sciences)

In addition, the knowledge, experience, skills and abilities required to successfully undertake this role are:

**Knowledge and Experience**

1. Knowledge of administration and management
2. Experience of developing, maintaining and implementing policies, procedures and guidelines
3. Knowledge and experience in monitoring, evaluation/analysis and audit.
4. Experience in managing resources in a resource constrained environment.
5. Familiarity with health services and the roles of health professionals
6. A demonstrated capacity to educate and advice on standards, guidelines, procedures and policies.

### Skills and Abilities

1. Demonstrated ability to deliver responsive services within financial and time constraints
2. Ability to prepare written documentation
3. Strong written and verbal communication skills
4. Customer focus and client-centredness with strong listening skills and ability to show empathy
5. Professional demeanour
6. Ability to maintain confidentiality and impartiality in managing work processes and applying policies, procedures and guidelines

### **FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES**

#### **PACKER – MOHMS 180/2017[5 POSTS]**

<b>Role:</b>	Packer
<b>Position Level:</b>	Government Wage Earners
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services
<b>Unit/Division:</b>	Warehouse
<b>Reports to:</b>	Stock Controller
<b>Subordinates</b>	Nil

### **The Position**

The position contributes to the provision of health to the people of Fiji.

### **Key Duties**

1. Properly distribute all items from the warehouse after checking and packing
2. Check that correct items are selected by the clients and sign the picking slip for the items to be packed
3. Ensure to return the items back to warehouse which may be chosen in excess and to always keep record of such transaction
4. Ensure that all items received from the Bulk and Issue Stores are thoroughly checked and that the right quantity, batch, and item description are being chosen
5. Ensure that all cartons are properly labeled, carton numbered, name of customer, picking slip number and other details are stated on top of the carton
6. Ensure that all cartons have the “Sealed Stickers” this is a must and shall be followed at all times

7. Should notify warehouse / Team Leader- Bulk and Issue if the items chosen are wrong or does not match with the quantity as per the Picking Slip
8. Liaise with the customer service for consolidated deliveries, always notify all the stake holders on the delivery schedule
9. Respond to all queries in regards to distribution and problems which can bring along improvement in the operations of the warehouse
10. Carry out all additional duties as assigned by immediate supervisor or warehouse manager

### **Selection Criteria**

#### **The Person**

In addition to the following Knowledge, Experience, Skills and Abilities a relevant Academic Qualifications is required to successfully undertake this role

#### **Knowledge and Experience**

- Detailed knowledge of documentation requirements.
- Application techniques in order to prepare and verify shipping documents for safety and destination coding, classifications, and hazardous material handling criteria.
- Experience in a similar work environment
- Sound knowledge on basic principles of quality customer care competencies for efficient delivery of warehouse services

#### **Skills and Abilities**

- Ability to communicate effectively both verbally and written
- Demonstrated ability to effectively work within a team, adhere instructions and comply;
- Ability to carry out repetitive tasks quickly and carefully
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **CWM HOSPITAL & WESTERN HEALTH SERVICES**

#### **RECORDER III – MOHMS 180 - 183/2017 [8 POSTS]**

**MOHMS 181/2017 – CWM Hospital [4 Posts]**

**MOHMS 182/2017 – Nadi Hospital [2 Posts]**

**MOHMS 183/2017 – Ba Mission Hospital**

**MOHMS 184/2017 – Rakiraki Hospital**

<b>Role:</b>	Recorder III
<b>Position Level:</b>	Government Wage Earners

<b>Location:</b>	CWM Hospital – 4 Posts
<b>Unit/Division:</b>	Medical Records
<b>Reports to:</b>	Heads of Department
<b>Subordinates</b>	Nil

### **The Position**

The primary function of the position is to provide high quality medical records service delivery for all clients.

### **Key Duties**

1. Work with medical records team for delivery of effective and efficient services to all clients
2. Able to use Patient Information System software effectively and efficiently for delivery of services
3. Retrieve and file patient records in a timely manner for efficient delivery of services and continuity of quality patient health care
4. Maintain data integrity at all-time whilst using the Patient Information System software
5. Provide quality customer care services delivery to all clients
6. Provide effective reports to the Head of Departments for compilation of monthly/quarterly/annual report
7. Actively contribute towards continuous improvement on service delivery.

### **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

### **LAUNDRY HAND – MOHMS 185/2017 – 4 POSTS**

<b>Role:</b>	Laundry Hand
<b>Level:</b>	Government Wage Earners
<b>Location:</b>	CWM Hospital - 4 Posts
<b>Unit/Division</b>	Hospital Services.
<b>Reports to:</b>	Clerical Officer
<b>Subordinates:</b>	Nil

### **The Position**

The position is to ensure that all linens are cleaned, washed, treated and handled in accordance to the policy to prevent the spread of infection and all are properly stored away.

### **Key Duties**

- Collect soiled linen from Wards
- Sorting of linen ready for washing
- Washing [1 ½ hrs] and drying [80 minutes] of linen with approximate 3-5 loads a day
- Folding of dried linen
- Distributing of linens to the wards
- Servicing of laundry and drying machine
- Sweeping and mopping of Laundry area

### **Selection Criteria**

#### **The Person**

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

### **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. Have experience working in the similar field

### **Skills and Abilities**

1. Demonstrate ability to communicate effectively;
2. Ability to analyse situation and act accordingly to provide best practical outcome;
3. Demonstrated ability to work as team and assist staff when required;
4. Ability to follow instructions and meet set timeline;
5. Demonstrated ability to manage and work long hours as and when required to achieve targets;
6. Service oriented approach, with a commitment to supporting the operational environment of the organization

### **FIREMAN – MOHMS 186/2017**

<b>Role:</b>	Fireman.
<b>Level:</b>	Government Wage Earners
<b>Location</b>	CWM Hospital.
<b>Unit/Division</b>	Hospital Services.
<b>Reports to:</b>	Foreman/Supervisor HG HS.

#### **The Position.**

The position is responsible for the effective day to day operations of the boiler and to ensure that steam supply is available to all the wards and departments in CWM Hospital.

#### **Key Duties.**

1. Participate in activities of personnel engaged in the operations and minor maintenance of CWM Hospital boiler and to include, operation of compressor, supply of hot water, receiving of fuel and etc.
2. Co – ordinate planning and scheduling of work to distribution of steam and hot water.
3. Monitor sequences and methods used in inspect of maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
4. Establish and maintain liaison with administration and professional staff regarding maintenance programs and other matters.
5. Ensure preventive maintenance programs are in place.
6. Ensure the implementation and maintaining of O.H.S act at all times.
7. Check, record and report of water level to Water Supply.

8. To receive and record any breakdown calls and complaints after the normal working hours.
9. Perform other related task required by supervisor from time to time.

### **Selection Criteria**

#### **The Person**

The following Knowledge, Experience, Skills and Abilities are required to undertake the role.

#### **Knowledge and Experience**

- Experience and understanding of boiler procedures that is Boiler Operation Module
- Knowledge in Carpentry, Electrical, Plumbing Mechanical
- Knowledge of Occupational Health and Safety
- Experience in a similar work environment

#### **Skills and Abilities**

- Ability to work with minimum resources available.
- Ability to operate the High pressure vessels and monitor performance
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyze and contribute to solutions when assisting senior technicians in mechanical problems.
- Service oriented approach
- Ability to commitment and support the operational/corporate environment of the organization.
- Effective verbal and written communication skills
- Effective time management skills

### **TELEPHONE ATTENDANT – MOHMS 187/2017**

<b>Role:</b>	Telephone Attendant
<b>Level:</b>	Government Wage Earners
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Hospital Services
<b>Reports to:</b>	Clerical Officer

#### **The Position**

The incumbent is responsible for planning and organizing of telephone communication both internal and external.

### **Key Duties**

- Responsible to communicate telephone message both internal and external for the hospital and monitors call accordingly
- Receive and convey message of the hospital
- Monitoring of private calls and checking of telephone bills monthly
- Responsible for reporting telecommunication faults and complaints to relevant authorities
- Recording of all in/out calls received.

### **Selection Criteria**

#### **The Person**

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

#### **Experience and Knowledge**

1. Ability to communicate well and possess good customer care service
2. Experience on telephone manners and good sense of humour
3. Experience in handling customer complaints
4. Knowledge of maintaining confidentiality of information
5. Understanding of Occupational Health and Safety at workplace

#### **Skills and Abilities**

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

#### **Cook Grade III – MOHMS 188/2017**

<b>Role:</b>	Cook Grade 3
<b>Level:</b>	Government Wage Earners
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Foodservice Unit
<b>Reports to:</b>	Senior Dietician
<b>Subordinates:</b>	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. Assists in internal planning and distribution of duties amongst the team appointed to them.
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. Maintain a hygienic work station, clean utensils, equipment's, machines and working tools
4. Responsible for the general upkeep and the cleanliness of the kitchen
5. Assist in special caterings and execute any other duties delegated by the supervisors
6. Ensure proper usage and storage of leftover ingredients and meals
7. Follow Waste Management, Infection Control, Quality Customer Service, and OHS rules and regulations diligently
8. Attend to and bring to the attention of the dietician any Food service issues that might affect work flow
9. Attend internal unit meetings as scheduled

#### **The Person**

In addition to relevant Tertiary qualification in Catering and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

#### **Knowledge and Experience**

- Experience in catering and foodservice or a similar work environment
- Knowledge in areas of foodservice
- Knowledge in Waste Management, Infection Control, Quality Customer Service and OHS protocols

#### **Skills and Abilities**

- Ability to prepare good quality meals and snacks on a timely basis
- Demonstrated ability to work effectively within a team
- Effective verbal and written communication skills
- Effective time management skills

- Knowledge in Waste Management, Infection Control, Quality Customer Service and OHS protocols

### **Labasa Hospital**

#### **RECORDER III – MOHMS 189/2017**

<b>Role:</b>	Recorder III
<b>Position Level:</b>	Government Wage Earners
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Medical Records
<b>Reports to:</b>	Heads of Department

#### **The Position**

The primary function of the position is to provide high quality medical records service delivery for all clients.

#### **Key Duties**

1. Work with medical records team for delivery of effective and efficient services to all clients
2. Able to use Patient Information System software effectively and efficiently for delivery of services
3. Retrieve and file patient records in a timely manner for efficient delivery of services and continuity of quality patient health care
4. Maintain data integrity at all-time whilst using the Patient Information System software
5. Provide quality customer care services delivery to all clients
6. Provide effective reports to the Head of Departments for compilation of monthly/quarterly/annual report
7. Actively contribute towards continuous improvement on service delivery.

#### **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

### **Central Health Services & Western Health Services**

#### **DRIVER – MOHMS 190-201/2017 [18 POSTS]**

**MOHMS 190/2017 - Central Divisional Office**

**MOHMS 191/2017 - Korovou Hospital**

**MOHMS 192/2017 – Nausori Health Centre**

**MOHMS 193/2017 – Navua Hospital**

**MOHMS 194/2017 – Vunidawa Hospital**

**MOHMS 195/2017 – Western Health Services Divisional Office [2 Posts]**

**MOHMS 196/2017 – Lautoka/Yasawa**

**MOHMS 197/2017 – Sigatoka Hospital [2 Posts]**

**MOHMS 198/2017 – Nadi Hospital [3 Posts]**

**MOHMS 199/2017 – Ba Mission Hospital [2 Posts]**

**MOHMS 200/2017 – Tavua Hospital**

**MOHMS 201/2017 – Rakiraki Hospital [2 Posts]**

<b>Role:</b>	Driver
<b>Level:</b>	Government Wages Earners
<b>Location:</b>	As per above Listing
<b>Unit/Division:</b>	Transport Unit/Central
<b>Reports to:</b>	EO Transport

#### **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. At least 5 years' working experience, a valid Defensive Driving Certificate and First Aid Certificate;
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Well versed with LTA Act and Fiji Police Force Rules and Regulations;
5. 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 as a team
4. Ability to manage time effectively

### **CLEANER – MOHMS 202 - 205/2017 [3 POSTS]**

**MOHMS 202/2017 – Wainibokasi Hospital [2 Posts]**

**MOHMS 203/2017 – Central Health Services Divisional Office**

**MOHMS 204/2017 – Nadi Hospital**

**MOHMS 205/2017 – Tavua Hospital**

<b>Role:</b>	Cleaner Servant
<b>Level:</b>	Government Wage Earner
<b>Location:</b>	As per above Listing
<b>Unit/Division:</b>	Central Health Services Divisional

<b>Reports to:</b>	Sister In Charge & Executive Officer
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#### The Position

The position is responsible for the general upkeep and cleanliness of the health facility. It also oversees proper storage of cleaning equipment, materials and supplies in a safe and orderly manner to ensure the safety of staff and public.

#### Key Duties

- Responsible for cleaning floor, walls and corridors which includes dusting and mopping of offices and ablution block in the health facility
- Proper cleaning and disinfection of all washroom floors, toilets, toilet seats, and fixtures
- Replacing toilet tissue and soap as needed
- Timely clearing of waste baskets and garbage cans to an outside storage bin
- Keep outside and waiting areas near entrance and exit clear of rubbish and easily accessible.
- Ensure that eating areas are hygienic
- Wash and buff floors with floor polisher
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies
- Report damages and need for equipment repairs

### SELECTION CRITERIA

#### The Person

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

#### Knowledge and Experience

1. Knowledge of basic cleaning procedures, chemicals and equipment
2. Basic Knowledge of Occupational Health and Safety at the workplace
3. Experience in using cleaning chemicals and equipment
4. Experience in cleaning at any similar working environment

#### Skills and Abilities

1. Ability to plan and organize work on daily basis
2. Demonstrate ability to work as a team

3. Effective verbal and written communication skills
4. Effective time management skills
5. Demonstrate ability to work extra hours.

**LABOURER – 206 - 212/2017 [8 POSTS]**

**MOHMS 206/2017 – Navua Hospital [2 Posts]**

**MOHMS 207/2017 – Namuamua Health Centre**

**MOHMS 208/2017 – Nakorosule Health Centre**

**MOHMS 209/2017 – Naqali Health Centre**

**MOHMS 210/2017 – Lautoka/Yasawa Nacula Health Centre**

**MOHMS 211/2017 – Lautoka/Yasawa Health Centre**

**MOHMS 212/2017 – Sigatoka Hospital**

<b>Role:</b>	Labourer/ Gardener.
<b>Level:</b>	Government Wage Earner
<b>Location</b>	As per above Listing
<b>Unit/Division</b>	Hospital Services/ Western.
<b>Reports to:</b>	Executive Officer

**The Position.**

Responsible for the removal and delivering surgical/clinical waste for incineration from wards and theatres, maintain cleanliness of the compound all around the Hospital & Health Centre by grass cutting and removal of rubbish and other risks to hygiene and safety to city dump.

**Key Duties.**

1. Maintain cleanliness and upgrading of the Hospital & Health Centre compound and the nurses' quarter which consists of grass cutting, raking, clearing of debris, drains, tree pruning, planting of flowers, collection and dispose of clinical and household waste.
2. Assist in planning and delegation of work/tasks to ensuring proper distribution manpower within relevant timeframe.
3. Establishing sequences and methods to be used for maintaining of work to facilitate completion of assigned tasks.
4. Clean and maintaining a good working environment in the department.
5. Ensure the implementation and maintaining of O.H.S act at all times.
6. Perform other related tasks required by the Supervisor from time to time.
7. 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**

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

**Skills and Abilities**

- 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 others

**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 18<sup>th</sup> August 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](mailto:recruitment@health.gov.fj)

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

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