



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 261/2017	SENIOR INFORMATION OFFICER	G
MOHMS 262/2017	ASSISTANT INFORMATION/MEDIA LIAISON OFFICER	Attractive Salary will be offered
MOHMS 263/2017	DIETITIAN - CWM HOSPITAL	F
MOHMS 264/2017	DIETITIAN - TAMAVUA/TWOMEY HOSPITAL	F
MOHMS 265/2017	DIETITIAN - LAUTOKA HOSPITAL	F
MOHMS 266/2017	DIETITIAN - TAVUA HOSPITAL	F
MOHMS	DIETITIAN - SEAQAQA HEALTH CENTRE	F

267/2017		
MOHMS 268/2017	COMMUNITY HEALTH WORKER	Attractive Salary will be offered
MOHMS 269/2017	SENIOR PHARMACY OFFICER	G
MOHMS 270/2017	SENIOR ASSISTANT HEALTH INSPECTOR – SIGATOKA HEALTH OFFICE	Attractive Salary will be offered
MOHMS 271/2017	ASSISSTANT SEAMSTRESS – SIGATOKA HOSPITAL	Attractive Salary will be offered
MOHMS 272/2017	EXCECUTIVE OFFICER – CWM HOSPITAL	E
MOHMS 273/2017	EXECUTIVE OFFICER BA HOSPITAL	E
MOHMS 274/2017	LAB ATTENDANT –VIRUS LABORATORY	A
MOHMS 275/2017	ELECTRICIAN – WESTERN HEALTH OFFICE	Attractive Salary will be offered
MOHMS 276/2017	PLUMBER – WESTERN HEALTH OFFICE	Attractive Salary will be offered
MOHMS 277/2017	AMBULANCE DRIVER – NABOUWALU HOSPITAL	B
MOHMS 278/2017	RECORDER – NABOUWALU HOSPITAL	B
MOHMS 279/2017	WARD ASSISTANT - TAVEUNI HOSPITAL	A
MOHMS 280/2017	WARD ASSISTANT - SAVUSAVU HOSPITAL	A
PROJECT POSITIONS		
MOHMSP 59 /2017	PROJECT MANAGER PATISPLUS	Attractive Salary will be offered
MOHMSP 60/2017	PATISPlus Developers HQ [2 Posts]	Attractive Salary will be

		offered
MOHMSP 61/2017	INFORMATION TECHNOLOGY SUPPORT OFFICER – WESTERN HEALTH SERVICES	Attractive Salary will be offered
MOHMSP 62/2017	INFORMATION TECHNOLOGY SUPPORT OFFICER - CENTRAL HEALTH SERVICES	Attractive Salary will be offered
MOHMSP 63/2017	INFORMATION TECHNOLOGY SUPPORT OFFICER - EASTERN HEALTH SERVICES	Attractive Salary will be offered
MOHMSP 64/2017	HOSPITAL ROVING CODER - HQ [2 posts]	Attractive Salary will be offered
MOHMSP 65/2017	DIVISIONAL HIV, STI & ADOLESCENT HEALTH SERVICES PROJECT OFFICER Central/Eastern Health Services	Attractive Salary will be offered
MOHMSP 66/2017	DIVISIONAL HIV, STI & ADOLESCENT HEALTH SERVICES PROJECT OFFICER Western Health Services	Attractive Salary will be offered
MOHMSP 67/2017	DIVISIONAL HIV, STI & ADOLESCENT HEALTH SERVICES PROJECT OFFICER Northern Health Services	Attractive Salary will be offered
MOHMSP 68 /2017	PROJECT OFFICER FIJI COLLEGE OF NURSING	Attractive Salary will be offered
MOHMSP 69/2017	COMMUNITY REHABILITATIVE ASSISTANT COORDINATOR	Attractive Salary will be offered
VHC 15/2017	EXECUTIVE OFFICER [Readvertised]	E
VHC 16/2017	RECEPTIONIST –VALELEVU HEALTH CENTRE [Readvertised]	C

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 20th October 2017** and addressed to:

1. **Applications by post:**
Permanent Secretary for Health & Medical Services
PO Box 2223, Government Buildings
Suva, Fiji
2. **Applications can be hand delivered to:**
“DROP MOHMS JOB APPLICATION BOX”
Reception Desk, Ground Floor, Dinem House, 88 Amy Street,
Suva, Fiji
3. **Applications can also be e-mailed to:** recruitment@health.gov.fj

LATE APPLICATIONS WILL NOT BE CONSIDERED.

WITHDRAWAL: Vacancies VHC 06/2017 Executive Officer & VHC 14/2017 Receptionist advertised on 30th September 2017.

POSITION DESCRIPTIONS FOR POST ADVERTISED
ON 7 OCTOBER 2017

MOHMS 261/2017 SENIOR INFORMATION OFFICER

Role:	Senior Information Officer
Salary Band	G
Salary range:	\$28605 -\$47605
Unit/Division:	Executive Support Unit MHMS HQ, Dinem House, Level 3, Toorak, Suva
Reports to:	Principle Administrative Secretary Executive Support Unit Permanent Secretary for Health and Medical Services Minister for Health and Medical Services

The Position

The incumbent will be responsible for handling all media issues of the Ministry of Health and Medical services by disseminating relevant information to the public through all media platforms and monitoring the reporting in the media.

Key Duties

1. The incumbent is responsible to provide comprehensive dissemination of information and media awareness relative to the Ministry of Health and Medical Services overarching vision of creating a, "Healthy Population."
2. The incumbent works closely with the office of the Hon. Minister for Health and Medical Services and the Permanent Secretary Health to ensure timely submission of official press releases produced relative to Ministry of Health and Medical Service's programs and policies of public interest and awareness.
3. Organizing of official press conferences and media launches; preparing media statements for the Permanent Secretary and Minister for Health and Medical Services.
4. Working with the National Advisors at the Wellness Centre to diligently prepare communication plans for health awareness and campaigns;

5. Preparation and publication of Weekly Health Pages that is published in Fiji Sun on every Thursday
6. Preparing and publishing the Feature Articles and Success Stories in the Print Media
7. Preparing and disseminating monthly newsletters and compiling supplements on health and wellness programs
8. Attending to public complaints pertaining to health issues; maintain and monitor official complaint's register;
9. Responsible for organizing media invites for health events and programs; and attending to media queries from all media outlets and preparing responses and putting it forward for PS's or Minister's approval.
10. Responsible for updating the Ministry of Health's website; and responsible for updating the Ministry of Health's Official Facebook and Twitter pages.
11. Organize talkback shows and participate in media radio talkback shows as and when required;
12. Writing Messages and Speeches, requesting for updated statistics as and when required by the Office of the Hon. Minister for Health and Medical Services. Also accommodate coverage's from the statements made in Parliament as well and to document all the speeches.
13. Presenting on the Ministry of Health's and Medical Services Communication Policy to the medical professionals as and when requested in the forums and workshops.
14. Providing administration support to the Executive Support Unit;
15. Accompanying the Minister for Health and Permanent Secretary for Health on official visits and tours as and when required and filing coverage's to the media.
16. Working closely with the Department of Information to provide regular updates to the media on health events and also produce health video documentaries for Nations Business.
17. Work closely with the Program Managers to organise awareness sessions for the media Organisations and establish special taskforce with the journalists, World Health Organisation team and external stakeholders that can assist with effective media coverage and advocacy on health programs.

18. Is responsible for nurturing a professional and harmonious networking with the media Organisations. The incumbent acts as the Ministry's Media Relations and Senior Information Officer.

SELECTION CRITERIA

The Person

In addition to Degree in Journalism and Information Systems from a recognized tertiary institution, the following knowledge experience, skills and abilities are required successfully Knowledge of photography is essential.

Knowledge and Experience

1. Strong experience in the media field
2. Knowledge of pre and post production of audio visual aids and drafting of production scripts.
3. Practical experience in writing stories of public interest
4. Knowledge and experience acquired as the media liaisons officer
5. Understanding of the media regulation of the country as per the media decree (2013) and applicable laws of Fiji that will be required for this role

Skills and Abilities

1. Demonstrated ability to effectively draft media releases
2. Good manageable skills of the professional photography cameras.
3. Demonstrated ability to use Microsoft office tools
4. Service oriented approach, with a commitment to supporting the operational/ corporate environment of the organisation.
5. Demonstrated ability to Innovate and attention to detail.
6. Must have a good command of written and spoken English and ability to work as a team

MOHMS 262/2017 ASSISTANT INFORMATION/MEDIA LIAISON OFFICER

Role:	Assistant Information Officer/Media Liaison Officer
Salary range:	Attractive salary will be offered
Location:	HQ, Suva Unit/Division: Wellness Unit,
Reports to:	Nation Advisor NCD/Health Promotion Unit
	None

The Position

The incumbent will be responsible for handling all media issues of the Ministry of Health and Medical services by disseminating relevant information to the public through all media platforms and monitoring the reporting in the media.

Key Duties

1. Draft media releases on developments in the Ministry in consultation with National Program Managers. This involves National Health Events, Disease outbreaks, Ministerial statements and issues of national interest on health services. Release the information to department of Information and media outlets.
2. Issue media alerts to inform the mainstream media of health events well in advance so they can be captured and articulated through print and audio/visual media.
3. Physically cover the events, compile stories and release to the media.
4. Attend to queries from mainstream media, verify the issues and draft responses and after approval from Hon. Minister/ Permanent Secretary revert to the media.
5. Compile weekly health page with updates in the Ministry and National events to be printed in the Fiji Sun every Thursday.
6. Accompany Minister and the Assistant Minister to all health events for coverage and media briefing.
7. Organise Press conferences on areas of interest such as Disease outbreaks, awareness programmes on public health interventions, and pre and after math of natural disasters.
8. Report on developments and successes on the Ministry's performance.

9. Organising and participate in the Talkback shows on Radio and TV on topical issues as per the national year planner and the allocated monthly topics.
10. Register all the achievements of the Ministry in the quarterly matrix and forward it to the Health Information Unit to be archived and uploaded on the Ministry's website.
11. Attend all public health meetings to gather information on the plans and interventions protocols by the ministry during disease outbreaks and pre and post natural disasters.
12. Liaise with divisional health offices on the developments and articulate the stories and release for public information.
13. Liaise with FBC and Fiji Sun on the on the quotes for commercials and once received for it for payments to the accounts section.

Selection Criteria

The Person

In addition to Diploma in Journalism from a recognized tertiary institution, the following knowledge, Experience, Skills and abilities are required to successfully carry out the duty of the post.

Knowledge & Experience

1. Working experience in the media field with a particular focus on the health issues
2. A high standard of written and spoken English is essential.
3. Practical experience in writing stories of public interest based on health issues.
4. Knowledge of Microsoft Office tools
5. Basic Knowledge of communicable diseases and non-communicable diseases and their signs and symptoms and the prevention of such.
6. Knowledge of good photography and good manageable skills of the professional photography cameras.
7. Knowledge of pre and post production of audio visual aids and drafting of production scripts
8. Understanding of the media regulation of the country as per the media decree (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively draft media releases on health issues.
2. Demonstrated ability to manage Microsoft office soft wares
3. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
4. Demonstrated ability to Innovate and attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

DIETITIAN [5 POSTS]

MOHMS 263 /2017 DIETITIAN – CWM HOSPITAL

MOHMS 264/2017 DIETITIAN - TAMAVUA/TWOMEY HOSPITAL

MOHMS 265/2017 DIETITIAN – LAUTOKA HOSPITAL

MOHMS 266/2017 DIETITIAN – TAVUA HOSPITAL

MOHMS 267/2017 DIETITIAN – SEAQAQA HEALTH CENTRE

Role:	Dietitian
Salary Band	F
Salary Range:	\$22528 - \$36103
Location:	CWM Hospital, Tamavua/Twomey, Lautoka Hospital, Tavua Hospital & Seaqqa 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 to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Dietitian:

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.

MOHMS 268/2017 COMMUNITY HEALTH WORKER

Role:	Community Health Worker
Level:	HW05
Salary range:	Attractive Salary will be offered
Location:	HQ, Suva
Unit/Division:	Nursing
Reports to:	Director Nursing and Deputy Secretary Public Health

The Position

The position contributes to

1. aligning work activities, with the support of Public Health Programmes
2. Plans in developing SOPs, Training Manuals, guidelines and facilitating trainings for the CHW
3. This includes management, monitoring and evaluating community project implementation

Key duties

1. Basic Primary Health Care, in Prevention, protection, promotion, and partnership, protection, promotion and partnership with the community and stakeholders
Working closely with the National Advisors or Directors responsible for primary health care and community mobilization;
 - Provide assistance, advice, guidance, facilitation and support to the DMOs, the DHSs and other Programme or Ministry Staff personnel in the divisions;
 - Assist stakeholders through integration, in developing and implementing Program activities to ensure effective and efficient coordination of activities relating to primary health care and community health worker activities.
 - Work with Divisional representatives to ensure that Program activities are consistent across divisions;
and
 - Ensure that activities are consistent with the Program's Annual Plan Objectives and Budgetary capabilities.
 - Identify most effective way of delivering program

- Conduct Village Health Worker/Community Health Worker (VHW/CHW) training;
- Develop VHW/CHW Kits; and
- Liaise with key stakeholders and other donors in synergising community health programs

2. Training

- Organise and coordinate activities such as training programs that are delivered in all four Divisions
- Oversee the development and delivery of training programs to ensure quality and standards throughout Fiji

3. Planning, Budgetary and M&E Activities

- Provision of a Business Plan and a Budget Plan
- Work with Division Medical Officers (DMO) and focal Point in each Division to develop operational plans
- Develop an M&E plan and reporting framework for community health worker activities
- Invest on evidence based information, research and appraisal for improvements
- Provision and budgetary allocations for the CHWs.

4. Capacity, Building and Management Activities

- Work under the supervision and guidance with Deputy Secretary Public Health and Director Nursing to provide continuous support and technical focused to teams at divisional and sub divisional levels.
- Assist public health teams to develop and operationalize comprehensive work plans, both at micro and macro levels
- Visits health facilities villages and communities to assess progress and improvements on the community health worker programme.
- Prepare reports to the Public Health and Nursing division

Carry out other duties as required by the Head of Public Health and the Nursing Division

The person

In addition to University qualifications in Public Health, Health Promotion, Nursing (or equivalent) relevant community mobilization. Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of this position:

Knowledge and experience

- Able to apply in practice the component of the Primary Health Care Concept.
- Familiar with the Community Health Worker Policy and other relevant policies and legislation governing Community Health Worker Programme
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and abilities

- Ability to maintain the Community Health Worker Database.
- Demonstrate clear and effective communication skills
- Effective training development, delivery and evaluation skills.
- Demonstrated ability to effectively work within 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.
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
- Demonstrated ability to Innovate and attention to detail.
- Communicate clearly and concisely, both orally and in writing.

MOHMS 269/2017 SENIOR PHARMACY OFFICER - CWM HOSPITAL

Role:	Senior Pharmacy Officer (Senior Pharmacist)
Salary Range:	An Attractive Salary will be offered
Location:	CWMH
Unit/Division	CWM H
Reports to:	Principal Pharmacist CWM Hospital
Subordinates:	Supervising Pharmacist, Pharmacists, Pharmacy Assistants, GWE's

The Position

The Senior Pharmacist is responsible for providing an array of services which support care of hospitalized patients. The incumbent is responsible for ensuring safe, effective and rational use of medications in accordance with the standard treatment guidelines and protocols in place.

Key Duties

1. Assumes the duties and functions of the Principal Pharmacist in his/her absence
2. Management of hospital Inpatients and Outpatients pharmacy services to ensure rational and safe use of medicines
3. Coordination of hospital specialized services such as clinical pharmacy services and specialized medicine such as, anti-retroviral, restricted antibiotics, anti-TB and other restricted medications
4. Management of Medicines Information Unit in the hospital including, dissemination of and publications of up to date medicines information for health workers and the general public
5. Secretariat to the Divisional Medicines and Therapeutics Committee
6. Coordinates Internship program and students' hospital attachment ensuring proper evaluation and assessment of professional pharmacy practices

Key Performance Indicators

1. Quality and timely delivery of Pharmaceutical Services at divisional hospitals and other health facilities within the division
2. Availability and proper use of general, specialized and restricted medicines

3. Accessible medicines information by members of medical staff and the general public
4. Regular meetings of the Divisional Medicines Therapeutics Committee
5. Timely evaluation and assessments reports for pharmacy interns and students.

The Person

- Bachelor of Pharmacy
- Registered under the Fiji Pharmacy Profession Board
- Relevant Post Graduate qualification maybe an advantage
- Be a member of a recognized professional body – Fiji Pharmaceutical Society and/or Society of Hospital Pharmacist

Knowledge and Experience

1. At least 4 – 6 years of experience in management or supervisory role as pharmacist
2. Understanding of the Medicinal Products Act 2011, Pharmacy Profession Act 2011, Illicit Drug Control Act 2004 and the National Medicinal Products Policy 2013.
3. Experience in, and understanding of all aspects of pharmacy practice
4. Supervisory experience in a pharmacy set up or equivalent

Skills and Abilities

1. Demonstrated ability to effectively work within a team environment
2. Must Possess sound analytical and problem solving skills in resource-constrained environment
3. Demonstrate the ability to instruct, direct, motivate and evaluate employees
4. Good computer skills
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

**MOHMS 270/2017 SENIOR ASSISTANT HEALTH INSPECTOR – SIGATOKA
HEALTH OFFICE**

Role:	Senior Assistant Health Inspector
Level:	HW 06
Salary range:	An Attractive Salary will be offered
Location:	Sigatoka Health Office [1]
Unit/Division:	Western Health Services
Reports to:	Sub-divisional Health Officer
Subordinates:	None.

The Position

The position provides an effective Environmental Health services by promoting and maintaining a high standard of health and wellbeing within the local authority as per the 9 KRA. Effectively enforce all statutory obligations of Rural Local Authority pursuant to the Public Health Act 111, Quarantine Act 112, Food Safety Act 2003, Town Planning Act 139, Subdivision of Land Act 140, Environmental Management Act and any other relevant legislation. It contributes to the achievement of the overall goals and objectives of the MOH as contained in the SD BP, Divisional BP, ACP and the NSP.

Key Duties

The roles of the Senior Assistant Health Inspector is:

1. Responsible to the Sub Divisional Health Inspector for the planning, implementing, delivery and control of environmental health services in the Sub Division
2. The senior assistant Health Inspector will be responsible for the implementation of the 9 KRA of the environmental Health program including Environmental Health Planning, Health Promotion and sanitation, Vector control and disease surveillance, Food and water quality control, Port Quarantine, Licensing, Legal proceedings,
3. Assist with the development and implementation of environmental health policies and procedures.
4. Required to continue to participate in improving the organization to ensure quality customer service and to continue to improve the quality of service and contain costs

5. Proactively provide information and assistance to operators of registered premises and community with guidance and advice in managing their obligations under the various Acts.
6. Provide advice, assistance and referral where necessary to the community and Local Authority on public health issues as required by Law.
7. Undertake other duties which are within the management, interpersonal and technical skills level of the position and which may be legally directed or delegated to be performed relative to public health services.
8. Carry out routine house to House inspections within the community to remedy occurrence of any public Health nuisance.
9. Prepare report to supervisors and maintain records of inspections.
10. Prepare IWP and implement in the communities in conjunction with other public Health programs.
11. Work in collaboration with other health professionals including GO and NGO in a multidisciplinary team focusing on integrated approach to resolve public health issues and concerns.
12. Perform mandatory work under the following legislations.
 - a. Public Health Act, Cap 111
 - b. Food Safety Act 2003
 - c. Food Safety Regulation 2009
 - d. Quarantine Act, Cap 116
 - e. Town Planning Act, Cap 139
 - f. Town Planning General Provisions
 - g. Sub-Division of Land Act, Cap 125
 - h. Burial & Cremation Act, Cap 117
 - i. Tobacco Control Decree 2010
 - j. Tobacco Control regulation 2012
 - k. Litter Decree 2009

SELECTION CRITERIA

The Person

In addition to qualification prescribed under the Allied Health Practitioners Decree 2011, and Member of Fiji Institute of Environmental Health, and a valid Practicing Licence as an Allied Health Practitioner; the

following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

- Understanding of various legislations/policy approaches and responsibilities designed to protect the environment and public health
- Understanding the basic sequence in inspection, Food and water sampling, larval surveys, enforcement and litigation procedures.
- Knowledge on Development control especially building plans and construction is relevant.
- Knowledge of WASH (Water, Sanitation and Hygiene) implementation in the communities.
- Experience in working with multiple partners in a constructive way that is beneficial to all parties.
- Experience in and understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
- Experience in post disaster response coordination.

Skills and Abilities

- Skills to carry out disease outbreak and response.
- Skills to investigation cases and instigate prosecution.
- Skills to write project proposals, prepare reports and sound communication
- Ability to give advice to clients or communities on environmental health issues.
- Ability to apply skills in addressing environmental Health issues with clients/communities.
- Ability to analyse situations and initiating actions.
- Ability to work as a team, demonstrates commitment and work long hours,
- Ability to cope with pressure and setbacks.
- Ability to adapt changes within the organisation effectively.

MOHMS 271/2017 ASSISTANT SEAMSTRESS – SIGATOKA HOSPITAL

Role:	Assistant Seamstress
Level:	GWE
Wage Rate:	An attractive salary will be offered
Location:	Sigatoka Subdivisional Hospital
Unit/Division:	Western Health Services
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
2. Designs, sews and alters linen or clothes required for hospital use
3. Relieve Seamstress during her absence
4. Assist in stock take and maintenance of stock

The Person

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

Knowledge and Experience

- At least 3 years of tailoring and sewing experience or Trade Certificate in Sewing/Tailoring.
- Knowledge of sewing machines and tools, including their designs, uses, repair, and maintenance
- Knowing about cutting patterns and pieces, and creating solid seams that are well hidden
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- Ability to sew materials
- Effective Communication (verbal & Written) skills
- strong customer service skills to provide customers with quality service
- must have good hand-eye coordination, dexterity and a strong attention for detail
- ability to effectively work in a team;
- able to work overtime, in the weekends when required

MOHMS 272/2017 EXECUTIVE OFFICER (AMU) - CWM HOSPITAL

Role:	Executive Officer
Salary Band	Salary Band E
Salary range:	\$19, 041 to \$30,515
Location:	Colonial War Memorial Hospital
Unit/Division:	Central
Reports to:	General Manager
Subordinates:	CO (1) & Groundsmen (10)

The Position

The position will report directly to the General Manager. The primary role of this position is to oversee the minor works within the hospital and the day to day cleanliness of the hospital premises.

Key Duties

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

- Manage the Asset Management Unit and activities of subordinate staffs and oversee the cleanliness of the hospital premises.
- Maintain and update Board of Survey within the hospital
- Maintain and update Quarters monthly return
- Oversee the overall supervision of Minor Works within the hospital
- Maintain and update inventory for the hospital
- Appropriate program of internal control including the safeguarding of assets, correct operation of systems and adherence to agreed budgets, plans and targets;
- Advise and assist sub-divisional seeking guidance on matters of asset management.
- Ensure that designated services are available at all times and that overtime hours are monitored.
- Ensure that hospital policies are understood and adhered to by administration and support staff.
- Ensure that incident report forms are lodged for all accidents in administration and support staff departments.

- Provide reports on the management and activities of the service as requested
- Ensure that staffs are aware of fire and evacuation procedures and infection control procedures and receive adequate instruction.

The Person

In addition to tertiary qualification relevant to Human Resources, Management or Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position:

Knowledge and Experience

- Experience of office work or equivalent in similar field
- Understanding of General Orders, Financial Management Act, Finance Instructions, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.
- Understanding and experience in all aspects of ordering procuring and managing stock and inventory
- Demonstrate good command of English, grammar, spelling and punctuation.

Skills and Abilities

- Effective communication skills will be appropriate
- Demonstrated ability to effectively work within a team
- Demonstrated ability to be efficient in time management for meeting deadlines
- Service oriented approach, with a commitment to supporting department business plan
- Ability to have discretion in dealing with confidential information
- Capacity to utilize basic computer programs to support operations of the department/ health facility

MOHMS 273/2017 EXECUTIVE OFFICER - BA MISSION HOSPITAL

Role:	Executive Officer
Level:	Salary Band E
Salary range:	\$19, 041 to \$30,515
Location:	Ba Mission Hospital
Reports to:	Ba Subdivisional Medical Officer/ Administration Officer
Subordinates:	Clerical Officer (1), Domestic Assistant (1), GWE's (41)

The Position

The Executive Officer will provide the highest standard of support services to the Subdivisional Medical team.

Key Duties

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

1. Ensure that all Human Resources, Finance and General Services issues within the Sub Division are executed effectively and efficiently;
2. Ensure the availability of Fuel, Stores, Stationeries and Rations are in stock.
3. Ensure proper management of Sub-divisional fleet;
4. Provide updates to the Western Divisional Headquarters on minor maintenance of Hospital, Health Centres and Nursing Stations in the Sub- Division;
5. Ensure the Commitment & Expenditure Ledgers are maintained and timely and accurate submission of unpaid Purchase Order Returns to Accounts Section at Divisional office.
6. Monitor the performance of GWE's and the Sub- divisional subordinates;
7. To coordinate the Financial and Administrative services of the sub division in accordance with relevant Government legislations;
8. Assist in the successful coordination of Board of Survey is carried out within the Sub Division annually;
9. Any other duties assigned by the Supervisor from time to time.

The Person

In addition to tertiary qualification relevant to Human Resources, Management or Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position:

Knowledge and Experience

- Understanding of General Orders, Financial Management Act, Finance Instructions, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.
- Understanding and experience in all aspects of ordering procuring and managing stock and inventory
- Experience on delegation of duties within the department
- Knowledge and Experience in Mentoring and Coaching staff

Skills and Abilities

- Demonstrated ability to be efficient in time management for meeting deadlines
- Service oriented approach, with a commitment to supporting department business plan
- Ability to have discretion in dealing with confidential information
- Capacity to utilize basic computer programs to support operations of the department/ health facility
- Effective written communication skills including the ability to prepare reports, proposals, policies and procedures
- Effective public relations and public speaking skills
- Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization and ability in handling pressure
- Demonstrated ability in Team building, problem solving and work independently within the team

MOHMS 274/2017 – LAB ATTENDANT - VIRUS LABORATORY

Role:	Lab Assistant Seamstress
Position Level:	Government Wage Earners
Salary Band:	B
Salary Range:	\$5.37 - \$8.41
Location:	Virus Lab
Reports to:	Executive Officer

The Position

The position is responsible for cleaning the Laboratories at Virus Lab [Mataika House] and also the cleaning and sterilization of all testing utensils and equipment's in all the Laboratories.

Key Duties

- General cleaning of all Laboratories at Mataika House
- Receive Lab samples from reception and despatch to the Laboratory concerned
- Sample pick up from sites
- Collection of Dirty testing utensils from all Laboratories
- Soaking of testing utensils or apparatus
- Washing and stacking to dry of small, medium and large test tubes, Caps, Bottles, flasks, cylinders, reservoirs, tip holders etc.
- Responsible for collection of distilled water using distilled water machine and distribution
- Sterilization and drying in hot air oven of small, medium and large test tubes, Caps, Bottles, flasks, cylinders, reservoirs, tip holder, distilled water etc
- Packing of Sterilized Bottles and sending them via CDP to all sub divisions
- Assists Lab Technicians in packing tips into tip holders
- Any other duties that's assigned by the Lab team and the supervisor

The Person

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

Knowledge and Experience

- Knowledge of Occupational Health and Safety and First Aid

- Have worked in a similar working environment
- Clear understanding of the safety precaution and use of Sterilisers and other machinery
- Have the knowledge of the GWE working conditions.

Skills and Abilities

- Ability to plan and organise work on a daily basis
- Demonstrate ability to work under minimum supervision.
- Ability to maintain consistency in attending to daily routine
- Demonstrate the ability to effectively work within a team
- Effective time management skills
- Service and customer oriented approach, with a commitment to efficiency

MOHMS 275/2017 – ELECTRICIAN

Role:	Electrician
Position Level:	Government Wage Earners
Salary Band:	An Attractive Salary will be offered
Location:	Western Health Divisional Office
Unit/Division:	General Services/ Western Health Services
Reports to:	Executive Officer - General Services

The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Electrical works and fixtures, equipment's, operating and backup generators in health facilities located in the Western Division.

Key Duties

- Coordinate and facilitate the electrical maintenance of all health facilities in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing, and all other electrical issues.
- Assist in the planning of labor requirement, duration, and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
- Establish and maintain liaison with administration and professional staff regarding maintenance programs.
- To ensure preventive maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
- Train and supervision of Trade Assistant and Trainees.

SELECTION CRITERIA

The Person

In addition to a Trade certificate qualification in Electrical OR equivalent, a valid FEA Wireman's License and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position:

Knowledge and Experience

- Acquired knowledge of more than five years of experience in maintenance, repairs and new installations of Electrical equipment's.
- Knowledge and experience of electrical wiring and repair of electrical steam operated equipment's, Generators and pumps, Laundry machines, wiring installation and electrical fixtures.
- Knowledge of procurement of materials, preparing and maintaining reports

Skills and Abilities

- Ability to detect, analyse and solve Electrical faults and breakdown.
- Ability to perform physical work and repair of underground electrical cabling and lying of new wiring works.
- Ability to work under pressure and meet deadlines
- Ability to communicate effectively in both oral and written communication
- Demonstrated ability to organise, supervise, assess, plan, schedule maintenance work and costing.
- Takes a problem-solving approach when faced with challenging or difficult situations.
- Demonstrates a positive attitude in work assignment and interaction with others

MOHMS 276/2017 – PLUMBER – WESTERN HEALTH OFFICE

Role:	Plumber
Position Level:	Government Wage Earners
Salary Band:	An Attractive Salary will be offered
Location:	Western Health Divisional Office
Unit/Division:	General Services Unit/ Western Health Services
Reports to:	Executive Officer- General Services

The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Plumbing works in health facilities located in the Western Division.

Key Duties

- Maintain repair works for all plumbing related works.
- Establish and maintain liaison with administration and professional staff regarding plumbing maintenance programs.
- Plan and organize time, cost and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
- Maintain the workshop upkeep and proper storage of plumbing materials
- To ensure preventive plumbing maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
- Train and supervision of Trade Assistant and Trainees.

SELECTION CRITERIA

The Person

In addition to a Trade certificate qualification in Plumbing or equivalent and the following Knowledge, Experience, Skills and Abilities to successfully undertake the role of the position:

Knowledge and Experience

- Experience and knowledge of plumbing works and maintenance, repairs and installations.

- Knowledge of working with tools for plumbing and materials needed for maintenance
- Experience and knowledge of working with equipment's/ items/ machines of plumbing works.

Skills and Abilities

- Ability to work under pressure to meet deadlines
- Ability to communicate effectively and work within a team.
- Demonstrated ability to plan, organize plumbing work schedule effectively
- Identifies and utilizes resources effectively and responsibly.
- Takes a problem-solving approach when faced with challenging or difficult situations.

MOHMS 277/2017 AMBULANCE DRIVER – NABOUWALU HOSPITAL

Role:	Driver
Level:	B
Wage Rate:	\$5.37 - \$8.41
Location:	1 Nabouwalu Hospital
Unit/Division:	DMO N
Reports to:	Sub – Divisional Clerical Officer

The Position

The position reports to the Medical Officer in – charge of the sub – divisional health centres for the delivery of reliable ambulance services at all times.

Key Duties

1. Driving
2. Physically fit to assist in loading & unloading of patients & medical supplies.
3. Cleaning of vehicle
4. B1 and B2 servicing of vehicle
5. Updating running sheets

The Person

In addition to FSLC Pass or Attainment, the following **Knowledge, Experience, Skills and Abilities** are also required to successfully undertake this role:

Knowledge and Experience

1. Possess clean group 6 Driving license
2. Possess Defensive Driving Certificate.
3. Knowledge in vehicle servicing
4. Basic mechanical works

Skills and Abilities:

Demonstrated skills and ability to

1. Load and unload medical supplies
2. Carry out vehicle servicing and cleaning
3. Identify vehicle mechanical fault
4. Avail himself when required
5. Maintain proper daily running records

MOHMS 278/2017 RECORDER- NABOUWALU HOSPITAL

Role:	Recorder II - GWE
Wage Band	B
Wage Range	\$5.37 - \$8.41
Location:	Nabouwalu Hospital
Unit/Division:	DMO N
Reports to:	SDMO (Cakaudrove & Bua)

Overview of the Specific Area:

The hospital records section manages patient records collected and issue to the medical officers when required. The department ensures the safekeeping and flow of patient information to the medical officers concerned.

The Position:

The position reports to the SDMO for the proper storage of the patients' records or information collected at the sub – divisional hospital and ensure its timely communication to the authorized medical personnel concerned.

Key Duties:

- Creating new folders and hospital no. for new patients.
- Receiving and registering of all cases and referrals from other health facilities
- Coding of patient folders
- Retrieving, sorting, culling & filing of patient's medical folders for services.
- Collect discharged patient medical folders from the wards
- Entry of patient information into computerized patient information systems (PATIS)
- Conduct folder census and review folder data for accuracy and completeness.
- Update patients admission, discharge & transfer internally or referral to other hospitals
- Re – arrange folders in secondary storage.

The Person

In addition to FSLC Pass or Attainment, the following **Knowledge, Experience, Skills and Abilities** are also required to successfully undertake this role:

Knowledge and Experience

1. Knowledge in Health records policy.
2. Good experience in filing of records

Skills and Abilities:

1. Sound communication skills (written & spoken)
2. Good computing skills
3. Able to serve customer well
4. Ability to work in a team

MOHMS 279/2017 WARD ATTENDENT – TAVEUNI HOSPITAL

MOHMS 280/2017 WARD ATTENDANT – SAVUSAVU HOSPITAL

Role:	Ward Assistant [GWE]
Wage Band	A
Wage Range:	\$4.60 - \$7.19 per hour
Location:	Taveuni and Savusavu Hospital
Unit/Division:	Taveuni and Cakaudrove sub – division (DMO N)
Reports to:	Sister In Charge - Hospital Wards
Subordinates:	None

The Position:

The position reports to the Sister in charge (Wards) to assist the staff nurses in the delivery of efficient and effective nursing care to patients in the hospital wards.

Key Duties:

1. Cleaning of bed pans, basins, urinals, hand basins and dusting of patients cubicles
2. Stripping and carbonizing of beds upon patient discharge.
3. Prepare empty beds for admitted patients
4. Assist nurses in bathing of patients (shaving etc.) and taking them to toilet too.
5. Feeding patients as per supervisor's instructions.
6. Managing of wards linen and changing of linen when needed.
7. Daily checking of emergency bag & replenishment of used items
8. Daily checking of oxygen cylinder and all emergency apparatus & report to Sister.
9. Photocopying nurses forms and other official runs errands for the ward supervisors

The Person

In addition to FSLC Pass or Attainment, the following **Knowledge, Experience, Skills and Abilities** are also required to successfully undertake this role:

Knowledge and Experience

1. Participated in delivery of patient care in similar work environment.
2. Possess basic housekeeping work experience.
3. Basic knowledge on wards emergency and oxygen apparatus

4. Basic knowledge in stores management

Skills and Abilities:

1. Demonstrated good housekeeping and patient management skills.
2. Ability to work with patients and team.

PROJECT POSITIONS

MOHMSP59 /2017 PROJECT MANAGER PATISPLUS

Role:	Project Manager PATISPlus
Salary range:	Attractive Salary will be offered
Location:	Headquarters, Suva
Unit/Division:	Health Information Unit
Reports to:	Manager IT & Director Health Information, Research & Analysis
Subordinates:	Senior System Analyst, System Analysts, IT Officers, PATISPlus Project Officers & Network Administrator

The Position

This position contributes towards management of Patient Information System in terms of maintenance, development, training and testing in support to strengthen the Health Systems in Fiji Islands. The Product Manager will provide the key interface between the users of PATISPlus and the PATISPlus technical support and development team, both internal and external

Key Duties

1. Management of all Patient Information System related work especially engaging and influencing key business users to ensure PATISPlus system delivers the desired business outcomes which includes development of user manuals, coordination of trainings, liaison with hospital health information committee, organizing of PATISPlus user group workshops and being the secretariat of the PATISPlus Steering Committee
2. Develop specification and design documents for all new modules of the patient information system (PATISPlus) while ensuring change management practices for upgrade and maintenance.
3. Develop and implement systems and processes to manage patient information system database in terms of quality, availability, confidentiality and integrity to support business continuity.

4. Lead, manage, motivate and develop the patient information systems (PATIS) team so that it is able to meet the expectations and business requirements of the Clinical and Administrative users in the Ministry of Health and Medical Services.
5. Ensure all module and interfacing application system developments are conducive for required purposes and deliver the intended benefits and mitigates any potential risk.
6. Research and Identify new and emerging technology that will bring significant improvements to the applications which will benefit the users in the Ministry.
7. Coordinate and build strong working relations with various internal divisions, units and departments including; Corporate Services, Managers of Clinical Facilities and Senior Management in the Ministry of Health and Medical Services.
8. Contribute to the IT strategy development and planning process in alignment with the units and Ministries 5 year strategic plan.

The Person

In addition to a Master's Degree in Computing Science and Information Technology from a recognized university the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Experience in project management, software development and business analysis
2. Practical working knowledge in information systems
3. Experience in strategic planning and formal business case development highly regarded
4. Practical working knowledge in management of new application systems using software development life cycle
5. Experience in applications and database administration
6. Sound knowledge in network and server administration
7. Experience in scheduling work assignments, settings priorities, and directing the work of subordinates

8. Experience in developing, delivering and evaluating training and staff development programs and reporting to management on application of learning outcomes and improvements required.

Skills and Abilities

1. Demonstrated ability to effectively manage and work within a team;
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Demonstrated ability to troubleshoot and process analytical skills.
4. Demonstrated knowledge on new technologies that can be used to strengthen the Information systems.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

PATISPlus Developers MOHMSP 60/2017 [2 Posts]

Role:	PATISPlus Developers
Salary range:	Attractive Salary will be offered
Location:	Headquarters
Unit/Division:	Health Information Research and Analysis
Reports to:	Product Manager PATISPlus
Subordinates:	None

The Position

The ICT Unit manages the entire Information and Communications Technology for the Ministry. The Unit also supports the Health Information and eHealth ventures. Comprising of Network, Server, Applications; the unit also looks into requirements gathering, budgeting, procurement and all digital requirements together with Free Medicine Program.

Key Duties

1. Conduct PATISPlus Training at various health facilities.
2. Conduct audits of PATISPlus usage.
3. Development of PATISPlus reports for analytics.
4. PATISPlus Administration – create, manage and monitor users and data entry.
5. Procure and manage inventory of PATISPlus consumables including printers, laminating machines and other equipment's to various requests.
6. Check backups of PATISPlus data and ensure it is availability.
7. Uploading HDD Data upon request of users.
8. Helping out in other tasks assigned by supervisors
9. Create Digitized forms
10. Assist IT Officers and Free Medicine Project Officers
11. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

The Person

In addition to Undergraduate Degree or Diploma in Information Systems (or Equivalent) from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. Professional Certifications like A+, N+, CCNA, MCTS, and ITIL would be an added advantage.

Knowledge and Experience

1. Experience in Information/Applications systems.
2. Experience in delivering information systems administration and training.
3. Experience in MS Office.
4. Experience in Customer Services.
5. Experience in applying research methodologies for innovative applications.
6. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
7. Experience in writing proposals, reports, documentation and project updates.
8. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Ensure confidentiality of information.
4. Demonstrated ability to Innovate and attention to detail.

INFORMATION TECHNOLOGY SUPPORT OFFICER [3 POSTS]

MOHMSP 61/2017 – WESTERN HEALTH SERVICES

MOHMSP 62/2017 – CENTRAL HEALTH SERVICES

MOHMSP 63/2017 – EASTERN HEALTH SERVICES

Role:	Information Technology Support Officer (ITO)
Salary	Attractive Salary will be offered
Location:	Western Health Services, Central Health Services(HQ) and Eastern Health Services(HQ)
Unit/Division:	Health Information Research and Analysis
Reports to:	Systems Analyst
Subordinates:	None

The Position

The incumbent will be responsible for management of ICT Support for the assigned Health Facilities in Ministry of Health and Medical Services.

Key Duties

1. Manage assigned work activities, priorities, escalation, incident management, knowledge base and project activities.
2. Gather software and hardware requirements and proceed with procurements as and when required.
3. Conduct Hardware/Software Retentions and provide technical report.
4. Ensure that the Inventory and ICT Registers are up-to-date at all times.
5. Assist in the ICT Audit for other facilities while ensuring maximum compliance for the assigned facility.
6. Support for all Applications in MoHMS (PATISPlus, CMRIS, LIMS, HRIS, Intranet, etc).
7. Ensure maximum uptime of ICT Systems and Services in the assigned facility.
8. Work closely with Customers in MoHMS and other teams to ensure assigned activities is executed on time.
9. Take Lead roles in times of need or on assigned projects.
10. Provides technical training, guidance, and resource support for end users.

11. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

The Person

In addition to Undergraduate Diploma(or equivalent) in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. Professional Certifications like A+, N+, CCNA, MCTS, ITIL would be an added advantage.

Knowledge and Experience

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
3. Knowledge of Hardware/Software procurement and retention Procedures.
4. Experience in writing proposals, reports, documentation and project updates.
5. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Demonstrated ability to Innovate and attention to detail.
4. Communicate clearly and concisely, both orally and in writing.

MOHMSP 64/2017 PROJECT OFFICER – HOSPITAL ROVING CODER

[2 posts]

Role:	Project Officer – Hospital Roving Coder
Salary range:	Attractive Salary will be offered
Location:	HQ, Suva
Unit/Division:	Health Information Unit
Reports to:	Senior Statistician

The Position

The Hospital Roving Coder provide accurate, complete, timely and reliable coding across the divisional and subdivisional hospitals and ensure quality morbidity coding results are produced to determine allocation of resources, monitoring health services and program, evaluation of its impact in achieving a healthy population.

Key Duties

- Read and analyse medical records to help identify all diagnoses, operations and procedures relevant to the current period of patient care
- Clarify inconsistent or non-specific information in a medical record by consulting with the responsible medical practitioner
- Allocate codes to patient's current period of care, using knowledge of the information contained within the International Classification of Diseases, 10th Revision Australian Modification, commonly referred to as ICD-10-AM and ICD 10)
- Maintain strict confidentiality regarding any information regarding client/patient, personal staff information, human
- Accept responsibility for the follow-up and correct of personal coding errors where applicable and ability to manage workload priorities
- Assist in the organization and prioritization of the overall workload as a member of the clinical coder team.

- Liaise with the Assistant Statistician Hospital regarding queries or problems in determining the appropriate codes in order to ensure and maintain consistency and contribute to the effectiveness and efficiency of the coding unit by participating in quality assurance activities.
- Read and analyse medical records to help identify all diagnoses, operations and procedures relevant to the current period of patient care
- Clarify inconsistent or non-specific information in a medical record by consulting with the responsible medical practitioner
- To locate missing data by whatever process necessary including contacting personnel or by the pulling of case notes and requesting diagnoses and cause of death from the Police/Forensic where appropriate.
- To action daily outstanding clinical coding reports as required including, bringing them to the attention of the appropriate team members, and the Clinical Coding Supervisor when necessary.
- To undertake training in order to maintain skills and to master new coding conventions as appropriate.
- To develop coding and interpersonal skills by working closely with Clinicians and Ward staff to become an integral part of the team at ward level, to provide coding expertise.
- To identify and action Data quality issues as appropriate
- Report writing with submission according to deadlines
- Ability to contribute to policy planning and resourcing of the health information unit & health information environment of the Ministry of Health and Medical Services
- Ability to be transparent and accountable for all coding practices
- Perform other duties from time to time that may be delegated by the Supervisor

The Person

In addition to pass in Form Seven (or equivalent), a Certificate or Diploma in Public Health, Statistics, Epidemiology, IT or Population Studies. Knowledge, Experience, Skills and Abilities that are required to successfully undertake the role of Hospital Roving Coder are outlined below:

Knowledge and Experience

- Able to analyse, interpret and present reports
- Able to understand new information technology system
- Knowledge of medical terminology, legal aspects of health information, health data standards, and computer- or paper-based data management
- Knowledge of relevant legislation and authorities governing Health and Health Information Systems.
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
- At least 2 years' experience in a similar field

Skills and Abilities

- Capacity to utilise computer programs to support the operation of the information system
- Demonstrated ability to work cooperatively and effectively within a team environment
- Ability to follow instructions and meet set deadlines
- Demonstrated ability to maintain confidentiality
- 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.
- Effective training development, delivery and evaluation skills
- Ability to travel to outer stations

DIVISIONAL HIV, STI & ADOLESCENT HEALTH SERVICES PROJECT

OFFICER [3 Posts]

MOHMSP 65/2017 Central/Eastern Health Services

MOHMSP 66/2017 Western Health Services

MOHMSP 67/2017 Northern Health Services

Role:	Divisional HIV, STI & Adolescent Health Services Project Officer
Salary range:	Attractive Salary will be offered
Reports to:	CEO HIV/AIDS Board
Unit/Division	Family Health Unit
Location	Central/Eastern, Western & Northern Division
Subordinates:	HIV Peer Navigators

The Position

The position of the Divisional HIV, STI & AHD Project Officer contributes to the coordination, implementation, monitoring and evaluating the effectiveness of the sexual reproductive health program and its related activities in the division and the sub division.

Key Duties

1. Update and maintain records of ongoing and current SRH related activities including HIV, STI & AHD in the divisions as funded by the HIV/AIDS Board and donor agencies.
2. Assist with community advocacy including the display and distribution of IEC and training materials and reports.
3. Provides oversight to the utilization of HIV funds at divisional level and submits timely quarterly financial reports to National Level.
4. Provides support to sub divisional SRH related activities including HIV, STI & AHD as and when required.
5. Obtain quotations as required for procurement of materials, products and services for the Division under the HIV Allocation.
6. Assist in the monitoring and evaluation of activities at divisional and sub divisional level and submits timely quarterly reports to the National HIV Project Officer.

7. Assist in conducting small scale research/analysis under the oversight of the Divisional Medical Officer, National HIV Project Officer and the National Advisor Family Health.
8. Provide support to the Divisional HIV Peer navigators and PLHIV at Divisional level and also with HIV and STI community activities.
9. Secretariat to the Divisional Advisory Committee on AIDS.
10. Establish and maintain efficient filing system for the Divisional program.

The Person

In addition to tertiary qualifications [or equivalent] in Public Health, Health Promotion, and Reproductive Health or similar, the following Knowledge, Experience, Skills and Abilities [KESAs] are required to successfully undertake this role:

Knowledge and Experience

- At least 3-5 years' post qualification experience working in a sexual and reproductive health department in a government or private sector;
- Working knowledge of health promotive programs; including STI and HIV within the government sector legislation and policies;
- Practical knowledge of public health approaches and monitoring and evaluation of activities;
- Understanding of the Fijian Constitution [2013], applicable laws of Fiji including the sexual reproductive health, STI and HIV policies and the Fiji HIV/AIDS [Amendment] Decree 2011.

Skills and Abilities

- Demonstrate ability to carry out set tasks aligned to organizational and program plans in order to meet deadlines.
- Demonstrate ability to work without supervision.
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyse and contribute to solutions to problems, in a resource constrained environment.

- Demonstrate ability to undertake sound financial payment processes including reconciliation of accounts.
- Capacity to utilise computer programs to support the effective operations of the program.
- Service oriented approach, with a commitment to supporting the operational environment of the program and the organization as a whole.

MOHMSP 68 /2017 PROJECT OFFICER FIJI COLLEGE OF NURSING

Role:	Project Officer – Fiji College of Nursing
Salary range:	Attractive Salary will be offered
Location:	HQ, Suva
Unit/Division:	Nursing
Reports to:	Director of Nursing Services

The Position:

The position is responsible to the Director of Nursing Services for the planning, coordination, implementation and evaluation of the functions of the Fiji College of Nursing and specified responsibilities enshrined in the College Constitution.

Key Duties:

- Coordinate and facilitate Continuing Nursing Education (CNE) and Continuous Professional Development (CPD) programs for Registered Nurses in Fiji
- Develop standards and competencies for in-service program
- Assist Fiji Nursing Council in the development of criteria for Nursing Licensure
- Develop governance structure for standard of care to nursing services by providing the governance structure for standard of care.
- Support the Ministry of Health & Medical Services in the execution of its human resource development and management plan by facilitating the development of in-service training programs for Nursing Managers and all other Nursing personnel in Fiji.

The Person:

In addition to a Bachelor of Nursing degree and any other relevant Post Graduate Qualification preferably in Leadership & Management, Education, Human Resource Development or similar with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Project Officer of the Fiji College of Nursing.

Knowledge and Experience

- Experience in nursing and training policies and its execution.
- Experience in negotiations/discussions with senior staff & non-government agencies especially on matters pertaining to formulation and implementation of policies and strategies relating to human resource development, continuing professional development and training.
- Experience in development of training packages and curriculum
- Experience in coordination and organization
- Understanding of the Nursing Decree (2011) and other applicable laws governing Nursing in Fiji.

Skills and Abilities:

- Effective training development, delivery and evaluation skills.
- Demonstrated ability to effectively work within a team
- Demonstrated ability to draw up training proposal/programs to address industry in-service needs as identified
- Display ability to coordinate the development of guidelines for the selection of applications into education programs.
- Able to assist in the development of competencies for specialized nursing in Fiji.
- Demonstrate ability to meet deadlines in a constraint environment.

MOHMSP 69/2017 COMMUNITY REHABILITATIVE ASSISTANT COORDINATOR

Role:	Community Rehabilitative Assistant [CRA] Coordinator
Salary:	Attractive Salary will be offered
Location:	National Rehabilitation Medicine Hospital
Unit/Division:	Community Rehabilitation/Public Health
Reports to:	Medical Officer In-Charge, Tamavua Hospital
Subordinates:	Community Rehabilitation Assistants[CRAs]

The Position

The position coordinate, implements, monitor and promote community rehabilitation services and Public Health care initiatives.

Key Duties

To facilitate the development and coordination of Ministry of Health & Medical Services policies and strategies for disability management and Community Based Rehabilitation programme in accordance with identified needs.

2. Monitor & evaluate the effectiveness of Community Rehabilitation service provision and identify issues for program planning
3. Develop and maintain network links and relationship with international and local organization through sharing learning expertise and resource material in relation to the Community Based Rehabilitation.
4. Develop and maintain a resource database and information center to strengthen systems for accessing relevant materials/information to be disseminating and loaning of books, journals, research papers.
5. To provide advocacy, assistance, mentoring and technical line management support and supervision of the Community Rehabilitation Assistant.

7. Facilitate and coordinate the provision of in-service [CRA] training in collaboration with relevant institution to ensure the maintenance of competency standards and course quality which include Technical Training, Community Development Training and Managerial training.

8. Coordinate the National Rehabilitation Medicine Out-Reach Clinic & Home Visit Team in all the Divisions.

9. Design, prescribe and organize Assistive Devices for persons with disabilities from Ministry of Health & Medical Services, Governmental Organizations and Non – Governmental organizations, donor agencies, Faith Based Organizations etc.

The Person

In addition to University qualifications (or equivalent) relevant to Disability, with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Community Rehabilitation Assistant Coordinator.

Knowledge and Experience

- Experience working with people with disabilities
- Experience in the co-ordination, orientation and identification of other technical experts in providing training of trainer's support to the Community Rehabilitation Assistant
- Experience in the planning, designing, delivering, assessment, monitoring and the validation of trainings
- Experience assessment, identification, planning, delivering and monitoring of the Community Rehabilitation services
- Understanding of the CBR guidelines [Community Based Rehabilitation]
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
- Understanding of the United Nations Convention of the Rights of the Person with Disabilities.

Skills and Abilities

- Excellent Communication Skills and have the ability to work with other stakeholders for the enhancement of services provided to persons with disabilities as required in the legislative and policy framework.

- Ability to coordinate Rehabilitation Outreach clinics and visits in the community
- Demonstrated ability to travel to the Subdivisions to assist, mentor and coach the Community Rehabilitation Assistants in providing rehabilitation services and support to persons with disabilities
- Ability to provide trainings of: activities of daily living skills, gait trainings, stump management, donning and doffing of prosthesis and recreation activities to persons with disabilities
- Customer oriented approach, with a commitment to supporting the operational of the organisation.
- Ability to work with multi-disciplinary teams
- Ability to provide services to persons [infant, children and adults] with any types of disabilities. [physical disabilities, intellectual, hearing impaired, visual impaired and speech impaired people with more than one disabilities no matter how complex the disability would be]

VHC 15/2017 EXECUTIVE OFFICER [RE-ADVERTISED]

Role:	Executive Officer
Salary Band	Salary Band E
Salary range:	\$19, 041 to \$30,515
Location:	Central Division
Unit/Division:	Administration
Reports to:	Senior Administrative Officer
Subordinates:	Clerical Officer and Government Wage Earners

Overview of the Specific Area

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

The Position

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

Key Responsibilities

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

The Person

In addition to tertiary qualification relevant to Human Resources, Management or Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position:

Knowledge and Experience

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

Skills and Abilities

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

VHC 16/2017 RECEPTIONIST [RE-ADVERTISED]

Role:	Receptionist
Wage Range	\$5.37 - \$8.41
Location:	Valelevu Health Centre
Reports to:	Immediate Supervisor
Subordinates:	nil

Overview of the Specific Area

The purpose of the position is to operate a telephone switchboard to relay incoming, outgoing, or interoffice calls.

The Position

The position reports to the responsible supervisor in ensuring that all outgoing calls are well recorded in the telephone calls register.

Key Duties

1. Receive and place/transfer outgoing calls
2. Greet patients and visitors as they arrive at the hospital operators room and ask how they would like to be assisted
3. Provide required information in person and direct visitors/patients to appropriate staff members or department
4. Take telephone calls and respond to enquiries aimed at hospital services and procedures
5. Transfer phone calls to intended recipients
6. Make outgoing calls on request of hospital staff members
7. Answering queries pertaining to admitted patients by following strict confidentiality protocols
8. Arrange for meeting with doctors and other nurses
9. Create and maintain log book of incoming and outgoing calls on a daily basis
10. Monitoring automated systems for placing collect calls and intervene for a caller needing assistance

11. Arrange for appropriate emergency services by relevant medical staff member
12. Take message for staff if they can't receive or answer calls
13. Provide customers with area codes telephone numbers and other information
14. Set up conference calls in different locations and time zones.
15. Able to reconcile telephone bills with log book at the end of the month.

The Person

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

Knowledge and Experience

- Knowledge of customer services
- Knowledge of proper handling PABX phone
- Experience and knowledge of book keeping
- Basic knowledge of occupational health and Safety at the Workplace

Skills and Abilities

- Ability to plan and organise work in a timely manner
- Demonstrate ability to work as a team
- Effective verbal and written communication skills
- Demonstrate ability to work extra hours

END.