



# FIJI NURSING COUNCIL

Division of Nursing, Ministry of Health

G.P.O.BOX 12685, Suva

DINEM HOUSE  
88 AMY ST. TOORAK

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Shaping Fiji's Health

The Fiji Nursing Council invites applications from interested candidates for the position of Director, Fiji Nursing Council. All candidates who had applied earlier need to re-apply. Outlined below are the key duties and conditions for selection.

Role:	Director Fiji Nursing Council
Salary range:	An attractive package will be offered to the successful candidate
Location:	Fiji Nursing Council , Brown Block, Tamavua
Reports to:	Chairperson - Fiji Nursing Council
Subordinates:	1. Administrator/Office Manager 2. Accounts Officer 3. Secretary /Clerk Typist

## The Position

The position is responsible for the overall leadership and management of the Fiji Nursing Council's operational and administrative functions.

## Key Duties

1. Ensure the timely formulation of Council operational policies and standard operating procedures which are aligned with the Nursing Decree 2011.
2. Assist the Council in ensuring the full administration of the existing nursing legislation in order to promote and safeguard public safety and safety of the nursing practice.
3. Provides the Fiji Nursing Council with appropriate and timely information and advice necessary for quality management decision.
4. Provides leadership to the secretariat team within a framework of prudent and effective controls to facilitate sound risk management.
5. Develop and facilitate the implementation of the Fiji Nursing Council's Strategic Plan and Annual Business Plans.
6. Oversee the implementation of the Council's standards of practice as per Nursing Decree 2011.
7. Ensure the prudent management of budgetary provision.

## The Person

In addition to an Undergraduate Degree with Post Graduate qualifications in Nursing Leadership and Management or Business Management or similar, the following knowledge, experience, skills and abilities are required to successfully carry out duties of the post.

## Knowledge and Experience

- At least five(5) year experience at a leadership or management level
- Proven experience in the development and review of policies and processes
- Proven experience in providing policy advice and improving business processes.
- Proven experience in budget planning, or project management.
- Understanding of the Nursing Decree 2011
- Understanding of the Fijian Constitution (2013) and applicable Laws of Fiji.

### Skills and Abilities

- Excellent leadership and management skills
- Excellent communication(written & verbal) skills
- Demonstrated ability to effectively work within a team
- Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
- Service oriented approach with a commitment to lead the operational and corporate functions of the Council
- Ability to manage human resource effectively.
- Ability to be ethical and thorough in the execution of Council mandates
- Proficient in the use of computer software such as MS Applications

### How to Apply

Interested applicants should submit an application letter of no more than three pages clearly explaining how they meet each of the knowledge, experience, skills and abilities with an updated CV and the names of 3 referees. Application that does not address the selection criteria will not be considered.

Applications for the position must be received by 4.00pm on Friday 22<sup>nd</sup> December 2017 and addressed to:

1. **Applications by post:**

The Chairman  
Fiji Nursing Council  
P O Box 12685  
Suva

2. **Applications can be hand delivered to:**

“DROP FNC JOB APPLICATION BOX”  
FNC Office, Nursing Section, 1<sup>st</sup> Floor, Dinem House, 88 Amy Street, Suva, Fiji.

3. **Applications can also be e-mailed to: [nursingcouncilfiji@gmail.com](mailto:nursingcouncilfiji@gmail.com)**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

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