

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 RANGE
MOHMS 103/2018	National Advisor Oral Health	\$67,830.20 - \$110,441.49
MOHMS 104/2018	Chief Health Inspector	\$67,830.20 - \$110,441.49
MOHMS 105/2018	Instructor Dental Therapist – CWM Hospital	\$34,760.31 - \$56,591.92
MOHMS 106/2018	Principal Administrative Officer - ESU	\$28,155.85 - \$56,596.92
MOHMS 107/2018	Executive Officer - ESU	\$17,518.41 - \$30,515.63
MOHMS 108/2018	Principal Pharmacy Officer – CWM Hospital	\$43,296.63 - \$70,495.80
MOHMS 109/2018	Hospital Attendant – CWM Hospital [4 Posts]	\$8,849.10 - \$13,840.90

MOHMS 110/2018	Kitchen Hand – CWM Hospital [2 Post]	\$8,849.10 - \$13,840.90
MOHMS 111/2018	Ward Assistant – CWM Hospital [4 Posts]	\$8,849.10 - \$13,840.90
MOHMS 112/2018	Driver – CWM Hospital [4 Posts]	\$10,339.99 - \$16,172.81
MOHMS 113/2018	Driver- Waimaro Health Centre	\$5.37 - \$8.41
MOHMS 114/2018	Driver- Rakiraki Sub-Divisional Hospital	\$5.37 - \$8.41
MOHMS 115/2018	Driver- Tavua Sub-Divisional Hospital [2 Posts]	\$5.37 - \$8.41
MOHMS 116/2018	Driver- Ba Sub-Divisional Hospital [2 Posts]	\$5.37 - \$8.41
MOHMS 117/2018	Driver- Nadi Sub-Divisional Hospital [2 Posts]	\$5.37 - \$8.41
MOHMS 118/2018	Driver- Sigatoka Sub-Divisional Hospital [2 Posts]	\$5.37 - \$8.41
MOHMS 119/2018	National Coordinator Community Health Worker Program	\$19,409.75 - \$30,515.63

#### PROJECT POSITIONS

MOHMSP 03/2018	Divisional RHD Nurse Coordinator Northern	\$28,000.00
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Interested applicants should download the job descriptions and applicant information from the Ministry's Website: [www.health.gov.fj](http://www.health.gov.fj) or Ministry of Health and Medical Services Facebook account.

**Applicants should submit their covering letter not more than three pages 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 23<sup>th</sup> February 2018** 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.**

**ADDENDUM**

1. Position title for vacancy MOHMS 99/2018 should read Director of Nursing Eastern Division instead of Deputy Director of Nursing Eastern Division

**WITHDRAWAL OF VACANCY**

Vac No.	Post	Reason for withdrawal
374/2017	National Advisor Oral Health	Wrong salary Band
373/2017	Chief Health Inspector	Wrong Salary Band

**JOB DESCRIPTION**

**MOHMS 103/2018 NATIONAL ADVISOR ORAL HEALTH -HEADQUARTERS**

<b>Role:</b>	National Advisor Oral Health (NAOH)
<b>Salary Band :</b>	Band L
<b>Salary range:</b>	\$67, 830.20 - \$110, 441.49
<b>Location:</b>	Wellness Centre, Namosi House, Ministry of Health & Medical Services (MOHMS) Suva
<b>Unit/Division:</b>	Oral Health
<b>Reports to:</b>	Deputy Secretary Public Health & Deputy Secretary Hospital Services
<b>Subordinates:</b>	<ul style="list-style-type: none"> <li>• Secretary to NAOH</li> <li>• Dental Logistics Officer @ Fiji Pharmaceutical &amp; Biomedical Services (FPBS)</li> <li>• Oral Health Promotion Officer @ Wellness Centre</li> <li>• Principal Dental Officers</li> <li>• Divisional Dental Officers</li> </ul>

**The Position**

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

**Key Duties**

The incumbent is expected to:

- i) Develop and formulate Oral Health Policies and National Oral Health Strategic Plans
- ii) Plan, monitor, evaluate and review oral health programs identifying areas of improvement
- iii) Advice & co-ordinate procurement and acquisition of identified dental equipment, materials, consumables and dental instruments.
- iv) Manage and maintain appropriately trained, skilled and motivated oral health workforce

- v) Provide policy advice on oral health to the Permanent Secretary through the Deputy Secretary Public Health and Deputy Secretary Hospital Services.
- vi) Liaise with the Fiji Dental Council (FDC) on relevant issues with regards to dental staff and the profession of Dentistry.
- vii) Provide professional advice on Oral Health Services as Deputy Chairperson of the Fiji Dental Council and Deputy Chairperson of the Board of Management Fiji Medical and Dental Secretariat
- viii) Assist in the preparation of the national budget by providing input for the budgetary requirement of the National Oral Health Services.
- ix) Ensure that all the four health service divisions align oral health procedures and process to the National Oral Health Service Policy and MOHMS Annual Corporate Plan.
- x) Conduct cost-effective analysis on the provision of services and specialised oral health technical equipment.

### The Person

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

### Knowledge and Experience

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

### Skills and Abilities

- Demonstrated ability to develop and maintain network with relevant stakeholders.
- Ability to provide advice to Senior Management.
- Strong communication skills, written and oral, and a proven capacity to influence and drive change

- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Demonstrated ability to effectively and efficiently monitor and evaluate Oral Health Services in Fiji.
- A strong customer focused approach
- Demonstrated ability to provide sound leadership to the oral health team

### **MOHMS 104/2018 CHIEF HEALTH INSPECTOR/NATIONAL ADVISOR ENVIRONMENTAL HEALTH HEAD QUARTERS**

<b>Role:</b>	Chief Health Inspector/National Advisor Environmental Health - HQ
<b>Salary Band :</b>	Band L
<b>Salary range:</b>	\$67,830.20 - \$110,441.49
<b>Location:</b>	HQ, Suva
<b>Unit/Division:</b>	Environmental Health
<b>Reports to:</b>	PSHMS through Deputy Secretary Public Health.
<b>Direct Reports</b>	Senior Health Inspector Quarantine, Senior Health Inspector Food Unit, Senior Health Inspector Pollution Control, Senior Health Inspector Water, Sanitation & Hygiene, Secretary, Manager Tobacco Control Unit

### The Position

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

### Key Responsibilities

1. Provide strategic policy advice and technical support to senior management, executive support unit and leadership at Head Quarters on all Environmental Health matters.
2. Management of Environmental health service ensuring that the Environmental Health services are provided in accordance with requirements of all Acts and Regulations within the jurisdiction of Central Board of Health as follows: Public Health Act, Cap 111; Food

Safety Act 2003; Food Safety Regulation 2009; Quarantine Act, Cap 116; Town Planning Act, Cap 139; Town Planning General Provisions; Sub-Division of Land Act, Cap 125; Burial & Cremation Act, Cap 117; Tobacco Control Decree 2010; Tobacco Control regulation 2012; Litter Decree 2009

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

#### **Selection Criteria**

##### **The Person**

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

#### **Knowledge and Experience**

1. Extensive and proven experience in a similar role.
2. Understanding of legislative requirements designed to protect the environment and public health.
3. Understanding the basic sequence in enforcement process and litigation procedures.
4. Understanding of WHO Strategic Development Goals and Healthy Island settings to enhance community health.
5. Experience in developing and maintaining sustainable networks with relevant stakeholders and partners
6. Experience in and understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.

7. Experience in post disaster response coordination is desirable

#### **Skills and Abilities**

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

### **MOHMS 105/2018 INSTRUCTOR DENTAL THERAPIST – CWM HOSPITAL**

<b>Position Title:</b>	Instructor Dental Therapist
<b>Position Level:</b>	Salary Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Divisional Hospital
<b>Reports to:</b>	Principal Dental Officer CWM Hospital
<b>Liaises with</b>	Senior Dental Officers, Dental officers, Senior Dental Technician, Dental Logistics Officer FPBS, Biomedical and Hospital Support Services, School Teachers, and other stakeholders.
<b>Subordinates:</b>	Dental Therapists, Dental Hygienists, Dental Technicians, Dental Attendants

#### **Position Purpose**

The role seeks to achieve improved oral health outcomes through effective management, and support strategies for effective and efficient

oral health services as per strategic and corporate plans of Ministry of Health and Medical Services.

### **Key Responsibilities**

1. Provide managerial and leadership role in the management of oral health service operations, programs and coordinate maintenance of stores and equipment requirements.
2. Responsible for planning, implementation, monitoring and evaluation of sanctioned oral health programs through consultations, data collation, analysis, audits and report writing.
3. Supervise, monitor and assess staff performance to enable continuous improvement of business process, and the delivery of quality services and outcomes.
4. Assist in health information, research and development of oral health promotional programs through effective negotiation, advocacy as per the oral health business plan
5. Actively contribute to the ministry requirements, including planning and budgeting as per annual cooperate plan.

### **Key Performance Indicators**

1. Effective patient management and services are provided in compliance with relevant legislation, policies, and guidelines, and within agreed timeframes.
2. Timely achievement of agreed targets of planned activities as per the Oral Health Business Plan.
3. Provide regular and timely assessment of team member's performance in delivery of oral health services and professional development and to communicate feedback, and appraisal.
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

### **The Person**

In addition to a Diploma in Dental Therapy or a Bachelor in Oral Health from a recognised university and be registered as a dental practitioner with a valid Annual Practice Licence with the Fiji Medical & Dental Council,

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

### **Knowledge and Experience**

1. At least 15 years' experience as a Registered Dental Therapist.
2. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Practitioner.
3. Knowledge and experience working on a broad range of managerial role.
4. Ability to initiate, design and conduct relevant training development programmes for staff and reporting to management on application of learning outcomes, return on investment and improvements required
5. Practical and sound knowledge and experience in all aspects of an oral health service and with the Fiji Medical & Dental Practitioners Act (amended) 2017 and other relevant legislation (required to practice dentistry in Fiji)

### **Skills and Abilities**

1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing Dental Therapy services.
2. Demonstrate technical competence and capacity to effectively carry out oral health promotion activities and programs
3. Demonstrate effective and professional level communications in all collaborations with clients, families, co-workers and other stakeholders and promotes best use of resources to achieve planned organisation outcomes
4. Capacity to utilise computer programs to support the operational goals of the organization
5. Effective service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation
6. Demonstrated ability to effectively work within a team

**MOHMS 106/2018 PRINCIPAL ADMINISTRATIVE OFFICER - ESU HEADQUARTES**

<b>Role:</b>	Principal Administrative Secretary – Executive Support Unit
<b>Salary:</b>	\$34,760.31 - \$56,596.92
<b>Location:</b>	Head Quarters – Ministry of Health and Medical Services
<b>Unit/Division:</b>	Executive Support Unit
<b>Reports to:</b>	Minister and Permanent Secretary for Health and Medical Services
<b>Liaises with:</b>	Minister, Assistant Minister, Permanent Secretary and Senior Managements and External and Internal stakeholders
<b>Subordinates:</b>	Senior Media Liaison Officer, Assistant Media Officer, Administrative Officers, Personal Assistants, Executive Officer and Drivers

### Purpose of the Position

The role of the position is to oversee and manage the operational and personnel functions of the Executive Support Unit. Provide high level advice and general executive support services to the office of Executives (Minister, Assistant Minister and the Permanent Secretary) within the Ministry including the management of confidential information, as well as critical and complex issues. Disseminate the information, decisions and instructions from the Executives Offices and to ensure that these information are adhered to and action as and when required. Establish Standard of Operating Procedures (SOP) to manage the flow of internal and external communication to and from the Executives offices to a broader network and to enable the transfer of timely and reliable advice.

### Key Responsibilities/Duties

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

- 1) Provide leadership, management and supervision of the Executive Support Unit to deliver timely advice and decisions.
- 2) Oversee the timely responses to members of the public and media queries.
- 3) Oversee the timely execution of all MOUs/MOAs between the Ministry and its stakeholders.
- 4) Coordinate and facilitate drafting and submission of Cabinet Papers to Cabinet Office according to the standards and requirement of Cabinet Paper Guidelines.

- 5) Responsible for the timely coordination, facilitation and sharing of the decisions of the following Board and Committee Meetings;
  - Mental Health Review Board;
  - Interim Leadership Team Committee; and the
  - Senior Management Meetings.
- 6) Coordinate and facilitate Parliament statements, questions and responses for the Minister during Parliament Sessions.
- 7) Oversee local and overseas tours and visits for Minister, Assistant Minister and Permanent Secretary for Health and Medical Services.
- 8) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

### Key Performance Indicators

1. Cabinet papers developed, approved and submitted to Cabinet Office for Cabinet Decisions within the agreed timelines.
2. MOUs and MOAs are facilitated, vetted and endorsed with the development partners and stakeholders.
3. Timely submission of meeting agendas, minutes and decisions are followed and implemented.
4. Effective and timely logistical arrangements of local and overseas tours within the timeline.
5. Effective and timely submission of responses, updates within the agreed timeline and making recommendations for decision making.

### PERSON SPECIFICATION

In addition to a Bachelor Degree in Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

### Knowledge and Experience

1. Demonstrated experience in the management of executive support functions, including confidential matters and sensitive political and policy issues.
2. High level understanding of and experience in government and parliamentary processes government legislation or policies/procedures
3. Good understanding of MOUs, MOAs and Cabinet papers development and processes.
4. Sound knowledge of Microsoft Software – excel, word and

PowerPoint.

### Skills and Abilities

1. Proven ability to make complex judgments and take initiative through delegated responsibilities.
2. Good and effective planning, prioritising, organisational and liaison skills.
3. Ability to deal with confidential information, maintain professionalism and able to manage a team.
4. Ability to provide administrative, logistical and secretariat support services in accordance with the strict deadlines.
5. A good team player and ability to work under pressure and able to meet timelines.
6. Ability to serve customers efficiently and effectively with due diligence.
7. Demonstrate ability to manage time and commitment to work.
8. Proven written and verbal communication skills, including preparation of advice to external stakeholders, submissions and business cases.
9. Advanced interpersonal skills, including demonstrated ability in stakeholder engagement, including representatives of clinical professional groups, executives, senior managers and external organisations.

### **MOHMS 107/2018 EXECUTIVE OFFICER SEU HEADQUARTERS**

<b>Role:</b>	Executive Officer- Executive Support Unit
<b>Salary: Band</b>	Band E
<b>Location:</b>	Ministry of Health & Medical Services, Head Quarters
<b>Unit/Division:</b>	Executive Support Unit
<b>Reports to:</b>	Administrative Officer - Executive Support Unit
<b>Liases with:</b>	Principle Administrative Secretary Executive Support Unit, Permanent Secretary for Health and Medical Services, the Minister and the Assistant Minister of Health and Medical Services.

### POSITION PURPOSE

The position assist in the provision of general support services (Administrative, Secretarial and Logistical) to the office of the Executives of the Ministry. It also facilitate and progress the development of the Ministry's MOUs, MOAs and Cabinet Papers with the relevant stakeholders. Oversee the unit's assets and maintain the attendance register.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Assist in providing general (Administrative, Secretarial and Logistical) support services to the Executives of the Ministry consisting the Minister, Assistance Minister and Permanent Secretary for Health and Medical Services;
2. Facilitate, coordinate, liaise and conduct consultations with internal and external stakeholders to progress the MoU's/MoA's and cabinet papers in accordance with the Standard operating procedures.
3. Assist in planning and organising local / international tours or events for the Minister / Assistant Minister and Permanent Secretary for Health and Medical Services and report on the issues obtained in the talanoa session while accompanying the Ministers to the event.
4. Arrange meetings/workshops with stakeholders, internal & external customers for the Minister / Assistant Minister and Permanent Secretary for Health and Medical Services as and when required.
5. Maintain the time register for level 3 and submission of monthly Absenteeism returns;
6. Maintain, manage and monitor the unit's inventory.
7. Other duties assigned by the Administrative Officer – ESU, Principal Administrative Secretary- ESU, the Minister / Assistant Minister and Permanent Secretary for Health and Medical Services.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All Meeting minutes submitted to the respective Section Head for respective action to be taken;
2. Ensure all MOU's/MOA's are verified the Deputy Secretaries/Directors/National Advisors, vetted and cleared by the Solicitor General's Office and endorsed by the Hon Minister for Health

and Medical Services or the Permanent Secretary for Health and Medical Services;

3. Ensure successful logistical arrangements for events / meeting organised.

### THE PERSON

In addition to Diploma in Management (or equivalent) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

#### Knowledge and Experience

1. At least 3-5 years' experience doing something specific relevant to the job;
2. Sound knowledge of Microsoft office Software, esp. Excel and PowerPoint;
3. Basic Knowledge on the development and processes of the Memorandum of Understanding and Memorandum of Agreement;
4. Understanding of teams and how to work effectively within a team environment.
5. Good understanding of the Fijian Constitution (2013), applicable laws of Fiji and relevant legislations governing the Health Ministry.

#### Skills and Abilities

1. Ability to have discretion in dealing with confidential information;
2. Ability to provide administrative support services over a range of functions, including preparing external correspondence to other Ministries, NGO's and other stakeholders.
3. Demonstrated ability to effectively work within a team.
4. Communicate clearly and concisely, both orally and in writing
5. Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
6. Demonstrated ability to multitasking, manage conflict and change.
7. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
8. Possesses organisational skills, time management skills and negotiation skills.

### MOHMS 108/2018 PRINCIPAL PHARMACY OFFICER – CWM HOSPITAL

<b>Position</b>	Principal Pharmacist – CWM Hospital
<b>Band/Salary range</b>	I/\$43,296.63 - \$70, 495.80
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Central/Eastern
<b>Reports to:</b>	The Medical Superintendent
<b>Subordinates:</b>	Senior Pharmacist, Supervising Pharmacist, Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant

#### POSITION PURPOSE

The position is accountable for the delivery of high quality, progressive pharmacy services at the CWM Hospital, ensuring safe & quality use of medicines and the provision of medicine advice to produce optimum patient outcomes.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Oversee the efficient planning, preparation and implementation of the pharmacy department action plan
2. Oversee the efficient and effective delivery of pharmacy service within the CWM Hospital as well as the allocation of pharmacy personnel in the Central/Eastern division
3. Provide professional leadership to all staff, intern pharmacists and students and be responsible for their development and support.
4. Ensure that staff are performing and all delegated activities are met
5. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

#### KEY PERFORMANCE INDICATORS

1. All activities within the Unit Action plan are completed and delivered as planned



2. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards
3. Training & Continuous Professional Development plan is implemented within the agreed timeframes and the learning outcomes are achieved.
4. Effective and timely management, and regular monitoring of staff performance and attendance to enable business continuity, and delivery of services

**PERSON SPECIFICATION**

*In addition to Bachelor of Pharmacy degree (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;*

**Knowledge and Experience**

1. At least 7 years of experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies

**Skills and Abilities**

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computer programs to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

**MOHMS 109/2018 HOSPITAL ATTENDANT CWM HOSPITAL (4 Posts)**

Role	Hospital Attendants
Position Level	GWE
Salary range	\$8,849.10 - \$13,840.90
Duty Station	CWMH
Report To	Housekeeper
Liases With	Ward Sister in Charge
Subordinates	Nil

**POSTION PURPOSE**

To assist the Registered Nurse in the provision of patient care and to ensure the availability of oxygen.

**KEY RESPONSIBILITIES**

The position will achieve its purpose through the following:

1. Ensure that sufficient supply of oxygen/medical air is available in the ward for patients at all times.
2. Assist stores and BOC gases in the storage of oxygen/medical air. Keep oxygen and medical air storage clean at all times.
3. Take patients for xray, CT Scan, MRI and ultrasound scan as and when required from the wards accompanied by the nurse.
4. Transfer patients from helipad, theatre, emergency into wards accompanied by a registered nurse.
5. Take specimens and samples to the lab.
6. Transferring dead bodies from the wards and ED to the morgue.
7. Deliver daily report books, ward timebookds to the responsible nursing supervisors.
8. Deliver food trolleys to wards from kitchen on time
9. Return clean food trolleys to kitchen from Ward.
10. Dispatching nurses transportation list daily and other dispatches from
11. respective supervisors to administration etc.
12. Assist in post mortem and embalming
13. Customer service

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Improved timely and sufficient supply of medical air and oxygen.
2. Patient is scanned, xrayed and results returned to the ward for further diagnosis.
3. Patient is warded appropriately and settled.
4. Samples are ready for further medical assessment.
5. Improvement on timely transfer of bodies to the morgue and body trolleys to be well maintained etc.

## **The Person**

In addition to Form 6 qualification (or equivalent) the person must have knowledge and skills in patients care and safety the following knowledge experience skills and abilities are required for the successful performance of the duties of the post.

### **Knowledge and Experience**

1. Experience and knowledge of hospital attendant duties or similar work environment.
2. Understanding of OHS, Infection Control Policy (color coding and waste management).
3. Knowledge and understanding of patients care
4. Knowledge of employment laws and policies.

### **Skills and Abilities**

1. Excellent Communication skills
2. Good command of English- written and oral.
3. Demonstrate the ability to effectively work within a team, with less supervision.
4. Demonstrate the ability to work under pressure in a resource constrained environment.
5. Demonstrate empathy and care for patient in the course of assisting the Registered Nurse.
6. Demonstrate ability to listen and deliver the work with confidence and competence in a resource constrained environment.

### **MOHMS 110/2018 KITCHEN HAND – CWM HOSPITAL (2 POSTS)**

<b>Role:</b>	Kitchen Hand
<b>Level:</b>	Band A
<b>Salary range:</b>	\$8,849.10 - \$13,840.90
<b>Shift:</b>	6am – 4pm, 7am – 5pm, 8am – 6pm, 12pm – 10pm
<b>Location:</b>	CWM Hospital, Suva
<b>Unit/Division:</b>	Foodservice Unit
<b>Reports to:</b>	Senior Dietician
<b>Subordinates:</b>	-

## **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 Responsibilities**

1. Execute all duties delegated to and rostered as in an effective, efficient and timely manner
2. Collect ingredients for preparation of meals from the chief cook
3. Collect ingredients for preparation of snacks and beverages from the chief cook
4. Maintain a hygienic work station, clean utensils, equipment's, machines and working tools.
5. Ensure adequate and proper use of all food supplies and ingredients issued for the day
6. Maintain a hygienic work station, clean utensils, equipment's, machines and working tools
7. Responsible for the general upkeep and the cleanliness of the kitchen and the surrounding area
8. Assist in special caterings and execute any other duties delegated by the supervisors within their legal and working jurisdiction
9. Follow Waste Management, Infection Control, Quality Customer Service, and OHS rules and regulations diligently
10. Attend to and bring to the attention of FS dietician any Foodservice issues that might affect work flow
11. Attend internal unit meetings as scheduled

## **The Person**

In addition to a pass in Form 6 Exams and/or any relevant Catering Tertiary training suitable to the position and relevant Knowledge,

Experience, Skills and Abilities are required to successfully undertake the role of Kitchen Hand.

**Knowledge and Experience**

1. At least 1 year of experience in catering and foodservice would be a favourable qualification
2. Practical working knowledge in all areas of foodservice
3. Understanding of efficient team work within a high performing team
4. Understanding of the Infection Control protocols in relation to food hygiene and safety

**Skills and Abilities**

1. Creative and innovative cooking skills that also demonstrates hygienic and timely preparation of good quality meals and snacks.
2. Demonstrated ability to work effectively within a team
3. Service oriented approach, with a commitment to supporting the operational environment of the unit.

**MOHMS 111/2018 WARD ASSISTANT – CWM HOSPITAL (4 POSTS)**

Role	Hospital Ward Assistant
Position Level	GWE
Salary range	\$8,849.10 - \$13,840.90
Duty Station	CWMH
Report To	Sister Incharge, Unit Matron
Liases with	Housekeeper,CWMH
Subordinates	Nil

**POSTION PURPOSE**

To assist the Registered Nurse in the provision of patient care.

**KEY RESPONSIBILITIES**

The position will achieve its purpose through the following:

1. Assist the registered Nurse in the provision of patient needs and comfort measure within the scope of practice.
2. Assist the registered Nurse with routine preparation of admission procedures of patients as directed and routine discharge plan procedures of patients and laying dead bodies.
3. Assist the Registered Nurse in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by the doctors and nurses.
4. Responsible for cleaning, sterilizing of equipment, damp dusting and carbolizing the patient environment, utilities, ward/unit.
5. Perform bed making, rinsing soiled linen, updating linen count as required by hospital guideline.
6. Check and dispatch specimen to laboratory e.g. urine and sputum, blood and stool.
7. Assist the registered nurse in customer care related issues.
8. Assist the registered nurses in collecting the reports/records required for the patients.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Ensure the patients environment are clean at all times Damp dusting of patient environment i.e. Lockers, beds, food-tables, hand basin, trolleys, and surfaces and taking used dressing and special trays to CSSD for autoclaving and collecting clean trays and dressing materials for ward use.
2. Assist nurses in sponging, turning of patients and also attending to oral toilets for patients that need it, collect food trolleys for patients meals and serving food to patients
3. Ensure that recording and dispatching of specimen to laboratory and discharge xray bags to xray department and collection of discharge medication.
4. Transfer and wheeling patients on wheelchair or trolley to x-ray, CT scan, echo, eye clinic, endoscopy and OT.

## **The Person**

In addition to Form 6 qualification (or equivalent) the person must have Certificate in Care Giving level 3, the following knowledge, experience, skills and abilities are required for the successful performance of the role of the position.

## **Knowledge and Experience**

1. Understanding of the Mission/Vision of the Ministry of Health and Medical Services and the PSC Code of Conduct and Values.
2. Experience and have knowledge of care giving in assisting the provision of patient care.
3. Understanding of OHS, Infection Control Policy (color coding and waste management).
4. Have the knowledge of the GWE working conditions 1988.
5. Understands the legal and ethical issues with regard to patient care and patient information.

## **Skills and Abilities**

1. Excellent Communication skills
2. Good command of English- written and oral.
3. Demonstrate the ability to effectively work within a team, with less supervision.
4. Demonstrate the ability to work under pressure in a resource constrained environment.
5. Service and customer oriented approach, with a commitment to assist the nurses at workplace.
6. Perform and assist the nurse in the provision of all daily living activities with confidence and competence.
7. Performs with expectation to the duties assigned as stipulated.

## **MOHMS 112/2018 DRIVERS CWM HOSPITAL (4 POSTS)**

<b>Role:</b>	Driver
<b>Level:</b>	GWE
<b>Salary range:</b>	\$8,849.10 - \$13,840.90
<b>Location:</b>	CWM Hospital, Suva
<b>Unit/Division:</b>	Transport Unit/Central
<b>Reports to:</b>	Head Driver-CWM Hospital
<b>Subordinates:</b>	None

## **Overview of the Specific Area**

The Transport Pool provides efficient transportations for the hospital staff and also the requests received from headquarters. The unit also covers for the central divisions upon approval from Senior Managers.

## **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. Reports to the head driver for allocation of duties.

## **The Person**

In addition to Group 2, 4 and 6 Driving License, Defensive Driving Course Certificate or First Aid training, the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

## Knowledge and Experience

1. At least 3 years' driving experience and a valid Defensive Driving Certificate;
2. Good knowledge on vehicle maintenance, cleanliness of transport rules & regulations
3. Basic knowledge of Basic First Aid and Occupational Health & Safety requirements.

## Skills and Abilities

1. Demonstrated ability to communicate effectively and be well organized;
2. Ability to analyze situation and act accordingly to provide the best practical outcome;
3. Demonstrated ability to work as a team and assist staff when required;
4. Ability to manage time effectively;
5. Demonstrated ability to carry out tasks in order to meet set deadlines
6. Service oriented approach, with a commitment to supporting the operational environment of the organization;
7. Service oriented approach, with focus on transporting staff to their destinations.

### **MOHMS 113/2018 DRIVER WAIMARO HEALTH CENTRE –RA (1 POST)**

### **MOHMS 114/2018 DRIVER RAKIRAKI SUB-DIVISIONAL HOSPITAL (1 POST)**

### **MOHMS 115/2018 DRIVER TAVUA SUB-DIVISIONAL HOSPITAL (2 POST)**

### **MOHMS 116/2018 DRIVER BA SUB-DIVISIONAL HOSPITAL (2POST)**

### **MOHMS 117/2018 DRIVER NADI SUB-DIVISIONAL HOSPITAL (2 POST)**

### **MOHMS 118/2018 DRIVER SIGATOKA SUB-DIVISIONAL HOSPITAL (2 POST)**

<b>Role:</b>	Driver
<b>Level:</b>	Government Wage Earners
<b>Salary Band</b>	Band B
<b>Salary Rate</b>	\$5.37 - \$8.41
<b>Location:</b>	As per Above Listing
<b>Unit/Division:</b>	Transport/ Western Health Services
<b>Reports to:</b>	EO& CO Sub-division, CO Transport
<b>Subordinates:</b>	None

## The Position

The position contributes to the smooth transport facilitation for all approved request received.

## Key Duties

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

1. Ensure that vehicles are in good order ready for use and clean at all time.
2. Ensure to practice defensive driving and the proper maintenance of vehicles.
3. Ensure that vehicle documentation and recordings are in order
4. All runs are well planned and implemented with due economy
5. Actively contribute to all corporate requirements of the Ministry

## Selection Criteria

### The Person

In addition to Group 2, 4 and 6 Driving License, Defensive Driving Licence or First Aid training, the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

## Knowledge and Experience

1. At least 3 years' driving experience and a valid Defensive Driving Certificate;
2. Good knowledge on vehicle maintenance, cleanliness of transport rules & regulations
3. Basic knowledge of Basic First Aid and Occupational Health & Safety requirements.

## Skills and Abilities

1. Demonstrated ability to communicate effectively and be well organized;
2. Ability to analyze situation and act accordingly to provide the best practical outcome;
3. Demonstrated ability to work as a team and assist staff when required;

4. Ability to manage time effectively;
5. Demonstrated ability to carry out tasks in order to meet set deadlines
6. Service oriented approach, with a commitment to supporting the operational environment of the organization;
7. Demonstrated ability to maintain confidentiality.

**MOHMS 119/2018 NATIONAL COORDINATOR COMMUNITY HEALTH WORKER PROGRAM**

THE REVISED JD IS NOT YET READY THEREFORE THE POST WILL BE WITHDRAWN AND READVERTISED AT A LATER DATE

**PROJECT POSITIONS**

**MOHMSP 03/2018 DIVISIONAL RHD NURSE COORDINATOR NORTHERN**

<b>Role</b>	Divisional Rheumatic Health Disease Nurse Coordinator
<b>Salary Band</b>	Band F
<b>Salary Range</b>	\$22,528.74 - \$36,103.75
<b>Location</b>	Northern Health Services
<b>Unit/Division</b>	Public Health /Northern
<b>Reports To</b>	Director Of Nursing – Divisional Level
<b>Subordinates</b>	N/A

**The position**

The Divisional RHD Nurse Coordinator is responsible for training and capacity building at divisional level, supporting primary health providers with the active management and monitoring of acute rheumatic fever and rheumatic heart disease patients, defaulter tracing, ensuring registration and appropriate referral of all newly diagnosed patients. The role provides direct support to the school health teams in delivery of school based, early case detection, screening. The key function of the role is the collection and reporting of quarterly injection data to the Rheumatic Fever Information System (RFIS) and reporting back to Divisions. Quarterly adherence data collection is essential for active management

and monitoring of patients and this data represents a key programmatic indicator.

The divisional RHD coordinator is critical to the achievement of Ministry NSP and Child Health Strategy targets in relation to RHD.

**Key Responsibilities**

1. Training and capacity building
2. Ensuring clinical care guidelines and referral pathway protocols are followed
3. Data collection and reporting
4. Benzathine supply and stock management
5. Coordinate patient and care support groups
6. Health promotion – community, school and workplace awareness for improved health seeking behavior aimed at prevention of rheumatic heart disease
7. Attend and contribute to relevant divisional, national and local meetings as required;
8. Support the integration of RHD with NCD and, where appropriate, other public health programmes.
9. Ensure compliance with policy procedures, protocols, and other instructions provided by the
10. Share knowledge on data analysis and build capacity in this regard at primary health care level
11. Work with medical officers to support regular echo outreach clinics at divisional level
12. Continue Self Professional development.
13. Train other officers on job related issues.
14. Compiling and submitting of monthly/ Quarterly/Bi annual and annual reports.

**SELECTION CRITERIA**

**THE PERSON**

In addition to a Bachelor of Nursing Degree or working towards completion within six months, or a Registered Nurse with Diploma or post -graduate certificate in Public Health, and a valid practicing license according to the Fiji Nursing Council Regulation, the following knowledge, experience, skills and abilities are required for the successful performance of the role.

## **Knowledge & Experience**

1. Have knowledge to motivate primary and tertiary level health practitioners
2. Possess a good nursing assessment skills and pharmacological knowledge.
3. Ability to treat all patients and clients with dignity, respect and all information gathered are kept confidential.
4. Possess a good knowledge on the nursing scope of practice as outlined in the nursing policy
5. Knowledge of health education theory and practice.
6. Demonstrated knowledge and experience in the planning, implementation of programs

## **SKILLS & ABILITIES**

1. Demonstrated ability to work independently, in a team environment,
2. Proven organizational skills with ability to determine competing priorities and plan, organize work activities to meet agreed goals
3. Good Clear/confident and excellent communicator skills
4. Possess excellent computing skills
5. Critical thinker and good problem solving skills
6. Strong oral and written communication skills