

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 17/2018 | Cold Chain Technician - FPBS                         | \$7.50 - \$9.61           |
| MOHMS 18/2018 | Senior Assistant Health Inspector Lautoka/Yasawa (1) | \$19,041.75 - \$24,412.50 |
| MOHMS 19/2018 | Senior Assistant Health Inspector), Rakiraki (3),    | \$19,041.75 - \$24,412.50 |
| MOHMS 20/2018 | Senior Assistant Health Inspector Nadi Airport(1)    | \$19,041.75 - \$24,412.50 |
| MOHMS 21/2018 | Senior Pharmacy Technician - Nadi                    | \$22,528.74 - \$28,883.00 |
| MOHMS 22/2018 | Senior Pharmacy Technician - Tavua                   | \$22,528.74 - \$28,883.00 |
| MOHMS         | Sub Divisional Health Inspector -                    | \$22,528.74 - \$28,883.00 |

|               |  |                           |
|---------------|--|---------------------------|
| 23/2018       | Ba                                       |                           |
| MOHMS 24/2018 | Technical Officer II (Radiology) Nadi    | \$22,528.74 - \$28,883.00 |
| MOHMS 25/2018 | Dietician – Rakiraki 2                   | \$19,041.75 - \$24,412.50 |
| MOHMS 26/2018 | Dietician – Sigatoka 1                   | \$19,041.75 - \$24,412.50 |
| MOHMS 27/2018 | Cook - Ba                                | \$5.37 - \$6.89           |
| MOHMS 28/2018 | Drivers – Korotasere Health Centre       | \$5.37 - \$6.89           |
| MOHMS 29/2018 | Driver – Natewa Health Centre            | \$5.37 - \$6.89           |
| MOHMS 30/2018 | Driver – Nakorovatu Health Centre        | \$5.37 - \$6.89           |
| MOHMS 31/2018 | Driver – Rabi Health Centre              | \$5.37 - \$6.89           |
| MOHMS 32/2018 | Driver – Tukavesi Health Centre          | \$5.37 - \$6.89           |
| MOHMS 33/2018 | Driver – Vuna Health Centre              | \$5.37 - \$6.89           |
| MOHMS 34/2018 | Driver – Lagi Health Centre              | \$5.37 - \$6.89           |
| MOHMS 35/2018 | Drivers – Wainikoro Health Centre        | \$5.37 - \$6.89           |
| MOHMS 36/2018 | Driver – Wainunu Health Centre           | \$5.37 - \$6.89           |
| MOHMS 37/2018 | Driver – Lekutu Health Centre            | \$5.37 - \$6.89           |
| MOHMS 38/2018 | Driver – Korovou Hospital                | \$5.37 - \$6.89           |
| MOHMS 39/2018 | Driver – Vunidawa Hospital               | \$5.37 - \$6.89           |
| MOHMS 40/2018 | Driver – Navua Hospital [2 Post]         | \$5.37 - \$6.89           |
| MOHMS 41/2018 | Driver – Nausori Health Centre           | \$5.37 - \$6.89           |
| MOHMS 42/2018 | Driver – Wainibokasi Hospital            | \$5.37 - \$6.89           |
| MOHMS 43/2018 | Driver – Valelevu Health Centre [2 Post] | \$5.37 - \$6.89           |

|                      |  |                           |
|----------------------|--|---------------------------|
| <b>MOHMS 44/2018</b> | Driver – Makoi Birthing Unit [2 Post]                                    | \$5.37 - \$6.89           |
| <b>MOHMS 45/2018</b> | Driver – Levuka Hospital   | \$5.37 - \$6.89           |
| <b>MOHMS 46/2018</b> | Driver – Kadavu Hospital   | \$5.37 - \$6.89           |
| <b>MOHMS 47/2018</b> | <b>Re- advertise</b> – Senior Pharmacy Technician Valelevu Health Centre | \$22,528.74 - \$28,883.00 |
| <b>MOHMS 48/2018</b> | Re-advertise – Executive Officer – Valelevu Health Centre                | \$19,041.75 - \$24,412.50 |

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 2<sup>nd</sup> February 2018** and addressed to:

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

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**WITHDRAWAL OF VACANCIES**

| <b>Vac No.</b> | <b>Post</b>                                       | <b>Reason for withdrawal</b>          |
|----------------|---|---------------------------------------|
| 123/2016       | Driver – Vunidawa Hospital                        | Post re-advertised as 194/2017        |
| 132/2016       | Labourer – Lodon Health Centre                    | Recommended Candidate deemed resigned |
| 11/2018        | Technical Officer II Radiology – Ba Health Centre | Filed by sideways transfer            |
| VHC 04/2017    | Senior Pharmacy Technician                        | No application received               |
| VHC 15/2017    | Executive Officer – Valelevu Health Centre        | Review JD                             |

## **POSITION DESCRIPTION**

### **MOHMS 17/2018 COLD CHAIN TECHNICIAN - FPBS**

|                      |  |
|----------------------|--|
| <b>Role</b>          | Cold Chain Technician                            |
| <b>Salary Band</b>   | Band D   |
| <b>Salary range</b>  | \$7.50 to \$9.61 hourly rate ranging             |
| <b>Location</b>      | Fiji Pharmaceutical & Biomedical Services Centre |
| <b>Unit/Division</b> | Expanded Programme on Immunisation/Cold Chain    |
| <b>Reports to</b>    | National Coordinator EPI/Cold Chain              |
| <b>Subordinates</b>  | Nil  |

### **Key Responsibilities**

- Responsible for planning, implementation and monitoring of cold chain equipment installation and maintenance activities at all level in facilities;
- Installing, maintaining and servicing refrigerators and other cold chain equipment
- Preparing and keeping an up-to-date cold chain inventory;
- Reporting, requisitioning and accounting for vaccines, equipment and allocated resources;

- Support refresher training for users on maintenance and repair of cold chain equipment;
- Offer safe custody for the equipment and maintain their functionality
- Document best practices and lesson learned with regard to cold chain equipment
- Submit weekly and monthly reports on the implementation and monitoring of the above activities to program manager;

### Person Specification

In addition to possessing a relevant Ordinary Diploma OR Certificate in Refrigeration and Air Conditioning or Mechanical Engineering from an accredited university or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Cold Chain Technician:

### Knowledge and Experience

- Proven experience in a similar role especially in the area of cold chain equipment installation and maintenance
- An understanding of inventory management
- Some experience in assisting with the training of staff

### Skills and Abilities

- Excellent oral and written communication skills
- Excellent computer skills including the ability to use software applications such as MS Word, MS Excel;
- Good organizational skills with the ability to multi-task and ensuring timelines are met.
- Ability to work in a team

**MOHMS 18/2018 – SENIOR ASSISTANT HEALTH INSPECTOR – LAUTOKA/YASAWA**

**MOHMS 19/2018 – SENIOR ASSISTANT HEALTH INSPECTOR – RAKIRAKI [3 POSTS]**

**MOHMS 20/2018 – SENIOR ASSISTANT HEALTH INSPECTOR – NADI AIRPORT**

|                       |   |
|-----------------------|---|
| <b>Role:</b>          | Senior Assistant Health Inspector           |
| <b>Level:</b>         | Band E                                      |
| <b>Salary range:</b>  | \$19,041.75 - \$24,412.50                   |
| <b>Location:</b>      | Lautoka/Yasawa, Rakiraki, Nadi Airport      |
| <b>Unit/Division:</b> | Environmental Health/ Western Health Office |
| <b>Reports to:</b>    | Sub divisional Health Inspector             |
| <b>Subordinates:</b>  | -   |

### 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 Responsibilities

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

- At least 1 years' experience as a Senior Assistant Health Inspector would be desirable. Serving officers must have at least 3 years' experience as Senior Assistant Health Inspector (HW06) with High APA ratings.
- 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 21/2018 – SENIOR PHARMACY TECHNICIAN – NADI HOSPITAL**

**MOHMS 22/2018 – SENIOR PHARMACY TECHNICIAN – TAVUA HOSPITAL**

|                      |  |
|----------------------|--|
| <b>Role:</b>         | Senior Pharmacy Technician   |
| <b>Level:</b>        | Band F   |
| <b>Salary range:</b> | \$22,528.74 -\$28,883.00   |
| <b>Location:</b>     | Nadi, Tavua hospital   |
| <b>Unit/Division</b> | Pharmacy/ Western Health Services  |
| <b>Reports to:</b>   | SDMO/ Supervising Pharmacy Technician/<br>Principal Pharmacist- hospital |
| <b>Subordinates:</b> | Pharmacy Assistants  |

**The Position**

The Senior Pharmacy Technician is responsible to the Sectional Supervisors for providing professional pharmacy practice in accordance with MOH policies and Pharmacy Decrees through:

- Dispensing of medicines to patients
- Provision of appropriate medicine information to patients and health care professionals
- Appropriate medical interventions
- Good stock practices and control
- Continued Professional Education
- Clinical Practice Improvement programs

**Key Responsibilities**

1. Dispense medications by reviewing and interpreting physician's orders with accuracy and appropriateness as monitored by the supervisor.
2. Providing appropriate patient counseling; and medicine information to the medical and nursing staffs, other health care practitioners, and support staff.
3. Maintains confidentiality of patient and unit information.
4. Supervises the duties of the sub-ordinates.
5. Contribute to ensuring adherence of relevant SOPs and guidelines and compilation of statistics for reporting.
6. Participates in continuous professional development programs

**The Person**

In addition to Bachelor of Pharmacy (or equivalent – Diploma/Certificate), Completed the Internship Program, Registered Pharmacist will be preferable, the following knowledge, experience skills and abilities are required to perform the duties of the post

**Knowledge and Experience**

- Understanding and experience in all aspects of pharmacy practice.
- Knowledge of carrying out research or surveys in improving pharmacy practice.
- Understanding of the Medicinal Products Decree 2011, Pharmacy Profession Decree 2011 and National Medicinal Products Policy 2013.

**Skills and Abilities**

- Demonstrated ability to effectively work within a team
- Ability to undertake compounding, packaging and labelling of medicines
- Must possess sound analytical and problem solving skills
- Service oriented approach, with a commitment to supporting department business plan
- Capacity to utilise basic computer programs to support operations of the department/health facility

## **MOHMS 23/2018 – SUB-DIVISIONAL HEALTH INSPECTOR – BA**

|                       |   |
|-----------------------|---|
| <b>Role:</b>          | Sub-divisional Health Inspector – BA        |
| <b>Level:</b>         | Band F                                      |
| <b>Salary range:</b>  | \$22,528 - \$28,883.00                      |
| <b>Location:</b>      | Ba Rural Health Office                      |
| <b>Unit/Division:</b> | Environmental Health/ Western Health Office |
| <b>Reports to:</b>    | SDMO, Divisional Health Inspector Western   |
| <b>Subordinates:</b>  | Senior Assistant Health Inspectors          |

### **The Position**

The Sub-Divisional Health Inspector administers the provisions of the primary and aligned legislation and subsidiary legislation that SAHI in Fiji are required to implement for the promotion of sustainable development that is ecofriendly, which in return should provide a safe and healthy environment that is conducive to healthy living.

The Sub-Divisional Health Inspector will provide 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 and will contribute to the achievement of the overall goals and objectives of the MOH as contained in the 5D BP, Divisional BP, ACP and the NSP.

### **Key Responsibilities**

1. Managing Environmental Health Programme by supervision of the 9 KRA and promote a high standard of health and well-being within the Sub-Division
2. Effectively manage the enforcement of the stator obligations of the Local Authority pursuant to the aligned and subsidiary legislation
3. 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
4. Actively contribute to achieve the goals and objectives of the Ministry, Central of Health and Quarantine Health

5. Undertake all required activities to ensure all staff and resources are managed and supported and developed to enable them to carry out responsibilities
6. Assist with the development and implementation of environmental health policies and procedures.
7. Proactively provide information and assistance to operators of registered premises and Community with guidance and advice in managing their obligations under the various Acts.
8. Provide advice, assistance and referral where necessary to the community and Local Authority on public health issues as required by Law.
9. 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.
10. 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 in vulnerable communities.

### **The Person**

In addition to a University qualification relevant to Environmental Health and to be a 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**

- Understanding of legislative/policy approaches and responsibilities designed to protect the environment and public health
- Strong understanding in the enforcement process and litigation procedures.
- Knowledge of Fijis Green Growth Frame

- Knowledge of WHO SDGs and Healthy Island settings to enhance community health.
- 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.
- Knowledge and understanding of community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
- Experience in post disaster/disease outbreak response coordination.
- Knowledge and Understanding of Monitoring and Evaluation.

### Skills and Abilities

- Ability to give technical advice to clients or communities on environmental health issues.
- Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner
- Strong and effective communication ( Written, Verbal) skills
- Good organizational skills and demonstrates commitment.
- Ability to work long hours, cope with pressure and setbacks.

### **MOHMS 24/2018 – TECHNICAL OFFICER II [RADIOLOGY] NADI**

|                       |   |
|-----------------------|---|
| <b>Role:</b>          | Technical Officer II [Radiology] HW06                         |
| <b>Level:</b>         | Band F  |
| <b>Salary range:</b>  | \$22,528 - \$36,103   |
| <b>Location:</b>      | Nadi Hospital   |
| <b>Unit/Division:</b> | Radiology/ Western Health Services                            |
| <b>Reports to:</b>    | SDMO Nadi/ Medical Imaging<br>Superintendent-Lautoka Hospital |
| <b>Subordinates:</b>  |   |

### The Position

This position works alone without supervision and is in charge of the Radiology unit, performs general radiography and ultrasound examinations on a daily basis and is also on call and standby after hours for emergency cases.

The position is responsible and accountable for the planning, organizing and monitoring of the efficiency of the service delivery of this section and interacts with other cadres in the hospital, subdivision and division as a whole for this purpose.

### Key Responsibilities:

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

1. Performs appropriately requested x-ray and ultrasound examinations in line with departmental protocols on a daily basis and is on call for urgent requests.
2. Provides appropriate radiation protection to patients, relatives and staff and maintains a clean and tidy environment.
3. Records necessary patient and procedure information and compiles and submits monthly and annual reports to management maintaining confidentiality and the right to privacy.
4. Conducts quality audits and necessary quality improvement activities required in this field and reports equipment malfunction and facility issues to management for rectification.
5. Attending staff and HOD meetings, relevant workshops, actively participates in Continuous Professional Development and share knowledge, information and skills with colleagues.
6. Ensures that consumables are readily available in a timely manner.
7. Participates in subdivision outreach programmes.
8. Available for duties at Ba Mission or relieving duties in any other x-ray station within the Division.

### The Person

In addition to Diploma or Bachelor in Medical Imaging (or equivalent) applicants must be Registered and Licenced with the Fiji Radiation Health Board and the Fiji Society of Medical Imaging Technologist. The

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

### Knowledge and Experience

- More than a year of technical working experience in this field to be able to work unsupervised during on call, shifts work and relieving duties in outer stations.
- Knowledge and experience of techniques, processes and protocols of general radiography, and other specialized units.
- Knowledge of radiation and occupational health and safety.
- Knowledge of maintenance of medical imaging equipment and quality control.
- Knowledge of the Fiji Radiation Health decree and Medical Imaging Technologist Decree, 2009.

### Skills and Abilities

- Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Demonstrated auditing skills and ability to compile reports.
- Demonstrated ability in supporting the operational / corporate environment of the organisation.

#### **MOHMS 25/2018 – DIETICIAN – RAKIRAKI [2 POSTS]**

#### **MOHMS 26/2018 – DIETICIAN – SIGATOKA**

|                       |  |
|-----------------------|--|
| <b>Role:</b>          | Dietician  |
| <b>Level:</b>         | Band E   |
| <b>Salary range:</b>  | \$19,041.75 - \$30,515.63                        |
| <b>Location:</b>      | Rakiraki hospital (2), Sigatoka hospital (1)     |
| <b>Unit/Division:</b> | Dietetics and Nutrition/ Western Health Services |
| <b>Reports to:</b>    | SDMO/ Divisional Dietician Western               |
| <b>Subordinates</b>   | Support Staffs- Cooks                            |

### Overview of the Specific Area

The Dietetics and Nutrition Unit is comprised of Accredited Dieticians that provides a comprehensive range of nutrition services from health promotion, disease prevention, rehabilitation and other health interventions across life course.

The unit has three specialised technical area of practise and services that includes (1) Clinical Dietetics Services targeting people with acute care requirements, chronic disease and complex needs in the hospital; (2) Food Service Administration services targeting meals provided to complement medical treatment and ease recovery and (3) Public Health Nutrition services targeting health promotion and preventions at communities and settings aimed at improving health and nutrition and prolonging life of the population.

### Key Responsibilities:

1. Conduct Nutrition Assessment at all levels of service and in all programs and provide nutrition Intervention plan for risks cases and diseased
2. Provide continuous follow up for diet and nutrition adherence and address key nutritional needs and gaps identified for inpatients
3. Conduct nutrition and public health outreach clinics and screening to communities and settings( Settlements, Faith Based, NGOs, Schools, Workplace, Village) and conduct follow up .
4. Advocate and Create Awareness on Wellness through good and improved nutrition and established support groups in communities for intervention programs.
5. Coordinate and conduct training to communities Health workers for nutrition screening at community level in consultation with Nursing Supervisors
6. Provide quality food service and ensure conformance to nutritional needs, food safety and Budget Allocation in subdivisional hospitals
7. Supervise kitchen staff and monitor performance
8. Implement national nutrition intervention programs e.g. National Iron and Micronutrient Supplementation programs
9. Effective collaboration with clients, colleagues, agencies, etc. in an effective manner during all phases of practice
10. Reports in a timely manner



## Selection Criteria

### **The Person**

In addition to Diploma of Dietetics & Nutrition and is a registered member with Fiji Institute for Nutrition and Dietetics (FIND) and holds a valid License to practice under the Allied Health Practise (AHP), the following knowledge, experience, skills and abilities are required to successfully undertake this role

### **Knowledge and Experience**

- Experience of 1-2 years will be an advantage
- Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
- Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
- Knowledge of training and supervisory techniques.
- Knowledge of government legislation, Nutrition and Health policies , procedures and guidelines.

### **Skills and Abilities**

- Excellent Interpersonal Skills to help promote healthy food choices
- Strong Verbal and Written Communications Skills
- Ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
- Computer Literate with at least the Microsoft Word ,Outlook and Powerpoint.
- Good knowledge and skills on Food Works Software.

### **MOHMS 27/2018 – COOK – BA**

|                       |   |
|-----------------------|---|
| <b>Role:</b>          | Cook  |
| <b>Level:</b>         | Band B  |
| <b>Wage/Annum:</b>    | \$5.37  |
| <b>Location:</b>      | Ba Mission Hospital                             |
| <b>Unit/Division:</b> | Dietetics & Nutrition / Western Health Services |
| <b>Reports to:</b>    | Dietician/ Supervising Dietician                |
| <b>Subordinates:</b>  | -   |

### **The Position**

The position provides support to the management in achieving the Ministry's vision and mission by being responsible for the care of kitchen equipment's and cooking nutritious, safe and quality food efficiently and report any problem and any other matters relating to the kitchen in the dietician.

### **Key Responsibilities:**

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

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner;
2. Ensures Food orders are checked and stored to minimize food wastages;
3. Ensure meals are prepared and catered for special/ forum meeting;
4. Maintaining the proper care and reporting of kitchen equipment;
5. Maintain hygiene and safety standards in compliance with Occupational Health & Safety standards;

### **The Person**

In addition to Form six (6) Level Fiji School Leaving Certificate or a Certificate in Catering/ Baking, Certificate in Cookery III and IV or equivalent, the following knowledge, experience, skills and abilities are required for this successful candidate to take up the position.

### **Knowledge and Experience**

- Four (4) years' experience working in the similar field of cooking
- Knowledge in providing and maintaining high standard of nutritious, safe and quality meals to customers
- Knowledge of Occupational Health & Safety requirements;
- Knowledge of maintaining stores and records of items under their jurisdiction.

## Skills and Abilities

- Demonstrated ability to communicate effectively;
- Ability to analyze situation and act accordingly to provide best practical outcome;
- Demonstrated ability to work as a team and assist staff when required;
- Ability to follow instructions and meet set timeline;
- Demonstrated ability to manage and work long hours as and when required to achieve targets;

**MOHMS 28/2018 DRIVER - KOROTASERE HEALTH CENTRE**

**MOHMS 29/2018 DRIVER – NATEWA HEALTH CENTRE**

**MOHMS 30/2018 DRIVER – NAKOROVATU HEALTH CENTRE**

**MOHMS 31/2018 DRIVER – RABI HEALTH CENTRE**

**MOHMS 32/2018 DRIVER – TUKAVESI HEALTH CENTRE**

**MOHMS 33/2018 DRIVER - VUNA HEALTH CENTRE**

**MOHMS 34/2018 DRIVER – LAGI HEALTH CENTRE**

**MOHMS 35/2018 DRIVER – WAINIKORO HEALTH CENTRE**

**MOHMS 36/2018 DRIVER – WAINUNU HEALTH CENTRE**

**MOHMS 37/2018 DRIVER – LEKUTU HEALTH CENTRE**

**MOHMS 38/2018 DRIVER – KOROVOU HOSPITAL**

**MOHMS 39/2018 DRIVER – VUNIDAWA HOSPITAL**

**MOHMS 40/2018 DRIVER – NAVUA HOSPITAL [2 POSTS]**

**MOHMS 41/2018 DRIVER – NAUSORI HEALTH CENTRE**

**MOHMS 42/2018 DRIVER – WAINIBOKASI HOSPITAL**

**MOHMS 43/2018 DRIVER – VALELEVU HEALTH CENTRE [2 POSTS]**

**MOHMS 44/2018 DRIVER – MAKOI BIRTHING UNIT [2 POSTS]**

**MOHMS 45/2018 DRIVER – LEVUKA HOSPITAL**

**MOHMS 46/2018 DRIVER –KADAVU HOSPITAL**

|                       |                          |
|-----------------------|--------------------------|
| <b>Role:</b>          | Driver                   |
| <b>Level:</b>         | Government Wages 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 Unit           |
| <b>Reports to:</b>    | EO Transport             |
| <b>Subordinates:</b>  | None                     |

## The Position

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

## Key Responsibilities

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 2 years' experience in a similar environment
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

## Skills and Abilities

1. Ability to drive safely and effectively
2. Demonstrate ability to communicate (verbal and written) effectively
3. Demonstrate ability to work effectively in a team
4. Ability to manage time effectively
5. Demonstrated ability to carry out set tasks in order to meet set deadlines

**MOHMS 47/2018 SENIOR PHARMACY TECHNICIAN –VALELEVU HEALTH CENTRE**

|                      |  |
|----------------------|--|
| <b>Role:</b>         | Senior Pharmacy Technician   |
| <b>Level:</b>        | Band F   |
| <b>Salary range:</b> | \$22,528.74 -\$28,883.00   |
| <b>Location:</b>     | Valelevu Health Centre   |
| <b>Unit/Division</b> | Pharmacy/ Central Health Services  |
| <b>Reports to:</b>   | SDMO/ Supervising Pharmacy Technician/<br>Principal Pharmacist- hospital |
| <b>Subordinates:</b> | Pharmacy Assistants  |

**The Position**

The Senior Pharmacy Technician is responsible to the Sectional Supervisors for providing professional pharmacy practice in accordance with MOH policies and Pharmacy Decrees through:

- Dispensing of medicines to patients
- Provision of appropriate medicine information to patients and health care professionals
- Appropriate medical interventions
- Good stock practices and control
- Continued Professional Education
- Clinical Practice Improvement programs

**Key Responsibilities**

1. Dispense medications by reviewing and interpreting physician's orders with accuracy and appropriateness as monitored by the supervisor.
2. Providing appropriate patient counseling; and medicine information to the medical and nursing staffs, other health care practitioners, and support staff.
3. Maintains confidentiality of patient and unit information.
4. Supervises the duties of the sub-ordinates.
5. Contribute to ensuring adherence of relevant SOPs and guidelines and compilation of statistics for reporting.
6. Participates in continuous professional development programs

**The Person**

In addition to Bachelor of Pharmacy (or equivalent – Diploma/Certificate), Completed the Internship Program, Registered Pharmacist will be preferable, the following knowledge, experience skills and abilities are required to perform the duties of the post

**Knowledge and Experience**

- Understanding and experience in all aspects of pharmacy practice.
- Knowledge of carrying out research or surveys in improving pharmacy practice.
- Understanding of the Medicinal Products Decree 2011, Pharmacy Profession Decree 2011 and National Medicinal Products Policy 2013.

**Skills and Abilities**

- Demonstrated ability to effectively work within a team
- Ability to undertake compounding, packaging and labelling of medicines
- Must possess sound analytical and problem solving skills
- Service oriented approach, with a commitment to supporting department business plan
- Capacity to utilise basic computer programs to support operations of the department/health facility

**MOHMS 48/2018 EXECUTIVE OFFICER – VALELEVU HEALTH CENTRE**

|                       |  |
|-----------------------|--|
| <b>Role:</b>          | Executive Officer                            |
| <b>Salary Band</b>    | Salary Band D                                |
| <b>Salary range:</b>  | \$14, 428 to \$22,567                        |
| <b>Location:</b>      | Central Division                             |
| <b>Unit/Division:</b> | Administration                               |
| <b>Reports to:</b>    | Senior Administrative Officer                |
| <b>Subordinates:</b>  | Clerical Officer and Government Wage Earners |

## **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, retirement, recruitment and selection, disciplinary issues and training.
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. Actively contribute to all corporate requirements of the Ministry

## **Key Performance Indicators**

1. All administrative functions are carried out in support of the Ministry core functions
2. Finance are well administered and recorded according to regulations
3. Ensure that supplies and stocks are maintained at all times

## **The Person**

In addition to Diploma in 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.