

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 49/2018	Supplies Officer - FPBS	\$28,605.45 - \$47,675.75
MOHMS 50/2018	Senior Dietician – Serua/Namosi Sub Division	\$22,528.74 - \$36,103.75
MOHMS 51/2018	Senior Dietician –Suva Sub Division	\$22,528.74 - \$36,103.75
MOHMS 52/2018	Senior Dietician –Tailevu Sub Division	\$22,528.74 - \$36,103.75
MOHMS 53/2018	Senior Dietician –Rewa Sub Division	\$22,528.74 - \$36,103.75
MOHMS 54/2018	Senior Dietician – Naitasiri/Vunidawa Sub Division	\$22,528.74 - \$36,103.75
MOHMS 55/2018	Senior Dietician –Lakeba Sub Division	\$22,528.74 - \$36,103.75
MOHMS 56/2018	Senior Dietician –Lomaloma Sub Division	\$22,528.74 - \$36,103.75
MOHMS	Senior Dietician –Rotuma Sub	\$22,528.74 - \$36,103.75

57/2018	Division	
MOHMS 58/2018	Senior Dietician –Kadavu/Vunisea Sub Division	\$22,528.74 - \$36,103.75
MOHMS 59/2018	Senior Dietician –Ba Sub Division	\$22,528.74 - \$36,103.75
MOHMS 60/2018	Senior Dietician –Tavua Sub Division	\$22,528.74 - \$36,103.75
MOHMS 61/2018	Senior Dietician –Ra Sub Division	\$22,528.74 - \$36,103.75
MOHMS 62/2018	Senior Dietician –Nadi Sub Division	\$22,528.74 - \$36,103.75
MOHMS 63/2018	Senior Dietician –Nadroga/Navosa Sub Division	\$22,528.74 - \$36,103.75
MOHMS 64/2018	Senior Dietician –Lautoka/Yasawa Sub Division	\$22,528.74 - \$36,103.75
MOHMS 65/2018	Senior Dietician –Cakaudrove Sub Division	\$22,528.74 - \$36,103.75
MOHMS 66/2018	Senior Dietician –Bua Sub Division	\$22,528.74 - \$36,103.75
MOHMS 67/2018	Senior Dietician –Macuata Sub Division	\$22,528.74 - \$36,103.75
MOHMS 68/2018	Senior Dietician –Taveuni Sub Division	\$22,528.74 - \$36,103.75
MOHMS 69/2018	Senior Dietician –Lomaiviti Sub Division	\$22,528.74 - \$36,103.75
MOHMS 70/2018	Senior Dietician – CWM Clinical	\$22,528.74 - \$36,103.75
MOHMS 71/2018	Senior Dietician – CWM Food Service	\$22,528.74 - \$36,103.75
MOHMS 72/2018	Senior Dietician – Lautoka Clinical	\$22,528.74 - \$36,103.75
MOHMS 73/2018	Senior Dietician – Lautoka Food Service	\$22,528.74 - \$36,103.75
MOHMS 74/2018	Senior Dietician – Labasa Clinical	\$22,528.74 - \$36,103.75
MOHMS 75/2018	Senior Dietician – Labasa Food Service	\$22,528.74 - \$36,103.75
MOHMS 76/2018	Dietician – National Wellness Unit	\$19,041.75 - \$30,515.63
MOHMS 77/2018	Re-advertised - Dental Hygienists – CWM 7 Posts	\$19,041.75 - \$30,515.63
MOHMS 78/2018	Re-advertised - Dental Hygienists – Lautoka Hospital 3 Posts	\$19,041.75 - \$30,515.63

MOHMS 79/2018	Re-advertised - Dental Hygienists – Labasa Hospital 2 Posts	\$19,041.75 - \$30,515.63
MOHMS 80/2018	Re-advertised - Dental Hygienists –Valelevu Hospital 2 posts	\$19,041.75 - \$30,515.63
MOHMS 81/2018	Re-advertised - Dental Hygienists – Vunidawa Hospital	\$19,041.75 - \$30,515.63
MOHMS 82/2018	Re-advertised - Dental Hygienists – Suva School Team 2 Posts	\$19,041.75 - \$30,515.63
MOHMS 83/2018	Re-advertised - Dental Hygienists – Nausori Hospital 2 Posts	\$19,041.75 - \$30,515.63
MOHMS 84/2018	Re-advertised - Dental Hygienists – Ba Hospital 2 post	\$19,041.75 - \$30,515.63
MOHMS 85/2018	Re-advertised - Dental Hygienists – Lautoka/Yasawa	\$19,041.75 - \$30,515.63
MOHMS 86/2018	Re-advertised - Dental Hygienists – Savusavu Hospital	\$19,041.75 - \$30,515.63

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 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 9th 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

Note : For Re-advertised positions above, candidates who have already applied do not need to reapply.

LATE APPLICATIONS WILL NOT BE CONSIDERED.

WITHDRAWAL OF VACANCIES

Vac No.	Post	Reason for withdrawal
MOHMS 444/2017	Dental Hygienists – CWM 7 Posts	Qualification criteria amended
MOHMS 445/2017	Dental Hygienists – Lautoka Hospital 3 Posts	Qualification criteria amended
MOHMS 446/2017	Dental Hygienists – Labasa Hospital 2 Posts	Qualification criteria amended
MOHMS 447/2017	Dental Hygienists –Valelevu Hospital 2 posts	Qualification criteria amended
MOHMS 448/2017	Dental Hygienists – Vunidawa Hospital	Qualification criteria amended
MOHMS 449/2017	Dental Hygienists – Suva School Team 2 Posts	Qualification criteria amended
MOHMS 450/2017	Dental Hygienists – Nausori Hospital 2 Posts	Qualification criteria amended
MOHMS 451/2017	Dental Hygienists – Ba Hospital 2 post	Qualification criteria amended
MOHMS 452/2017	Dental Hygienists – Lautoka/Yasawa	Qualification criteria amended
MOHMS 453/2017	Dental Hygienists – Savusavu Hospital	Qualification criteria amended

JOB DESCRIPTION

MOHMS 49/2018 SENIOR SUPPLIES OFFICER - FPBS

Position:	Senior Supplies Officer
Band/Salary range:	G/\$28,605.45 - \$47,675.75
Location:	Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road
Unit/Division	Procurement Unit
Reports to:	Manager Procurement (Principal Supplies Officer)
Subordinates:	Supplies Officer, Storeman I, Storeman II, Packers

POSITION PURPOSE

The position is responsible for managing the operational activities of the Tender and Contracts team, to ensure an effective and efficient Tender process for all medicinal products, medical supplies and equipment.

KEY RESPONSIBILITIES

1. Manage the processes of tender and contract development, tender advertisements and renewals
2. Negotiate and agree to contractual terms and conditions with suppliers; ensuring that there is clear regard for the nature, application and implications of the contract and the relevant contract law.
3. Develop and maintain business relationships with vendors, suppliers and contractors to facilitate smooth flow of goods and services, as well as monitor supplier performance
4. Work in collaboration with the Fiji Procurement Office & the Government Tender Board, within the financial and relevant regulatory frameworks and policies
5. Prepare and submit weekly and monthly Reports
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

KEY PERFORMANCE INDICATORS

1. All purchases within the Annual tender plans are implemented within agreed timeframes, and compliant with relevant processes, legislations and policies
2. All activities under Contract management are completed within the agreed timeframe and complaint with the legislative requirements
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Development of Supplier Performance register and submitting weekly/monthly and yearly reports
5. Maintaining contract register and weekly/fortnightly reporting on contract management activities.

PERSON

In addition to a Bachelor's degree in Management/Business (or equivalent relevant experience); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Supplies Officer:

Knowledge and Experience

- At least four (4) years' experience in international procurement settings
- Knowledge and proven experience in Mass Purchasing Tenders and Purchasing activities
- Practical knowledge of supplier contracts and supplier performance management.
- Understanding of the mechanics of tendering and contract management.
- Working knowledge of tender process, including tender development, tender evaluation and contract development.
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

- High attention to detail and accuracy and ability to manage and work in a team
- Demonstrated ability to carry out negotiation with suppliers on contractual terms and conditions.
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Excellent written and oral communication skills and a team player
- Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 50/2018 Senior Dietician – Serua/Namosi Sub Division

MOHMS 51/2018 Senior Dietician –Suva Sub Division

MOHMS 52/2018 Senior Dietician – Tailevu Sub Division

MOHMS 53/2018 Senior Dietician – Rewa Sub Division

MOHMS 54/2018 Senior Dietician –Naitasiri/Vunidawa Sub Division

MOHMS 55/2018 Senior Dietician – Lakeba Sub Division

MOHMS 56/2018 Senior Dietician – Lomaloma Sub Division

MOHMS 57/2018 Senior Dietician –Rotuma Sub Division

MOHMS 58/2018 Senior Dietician – Kadavu/Vunisea Sub Division

MOHMS 59/2018 Senior Dietician –Ba Sub Division

MOHMS 60/2018 Senior Dietician –Tavua Sub Division

MOHMS 61/2018 Senior Dietician – Ra Sub Division

MOHMS 62/2018 Senior Dietician – Nadi Sub Division

MOHMS 63/2018 Senior Dietician – Nadroga/Navosa Sub Division

MOHMS 64/2018 Senior Dietician –Lautoka/Yasawa Sub Division

MOHMS 65/2018 Senior Dietician –Cakaudrove Sub Division

MOHMS 66/2018 Senior Dietician –Bua Sub Division

MOHMS 67/2018 Senior Dietician –Macuata Sub Division

MOHMS 68/2018 Senior Dietician –Taveuni Sub Division

MOHMS 69/2018 Senior Dietician –Lomaiviti Sub Division

MOHMS 70/2018 Senior Dietician –CWM Clinical

MOHMS 71/2018 Senior Dietician – CWM Food Service

MOHMS 72/2018 Senior Dietician –Lautoka Clinical

MOHMS 73/2018 Senior Dietician – Lautoka Food Services

MOHMS 74/2018 Senior Dietician – Labasa Clinical

MOHMS 75/2018 Senior Dietician – Labasa Food Service

Role:	Supervisor Dietician
Level:	Band F
Salary range:	\$22,528.74 – \$36,103.75
Location:	
Unit/Division:	Dietetics and Nutrition
Reports to:	Divisional Dietician Central/ Eastern
Subordinates	Dietician and GWEs
Relationship	<p>INTERNAL :</p> <p>Medical Officers ,Health Inspectors ,Pharmacist,Dental Staff , Physiotherapist , Laboratory and Radiography Technicians ,Community Rehabilitant Assistant Nursing Staffs Non Allied Health Staffs –General Wage Earners(Maids, Ward Assistants, Labourers, Drivers, Gardeners, Laundry ,Seamstress</p> <p>EXTERNAL :</p> <p>Communities : Well ,Risk and Diseased/sick population .</p> <p>-Non Government Organisations – Red Cross, Friends of Fiji, Save the Children Fiji, Fiji Council of Social Services,</p> <p>Government Organisations- Ministry of Education, Heritage & Arts, Ministry of Agriculture, Ministry of Women & Poverty Alleviation, Ministry of Youth & Sports, Sports Council, Consumer Council of Fiji, Ministry of Development,Faith Based Organizations,Business Houses, General Practitioners, US Peace Corp Volunteer, JICA</p>

The Purpose of this Position

The purpose of this position is to supervise Dieticians in the implementation of the Dietetics and Nutrition unit plan at the operational levels that includes Health Centres and the overall subdivision. The position will be facilitating and monitoring all Dietetics and Nutrition services and activities provided for all public health programs that includes; school health programs, maternal and child health program, NCD program and National Iron and Micronutrient supplementation program and other nutrition intervention projects funded by external donors and the achievement of the indicators at subdivisional levels.

The clinical care dietetics provided at this level includes acute nutrition management for inpatients and chronic cases are referred to major hospitals for advance nutrition management.

Key Responsibilities

The position will achieve its purpose through the following key duties.

1. Develop subdivisional Dietetics and Nutrition Business Plan in line with Divisional Plan
2. Facilitate and develop Individual Work Plan for the unit
3. Supervise and assist Dieticians and kitchen staff in the implementation of the Plan and other nutrition intervention projects/programs funded by external donors.
4. Management of ration budget allocation, equipment and human resource at subdivisional levels
5. Provide technical assistance and capacity building for health staff and government wage earners (kitchen staff) through ongoing coaching, training and mentoring
6. Monitor and evaluate compliance to clinical practise, ethics and guidelines, policies and legislations and performances within the subdivision (Dietician's Procedure Guideline, Catering Handbook, Infection Control policy, Food Safety Act 2003, Health & Safety at Work Act 1996, Integrated Management of Acute Malnutrition Guidelines, National Newborn and Infant Feeding Policy etc.)
7. Timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Subdivisional Medical Officer and Senior Dietician.

Key Performance Indicators

1. Development of the subdivisional/hospital Dietetics and nutrition Business plan in line with the Divisional Plan
2. Ensure supervision are provided to all staff at all levels of care and services in the implementation of the Plan and other nutrition intervention projects funded by external donors.
3. Effective and efficient management of ration allocation, equipments and human resource at subdivisional level
4. Provision of technical assistance and capacity building for health staff and through training, ongoing coaching and mentoring
5. Ensure continuous monitoring and evaluate of compliance to clinical practise, ethics and guidelines, policies and legislations and performances within the subdivision (Dietician's Procedure Guideline, Catering Handbook, Infection Control policy, Food Safety Act 2003, Health & Safety at Work Act 1996, Integrated Management of Acute Malnutrition Guidelines, National Newborn and Infant Feeding Policy etc.)
6. Ensure timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Subdivisional Medical Officer and Senior Dietician.

The Person

In addition to Bachelor 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

1. Experience of 6-9 years will be an advantage
2. 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

3. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
4. Knowledge of government legislation, Nutrition and Health policies , procedures and guidelines.
5. Good knowledge on Food Works Software

Skills and Abilities

1. Excellent Interpersonal Skills to help promote healthy food choices
2. Strong Verbal and Written Communications Skills
3. Ability to analyze and contribute solutions to complex problems, in a resource constrained environment.
4. Training and supervisory skill
5. Computer Literate with at least the Microsoft Word, Outlook and Powerpoint.

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 76/2018 – DIETICIAN – WELLNESS CENTRE

Role:	Dietician
Level:	Band E
Salary range:	\$19,041.75 - \$30,515.63
Location:	Wellness – Namosi House
Unit/Division:	Wellness Unit
Reports to:	NADN
Subordinates	None

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.

RE- ADVERTISEMENT

MOHMS 77/2018 DENTAL HYGIENISTS – CWM HOSPITAL [7 POSTS] MOHMS 78/2018 DENTAL HYGIENISTS –LAUTOKA HOSPITAL [3 POSTS] MOHMS 79/2018 DENTAL HYGIENISTS – LABASA HOSPITAL [2 POSTS] MOHMS 80/2018 DENTAL HYGIENISTS – VALELEVU HOSPITAL [2 POSTS] MOHMS 81/2018 DENTAL HYGIENISTS – VUNIDAWA HOSPITAL [1 POSTS] MOHMS 82/2018 DENTAL HYGIENISTS – SUVA SCHOOL TEAM [2 POSTS] MOHMS 83/2018 DENTAL HYGIENISTS – NAUSORI HOSPITAL [2 POSTS] MOHMS 84/2018 DENTAL HYGIENISTS – BA HOSPITAL [2 POSTS] MOHMS 85/2018 DENTAL HYGIENISTS – LAUTOKA/YASAWA [1 POSTS] MOHMS 86/2018 DENTAL HYGIENISTS –SAVUSAVU HOSPITAL [1 POSTS]

Role:	Dental Hygienist
Level:	Band E
Salary range:	\$ 19,041.75 - \$30,515.63
Location:	Health Centres, Subdivisional Hospitals, Divisional Hospitals
Unit/Division:	Department of Oral Health
Reports to:	Dental Therapist / Instructor Dental Therapist / Dental Officer / SDO / PDO / DDO / NAOH
Subordinates:	-

The Position

The Dental Hygienist will champion and facilitate with the DOH all Oral Health Promotion and Education activities based at the clinical or community level.

The Dental Hygienist is also accountable for the delivery of high quality of preventive, restorative and curative periodontal care and non-invasive primary restorative care like fissure sealants and ART.

The Dental Hygienist is accountable for the daily running of the clinic in managing, replenishing, controlling the usage of Consumables, revenue receipting and lodgements with the finer duty of keeping the clinic and its instruments, equipment and the environment clean and friendly and worker safe.

Key Responsibilities

1. Assist the Department of Oral health to deliver Non- Invasive Dental preventive care and Oral Health Education and Instruction to its clients that contributes to Good Oral Health.
2. Assist the Department Of Oral Health in providing effective reports on a monthly basis of the clinical output, accountability, usage and lodgements of Finances. Reporting is also done on the Integration and Coordination office on the utilization of Services to the underprivileged and the children under the age of 15 years old ensuring that key deadlines are met.
3. Implement approaches to allow Oral health Education and Instruction to be part of the Outcomes of the ACP of the MOHMS mainly NCD, Service Delivery, Adolescent Health, Health Information.

The Person

In addition to a Certificate in Dental Hygienist, a valid Annual Practising License with the Fiji Dental council, the following knowledge, experience, skills and abilities are necessary to carry out the duties of the post.

Knowledge and Experience

- Experience in the provision of non- Invasive Dental preventive care, financial accountability with monitory and evaluation submissions.
- Sound knowledge of Dental Preventative care.
- Understanding of the Fijian Constitution.

Skills and Abilities

1. Effective Dental Assisting and Hygiene Skills.
2. Demonstrated ability to effectively and innovatively be part of 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.

5. Ability to communicate effectively.
6. Ability to be an honest officer with a passion to work.

