

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 316/2018	Medical Imaging Technologist Class I, Lautoka Hospital	\$22,528.74 - \$28,883.00
MOHMS 317/2018	Principal Pharmacist – Medicines Evaluation	\$43,296.63 - \$55,508.50
MOHMS 318/2018	Warehouse Manager	\$28,605.45- \$38,140.60
MOHMS 319/2018	Supplies Officer, FPBS	\$22,528.74 - \$28,883.00
MOHMS 320/2018	Stores Officer – Procurement (2 Posts) (FPBS)	\$19,041.75 - \$24,412.50

MOHMS 321/2018	Stores Officer – Procurement (3 Posts) (FPBS)	\$19,041.75 - \$24,412.50
MOHMS 322/2018	Stores Officer – Verification	\$19,041.75 - \$24,412.50
MOHMS 323/2018	Stores Officer - Warehouse	\$19,041.75 - \$24,412.50
MOHMS 324/2018	Store man, Warehouse, FPBS	\$12,081.69 - \$15,489.35
MOHMS 325/2018	Team Leader Women’s Surgical Ward and Gynae Ward- Lautoka Hospital	\$28,605.45- \$38,140.60
MOHMS 326/2018	Team Leader Trauma Unit- Lautoka Hospital	\$28,605.45- \$38,140.60
MOHMS 327/2018	Team Leader Post Natal Ward- Lautoka Hospital	\$28,605.45- \$38,140.60
MOHMS 328/2018	Team Leader Labour Ward- Lautoka Hospital	\$28,605.45- \$38,140.60
MOHMS 329/2018	Team Leader Emergency Department- Lautoka Hospital	\$28,605.45- \$38,140.60
MOHMS 330/2018	Team Leader Children’s Ward- Lautoka Hospital	\$28,605.45- \$38,140.60
MOHMS 331/2018	Team Leader Coronary Care Unit- Lautoka Hospital	\$28,605.45- \$38,140.60
MOHMS 332/2018	Team Leader Ante Natal Clinic- Lautoka Hospital	\$28,605.45- \$38,140.60
MOHMS 333/2018	Team Leader Women’s Medical Ward- Lautoka Hospital	\$28,605.45- \$38,140.60
MOHMS 334/2018	Nurse Unit Manager Special Out-Patient Department- Labasa Hospital	\$34,760.31- \$44,564.50
MOHMS 335/2018	Nurse Unit Manager Operating Theatre- Labasa Hospital	\$34,760.31- \$44,564.50
MOHMS 336/2018	Nurse Unit Manager FSW- Labasa Hospital	\$34,760.31- \$44,564.50
MOHMS 337/2018	Nurse Unit Manager – Shift Supervisor Labasa Hospital	\$34,760.31- \$44,564.50
MOHMS 338/2018	Supervising Laboratory Technician- Lautoka Hospital	\$34,760.31- \$44,564.50

MOHMS 339/2018	Supervising Laboratory Technician- Labasa Hospital	\$34,760.31- \$44,564.50
MOHMS 340/2018	Supervising Laboratory Technician – Quality Manager- CWM Hospital	\$34,760.31- \$44,564.50
MOHMS 341/2018	Technical Officer Higher Grade Quality Manager- Lautoka Hospital	\$34,760.31- \$44,564.50
MOHMS 342/2018	Technical Officer Higher Grade Quality Manager- Labasa Hospital	\$34,760.31- \$44,564.50
MOHMS 343/2018	Technical Officer Higher Grade – Microbiology- Lautoka Hospital	\$34,760.31- \$44,564.50
MOHMS 344/2018	Technical Officer Higher Grade – Haematology- Lautoka Hospital	\$34,760.31- \$44,564.50
MOHMS 345/2018	Technical Officer Higher Grade – Biochemistry- CWM Hospital	\$34,760.31- \$44,564.50
MOHMS 346/2018	Technical Officer Higher Grade – Central Registration- CWM Hospital	\$34,760.31- \$44,564.50
MOHMS 347/2018	Technical Officer Higher Grade – Histology- CWM Hospital	\$34,760.31- \$44,564.50
MOHMS 348/2018	Technical Officer Higher Grade – Cytology- CWM Hospital	\$34,760.31- \$44,564.50
MOHMS 349/2018	Senior Dietician Labasa Hospital	\$34,760.31 - \$44,564.50
MOHMS 350/2018	Senior Dietician – Northern Health Service	\$34,760.31 - \$44,564.50

PROJECT POSITION		
MOHMSP 04/2018	Stores Officer – Free Medicine Program	\$19,041.75 - \$24,412.50
05/2018	Manager/Officer In charge - Tobacco Control Enforcement Unit	\$43,296.63 - \$55,508.50

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 16th March 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.

VACANCY WITHDRAWAL

Vacancy No	Post	Reason
MOHMS 20/2018	Senior Assistant Health Inspector Nadi Airport(1)	Position filled
MOHMS 143/2018	Dietician - Tavua	Post advertised as MOHMS 266/2017
MOHMS146/2018	Senior Dietician – Labasa Hospital	Revised JD
MOHMS 147/2018	Senior Dietician – Northern Health Service	Revised JD

JOB DESCRIPTION

MOHMS 316/2018- MEDICAL IMAGING TECHNOLOGIST CLASS I

LAUTOKA HOSPITAL

Role:	Medical Imaging Technologist (MIT)
Level:	Band F Class I
Salary range:	\$24, 261.72 - \$36,103.75
Location:	CWM Hospital x 2, Lautoka Hospital x 1
Unit/Division:	Radiology - Central Division/Western Division
Reports to:	Directly to MIT High Grade Band H Indirectly to the Supervisor MIT, Superintendent MIT, Consultant Radiologist. Liaises with– Radiology Registrars, Clinicians, Nurses, Attendants
Subordinates:	Band F Class II

The Position

This is a senior level position with 5 years or more of technical working experience that performs examinations in areas that they have been trained and are competent to work in with minimal or no supervision i.e. in general radiography and other specialized areas as in Ultrasound, CT, Fluoroscopy, Mammography, MRI and Radiology interventional procedures. The position is also rostered for shift work, on call duties in general and specialized areas and also provide relieving duties in other subdivisional radiology units.

Key Duties

1. Performing appropriately requested examinations in line with departmental protocols, safety procedures and guidelines.
2. Recording necessary patient and procedure information, maintaining confidentiality provide post procedure instructions to patients and assist in the gathering of statistics for analysis.
3. Performing after hours shift work duties and on-call and responding to relieving and outreach duties promptly.
4. Reporting equipment malfunction and facility issues to Unit heads and supervisors.

5. Assist Radiologist in interventional procedures and mentor Band F Class II and intern MIT's
6. Attending staff meetings, conferences and workshops relevant to job role and actively participates in Continuous Professional Development and share knowledge, information and skills with colleagues.

Key Performance Indicators

1. Ensure examinations are accurately recorded, performed and proper images produced in line with protocols and guidelines-
2. Monitor and update consumables and check equipment on a weekly basis.
3. Demonstrate good technical, communication skills in all interactions with staff, patients and stakeholders and provide feedback on performances of Band F Class II and interns to High grade MIT's.
4. Number of CPD activities attended and points gained for renewal of practicing licence.

SELECTION CRITERIA

The Person

Obtained a Diploma or Bachelor in Medical Imaging Science.

Registered and licenced with the Fiji Radiation Health Board and the Fiji Society of Medical Imaging Technologist

In addition to the above, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- 5 years or more of technical working experience in this field to be able to work unsupervised during on call, shift work and relieving duties in outer stations.
- Knowledge and experience of techniques, processes and protocols of general radiography, and other specialized units.
- Knowledge of radiology equipment ,radiation protection, infection control and occupational health and safety
- 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 deal with complex problems.
- Demonstrated ability to work effectively within a team environment and supervise subordinates.
- Demonstrated technical skills in radiology and specialised units.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.
- Demonstrated IT skills and ability to use workplace IT.

MOHMS 317/2018- PRINCIPAL PHARMACIST- FPBS

Position:	Principal Pharmacist – Medicines Evaluation
Band/Salary:	Band I Salary range \$43,296.63 - \$55,508.50
Location:	Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Medicines Regulatory Authority
Reports to:	Manager - Medicines Regulatory Authority
Subordinates:	Nil

The Position

The position is responsible for ensuring that all medicinal products procured & distributed including the Fiji Pharmaceutical & Biomedical Services are evaluated and meet acceptable quality standards. The position also ensures compliance to regulatory requirements by pharmaceutical importers, distributors and retailers of medicines in Fiji.

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. Technical assessment and evaluation of medicinal products & manufacturers based on recommended Quality Standards and Good Manufacturing Practice guidelines
2. Selection & evaluation of samples for laboratory testing and communicating reports for decision making

3. Conduct awareness and training to relevant stakeholders on legislative requirements and compliance
4. Provide operational regulatory advice and assistance on Border Control of medicinal products according to International Standards.
5. Ensure continuing surveillance of medicinal products safety through pharmacovigilance activities and submission of reports to relevant authorities
6. Provide secretariat support to the Fiji Medicinal Products Board
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All medicinal products purchased, meet acceptable quality standards and are accessible to all
2. Timely and appropriate testing of at least 10 products annually to ensure compliance with the required standards
3. Timely submission of quality reports, detailing surveillance check outcomes and progress, and recommended Border Control advice on medicinal products
4. All activities of the Fiji Medicinal Products Board are implemented within the agreed timeframe

The Person

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 6 years' experience as a pharmacist with broad experience in all areas of pharmacy practice including the regulatory aspect or demonstrate the ability to quickly acquire the knowledge and skills on the job
2. Current registration with the Fiji Pharmacy Profession Board

3. Sound knowledge and application of the Medicinal Products Act 2011, Pharmacy Profession Act 2011, Illicit Drug Control Act 2004 and the National Medicinal Products Policy 2013.

Skills and Abilities

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

MOHMS 318/2018- WAREHOUSE MANAGER- FPBS

Position	Warehouse Manager
Band/Salary range:	Band G/\$28,605.45- \$38,140.60
Location:	Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road
Unit/Division:	Warehouse FPBS
Reports to:	Director FPBS
Subordinates:	29

Position Purpose

The position is responsible for the management of the Fiji Pharmaceutical & Biomedical Services Centre Warehouse Operations ensuring the maintenance of an effective warehousing and distribution system for all health commodities.

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. Manage and oversee the Warehouse operations
2. Review and formulate guidelines, procedures and processes to ensure service continuity
3. Report analysed data and statistics for process improvement
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

1. All activities in the Warehouse Operations Plan are implemented within the agreed timeframe.
2. An effective and systematic warehouse and distribution system is in place
3. Timely and effective management of the unit's personnel performance to enable business continuity, and delivery of services

Person Specification

In addition to a relevant degree in warehouse management or equivalent (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

- At least five 5 years' experience in warehouse operations
- Sound knowledge and/or understanding of a medical supply chain management system

Skills and Abilities

- Demonstrated ability to effectively manage and lead a team
- Highly developed organisational skills and ability to communicate with people at different levels and from different backgrounds
- Capacity to utilise computer programs to support the daily operations

- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation

MOHMS 319/2018- SUPPLIES OFFICER- FPBS

Position:	Supplies Officer – Procurement
Band/Salary range:	Band F/\$\$22,528.74 - \$28,883
Location:	Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road
Unit/Division:	Procurement Unit
Reports to:	Principal Supplies Officer
Subordinates:	Stores Officer I, Stores Officer II

The Position

The position is responsible for all Contract Management activities in the purchasing of Pharmaceutical products and medical supplies, and ensuring all contracts between the government and suppliers are within legislative and regulatory requirements of the government of Fiji.

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. Prepare and review contracts between government and suppliers in consultation with relevant stakeholders.
2. Set, advertise, and monitor the Terms and conditions of Tenders.
3. Arrange Surety/Performance Bond (PB) deposit for local and overseas suppliers compliant with the Ministry of Finance Policy on Determination of the PB.
4. Liaise with the Fiji Procurement Office and the Government Tender Board on tender and contract management issues.

5. Prepare and submit weekly and monthly Reports and actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.
6. Monitor and document supplier performances against performance indicators.

Key Performance Indicators

1. All authorised purchases within the annual tender plans and activities under Contract Management are implemented within agreed timeframes, and compliant with relevant processes, legislations and policies
2. Supplier performance & Contract management activities meet specific requirements, documented and reported for process improvements.
3. All Performance Bond deposits are arranged and processed within agreed timeframes and meet the required contract agreements.
4. Quality reports are provided and outcomes are actioned in a timely and effective manner.

The Person

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

Knowledge and Experience

1. At least 2 years' experience in a Procurement setting or Mass Purchasing Tenders
2. Knowledge and understanding of the relevant procurement laws

Skills and Abilities

1. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
2. Well-developed negotiation skills
3. Capacity to use computer programs to support the daily operations

4. Demonstrated ability to effectively work in a team and meet competing deadlines
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

MOHMS 320/2018- STORES OFFICER- FPBS [2 POST]

Position	Stores officer I Procurement (2 Post)
Band/Salary range:	Band E/\$19,041.75 - \$24,412.50
Location:	Fiji Pharmaceutical & Biomedical Services Centre (FPBS), Jerusalem Road
Unit/Division:	Procurement Unit
Reports to:	Principal Supplies Officer
Subordinates:	Storeman II (SK05) and Packers

The Position

The position is responsible for the purchase of pharmaceutical and clinical products for all programs at the FPBS, ensuring that all products are purchased from authorized providers, compliant with requirements, and processed to meet program requirements.

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. Identify and plan purchasing need for pharmaceutical and clinical products in consultation with the FPBS Logistic Management Unit.
2. Raising of Indents & Local Purchase Orders (LPOs) and working with suppliers regarding order enquiries.

3. Monitor, update and communicate with program managers on estimated time of arrival of pharmaceutical & clinical products.
4. Ongoing liaison with Fiji Procurement Office on arrival and consignments.
5. Assist the Tender team with Tender activities.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators

1. All purchasing needs are identified, and the Purchasing plan is implemented within the agreed timeframes, compliant to specifications, processes, legislations and policies.
2. All indents & LPOs are processed with appropriate suppliers within the timeframe to ensure timely delivery of products to FPBS programs.
3. All consignments are cleared on time and goods are dispatched to FPBS within agreed timeframes, including timely advice to all program managers on delivery times of goods.
4. Accurate and timely reports are submitted, including outcomes and action items.

The Person

In addition to a Diploma in Accounting/Economics/Finance /Management/Business or equivalent ; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least three (3) years' experience in a procurement setting conducting mass purchasing
2. Sound knowledge and understanding of procurement processes and supply chain management
3. Knowledge and understanding of the relevant procurement laws

Skills and Abilities

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

MOHMS 321/2018- STORES OFFICER- PROCUMENT- FPBS

MOHMS 322/2018- STORES OFFICER- VERIFICATION- FPBS

MOHMS 323/2018- STORES OFFICER- WAREHOUSE- FPBS

Position	Stores officer I
Band/Salary range:	Band E/\$19,041.75 - \$24,412.50
Location:	Fiji Pharmaceutical & Biomedical Services Centre (FPBS), Jerusalem Road
Unit/Division:	Procurement Unit
Reports to:	Principal Supplies Officer
Subordinates:	Storeman II (SK05) and Packers

The Position

The position is responsible for the purchase of pharmaceutical and clinical products for all programs at the FPBS, ensuring that all products are purchased from authorized providers, compliant with requirements, and processed to meet program requirements.

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. Identify and plan purchasing need for pharmaceutical and clinical products in consultation with the FPBS Logistic Management Unit.
2. Raising of Indents & Local Purchase Orders (LPOs) and working with suppliers regarding order enquiries.
3. Monitor, update and communicate with program managers on estimated time of arrival of pharmaceutical & clinical products.
4. Ongoing liaison with Fiji Procurement Office on arrival and consignments.
5. Assist the Tender team with Tender activities.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators

1. All purchasing needs are identified, and the Purchasing plan is implemented within the agreed timeframes, compliant to specifications, processes, legislations and policies.
2. All indents & LPOs are processed with appropriate suppliers within the timeframe to ensure timely delivery of products to FPBS programs.
3. All consignments are cleared on time and goods are dispatched to FPBS within agreed timeframes, including timely advice to all program managers on delivery times of goods.
4. Accurate and timely reports are submitted, including outcomes and action items.

The Person

In addition to a Diploma in Accounting/Economics/Finance /Management/Business (or equivalent relevant experience); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least three (3) years' experience in a procurement setting conducting mass purchasing
2. Sound knowledge and understanding of procurement processes and supply chain management

3. Knowledge and understanding of the relevant procurement laws

Skills and Abilities

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

MOHMS 324/2018- STORE MAN- WAREHOUSE- FPBS

Role:	Storeman
Salary Band:	C
Salary range:	\$12,081.69 – 18,897.01
Location:	FPBS
Unit/Division:	Warehouse/ FPBS
Reports to:	
Subordinates:	Packers

The Position

Responsible for managing proper planning and coordinating of stock control and purchasing process to ensure efficient execution of purchasing orders to suppliers for timely arrival of supplies.

This role will ensure that all legislative and regulatory requirements are upheld and the highest standards of Health and Safety are maintained at all times.

Key Responsibilities

1. To ensure that inventory reports are consistently generated for replenishment process.
2. To ensure that Order Forms for each item is filled in and given to the Chief Pharmacist/Manager Clinical Products for vetting before an order is placed.
3. Prepare and maintain Indent and Purchase Order Registers

4. Maintain Purchase Orders on the Epicor system, feeding in supplier information such as Cargo Ready Date and Expected Time of Arrival in the system.
5. Consistently liaising with suppliers on stock availability, schedule deliveries or expedite deliveries

KEY PERFORMANCE INDICATORS

The Person

In addition to academic qualifications relevant to Management or equivalent from an accredited university the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Stores Officer II:

Knowledge and Experience

- Demonstrated experience working in warehousing settings
- Proficient knowledge of warehousing and warehouse management
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

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

MOHMS 325/2018- TEAM LEADER WOMEN`S SURGICAL WARD & GYNAE WARD- LAUTOKA HOSPITAL

Role:	Team Leader
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Women`s Surgical & Gynae Ward
Unit/Division:	Lautoka Hospital
Reports to :	Nurse Unit Manager , WSW & Gynae Lautoka Hospital
Liases with :	Medical Officers, Consultants, NUM` s ,Team Leaders
Subordinates:	16 Permanent Staff Nurses, 1 Ward assistants and a Housekeeping Staff 4 ward assistants, 4 attendants.

The Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for WSW & Gynae nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

The Person

In addition to Diploma in Nursing , post grad qualification in Surgical or Gynae Care or any related nursing care is an advantage but not obligatory, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. A Diploma of 10 years` experience or a Bachelor of 5 years in Nursing
2. 5 years of work experience in any Female Surgical or Gynae Unit.
3. Practical knowledge of Surgical & or Gynae Nursing Care.
4. Sound and effective clinical governance knowledge.
5. Clear understanding of the Fiji Nursing Scope of Practice
6. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Ability to make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory skills
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 326/2018- TEAM LEADER TRAUMA UNIT- LAUTOKA HOSPITAL

Role:	Team Leader
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Trauma Unit
Unit/Division:	Lautoka Hospital
Reports to :	Nurse Unit Manager , Trauma Lautoka Hospital
Liases with :	Medical Officers, Consultants, NUM' s ,Team Leaders
Subordinates:	16 Permanent Staff Nurses, 1 Ward assistants and a Housekeeping Staff 4 ward assistants, 4 attendants 4 theatre attendant

The Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for Trauma nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

The Person

In addition to Diploma in Nursing and, a post grad qualification in any Trauma Care Nursing related nursing care is an advantage but not obligatory, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. A Diploma of 10 years' experience or a Bachelor of 5 years in Nursing
2. 5 years of work experience in any Trauma Unit.
3. Practical knowledge of Trauma Nursing Care.
4. Sound and effective clinical governance knowledge.
5. Clear understanding of the Fiji Nursing Scope of Practice
6. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Ability to make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 327/218- TEAM LEADER, POST NATAL WARD- LAUTOKA

HOSPITAL

Role:	Team Leader
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Post Natal Ward
Unit/Division:	Lautoka Hospital
Reports to :	Nurse Unit Manager , Post Natal Ward Lautoka Hospital
Liases with :	Medical Officers, Consultants, NUM' s ,Team Leaders
Subordinates:	20 Permanent Staff Nurses, and a Housekeeping Staff 4 theatre attendant

The Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for Post Natal nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

Person

In addition to Diploma in Nursing, a midwifery certificate or post grad qualification is mandatory, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 10 years' experience with 5 years in any Maternity Unit.
2. Practical knowledge of Obstetric Nursing Care.
3. Sound and effective clinical governance knowledge.
4. Clear understanding of the Fiji Nursing Scope of Practice(Midwifery)
5. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 328/2018- TEAM LEADER, LABOUR WARD- LAUTOKA HOSPITAL

Role:	Team Leader
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Labour Ward
Unit/Division:	Lautoka Hospital
Reports to :	Nurse Unit Manager ,Labour Lautoka Hospital
Liases with :	Medical Officers, Consultants, NUM' s ,Team Leaders
Subordinates:	30 Permanent Staff Nurses, 3 Ward assistants and a Housekeeping Staff 4 ward assistants, 4 attendants.

The Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for Labour Ward nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicator

Performance will be measured through the following indicators

1. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.

2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

The Person

In addition to Diploma in Nursing, a midwifery certificate or post grad Diploma in Midwifery is mandatory, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 5 years of work experience in any Labour Ward.
2. Practical knowledge of Obstetric Nursing Care.
3. Sound and effective clinical governance knowledge.
4. Clear understanding of the Fiji Nursing Scope of Practice(Midwifery)
5. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 329/2018- TEAM LEADER, EMERGENCY DEPARTMENT- LAUTOKA HOSPITAL

Role:	Team Leader (3 positions)
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Lautoka Hospital / Lautoka
Unit/Division:	Emergency Department / Lautoka Hospital
Reports to :	Nurse Unit Manager , Emergency Department Lautoka
Liases with :	Medical Officers, Consultants, NUM' s ,Team Leaders
Subordinates:	30 Permanent Staff Nurses, 3 Ward assistants and a Housekeeping Staff

The Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for Emergency Department nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management of consumables as well as operational and maintenance of equipment's and machines.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

4. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
5. Adherence to clinical governance processes ensuring client safety at all times.
6. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

The Person

In addition to Diploma in Nursing a post grad qualification in any Emergency Care Nursing related nursing care is an advantage but not obligatory, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 5 years of work experience in any Emergency Departments.
2. Practical knowledge of Emergency Nursing (Including meticulous triaging, resuscitation guidelines and trauma management)
3. Sound and effective clinical governance knowledge.
4. Clear understanding of the Fiji Nursing Scope of Practice
5. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong clinical leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Demonstrate the ability to be involved in clinical teaching.
5. Demonstrate the ability to effectively work within a team.
6. Demonstrate the ability to be able to negotiate and challenge clinical decisions that advocates for good patient outcome.
7. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 330/2018- TEAM LEADER, CHILDRENS WARD- LAUTOKA HOSPITAL

Role:	Team Leader
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Children's Ward
Unit/Division:	Lautoka Hospital
Reports to :	Nurse Unit Manager , Emergency Department
Liaises with :	Medical Officers, Consultants, NUM' s ,Team Leaders
Subordinates:	30 Permanent Staff Nurses, 3 Ward assistants and a Housekeeping Staff 4 ward assistants, 4 attendants.

The Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for Children's Ward nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

The Person

In addition to Diploma in Nursing, holds a Paediatric Life Support Certificate and WHO Paediatric Guideline (Blue Book), registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, post grad qualification in any Paediatric Care Nursing related nursing care is an advantage but not obligatory, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (Essential)

1. A Diploma of 10 years' experience or a Bachelor of 5 years in Nursing
2. 5 years of work experience in any Paediatric Unit.
3. Practical knowledge of Paediatric Nursing Care.
4. Sound and effective clinical governance knowledge.
5. Clear understanding of the Fiji Nursing Scope of Practice
6. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 331/2018- TEAM LEADER, CORONARY CARE UNIT- LAUTOKA HOSPITAL

Role:	Team Leader
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Coronary Care Unit
Unit/Division:	Lautoka Hospital
Reports to :	Nurse Unit Manager , Coronary Care Unit , Lautoka
Liaises with :	Medical Officers, Consultants, NUM' s ,Team
Subordinates:	10 Permanent Staff Nurses, 2 Ward assistants and a Housekeeping Staff 4 ward assistants, 4 attendants.

The Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for Coronary Care Unit nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

The Person

In addition to Diploma in Nursing a post grad qualification in any Coronary Care Nursing related nursing care is an advantage but not obligatory, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (Essential)

1. A Diploma of 10 years' experience or a Bachelor of 5 years in Nursing
2. 5 years of work experience in any Coronary Care Unit.
3. Practical knowledge of Coronary Care Nursing.
4. Sound and effective clinical governance knowledge.
5. Clear understanding of the Fiji Nursing Scope of Practice
6. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 332/2018- TEAM LEADER ANTE NATAL CLINIC- LAUTOKA

HOSPITAL

Role:	Team Leader
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Ante Natal Clinic
Unit/Division:	Lautoka Hospital
Reports to :	Nurse Unit Manager , Ante Natal Clinic Lautoka
Liases with :	Medical Officers, Consultants, NUM' s ,Team Leaders
Subordinates:	7 Permanent Staff Nurses, and a Housekeeping Staff

The Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for Ante Natal Clinic nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

The Person

In addition to Diploma in Nursing a midwifery certificate or post grad qualification is mandatory, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (Essential)

1. 5 years of work experience in any Maternity Unit.
2. Practical knowledge of Obstetric Nursing Care.
3. Sound and effective clinical governance knowledge.
4. Clear understanding of the Fiji Nursing Scope of Practice(Midwifery)
5. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 333/2018- TEAM LEADER WOMEN’S MEDICAL WARD- LAUTOKA HOSPITAL

Role:	Team Leader
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Women Medical Ward
Unit/Division:	Lautoka Hospital
Reports to :	Nurse Unit Manager , Women’s Medical ward ,
Liaises with :	Medical Officers, Consultants, NUM’s ,Team
Subordinates:	18 Permanent Staff Nurses, 2 Ward assistants and a Housekeeping Staff

The Position

The role will support and promote the clinical nursing practice that encourages good patient outcomes. In addition this role will oversee clinical governance and educational support of the nursing team.

Key Responsibilities/ Duties

The position will achieve its purpose through the following key responsibilities/ duties. Working with relevant staff and service providers;

1. Supervise and monitor nursing clinical performance for Women’s Medical nursing team.
2. Promote and maintain infection prevention and control standards, customer service and risk management practices.
3. Provide clinical and educational support to the nursing team.
4. Proper management and utilization of equipment and consumables.
5. Ensure timely patient information system and manual records are updated with patient details correctly entered.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities are completed and delivered in compliance with institutional and clinical guidelines within the given timeframe.
2. Adherence to clinical governance processes ensuring client safety at all times.
3. Effective and timely management and regular monitoring of staff clinical performance in the delivery of safe and quality patient care.

The Person

In addition to Diploma or a Bachelor in Nursing, a post grad qualification in any Medical Nursing related nursing care is an advantage but not obligatory, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. A Diploma of 10 years’ experience or a Bachelor of 5 years in Nursing
2. 5 years of work experience in any Medical Wards.
3. Practical knowledge of Medical Nursing.
4. Sound and effective clinical governance knowledge.
5. Clear understanding of the Fiji Nursing Scope of Practice
6. Understanding of the Nurses Decree 2010 and other related legislation is essential

Skills and Abilities

1. Make sound judgement calls ensuring institutional and clients interest are upheld at all times
2. Demonstrate strong leadership and supervisory attributes
3. Exhibit excellent computer and communication skills.
4. Leadership abilities and the ability to lead through demonstrations and actions.
5. Demonstrate the ability to effectively work within a team.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the institution.

MOHMS 334/2018- NURSE UNIT MANAGER, SPECIAL OUTPATIENT

DEPARTMENT- LABASA HOSPITAL

Role:	Nurse Unit Manager
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Special Out-Patient Department
Unit/Division:	Labasa Hospital
Reports to :	DON Labasa Hospital
Liases with :	Team Leaders, Registered Nurse Enrolled Nurse

The Position

A supervising manager and a leader – ensuring the delivery of the highest standard of patient care which is clinically effective in a manner which respects people’s dignity, privacy, and individually in a safe, high quality environment.

Key Responsibilities

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

1. Health care plans, directs, coordinates, and supervises the delivery of health services in the unit.
2. Establish good working relationships throughout the hospital in all shifts through good communication and co-operation.
3. Provide administrative support to Manager Nursing, in implementing activities to achieve targets.
4. Ensure committed workforce in the department that sustains quality health service delivery
5. Ensuring all staffs comply with and use of policies, risk management , regulations and standards which impact upon the position, including contemporary human resource management requirements and practices, such as workplace health and safety, equal employment opportunity and anti-discrimination policies.

Key Performance Indicators

1. Performance will be measured through the following indicators:

2. All clinical and administration services provided in accordance with legislative requirements and approved Ministry policies.
3. Unit meetings organized effectively to meet the needs of business plans.
4. All activities plan completed and timely submission of reports meeting deadlines.

The Person

In addition to being registered and holds a valid practicing license with the Fiji Nursing Council. The position holder must have a Diploma or a Bachelor of Nursing with at least 5 years (excluding Internship) of full time in an acute ward setting. Certificate or Diploma in management is desirable. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

1. At least 5 years’ experience in managing a ward/unit.
2. Practical working knowledge on all aspects of Nursing Care and Standard, Triage Categories, BLS and ACLS Algorithm and Wellness.
3. Understanding of the Nursing Decree.
4. Sound knowledge on health organization service functions and how these functions contribute to the achievement of organization goals.
5. Participate in individual performance review, on an annual basis, to assess present performance and future development needs. Maintain a personal record of professional development for all staffs.

Skills and Abilities

1. Demonstrate ability to work effectively as part of a multidisciplinary team.
2. Demonstrate ability to manage a team of twenty to ensure a successful achievement of service objectives.
3. Excellent interpersonal communication skills and the ability to educate staffs on clinical procedures.
4. Demonstrate ability to plan, organize activities and supervise staffs performance on procedures accordance with protocols and guidelines.
5. Service orientated approach with the capacity to support the operational process in Special Out-patient Department goals and the whole health organization.

- Demonstrate ability to manage staffs, make monthly roster and business plans.

**MOHMS 335/2018- NURSE UNIT MANAGER, OPERATING THEATRE-
LABASA HOSPITAL**

Role:	Nurse Unit Manager
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Operating Theatre
Unit/Division:	Labasa Hospital
Reports to :	DON Labasa Hospital
Liases with :	Team Leaders, Registered Nurse Enrolled Nurse

The Position

A supervisor and a leader – ensure to deliver the highest standard of patient care which is clinically effective in a manner which respects people’s dignity, privacy, and individually in a safe, high quality environment. The Unit Manager Nurse will be the first point of contact for external agencies e.g. Police or other emergency services.

Key Responsibilities

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

- Health care plans, directs, coordinates, and supervises the delivery of health services in the unit.
- Establish good working relationships throughout the hospital in all shifts through good communication and co-operation.
- Provide administrative support to Manager Nursing, in implementing activities to achieve targets.
- Ensure committed workforce in the department that sustains quality health service delivery
- Ensure all staffs comply with and use of policies, risk management , regulations and standards which impact upon the position, including contemporary human resource management requirements and

practices, such as workplace health and safety, equal employment opportunity and anti-discrimination policies.

Key Performance Indicators

Performance will be measured through the following indicators:

- All clinical and administration services provided in accordance with legislative requirements and approved Ministry policies.
- Unit meetings organized effectively to meet the needs of business plans.
- All activities plan completed and timely submission of reports meeting deadlines.

The Person

In addition to Diploma or Bachelor in Nursing and post graduate qualifications in Management is desirable, registered and holds a valid Nursing Practicing License with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

- At least 5 years’ experience in Operating theatre
- Understanding of the Nursing Decree.
- Sound knowledge on health organization service functions and how these functions contribute to the achievement of organization goals.
- Participate in individual performance review, on an annual basis, to assess present performance and future development needs. Maintain a personal record of professional development for all staffs.

Skills and Abilities

- Demonstrate high level of organization skills with the ability to multi task; work under pressure and to meet strict deadlines.
- Demonstrate ability to work effectively as part of a multidisciplinary team.
- Demonstrate ability to manage a team of twenty, educate staffs to ensure a successful achievement of service objectives.

4. Demonstrate excellent interpersonal communication skills and written skills.
5. Demonstrate ability to plan, organize activities and supervise staffs performance on procedures accordance with protocols and guidelines.
6. Service orientated approach with the capacity to support the operational process in Operating Theatre goals and the whole health organization.
7. Demonstrate ability to make skilled mix monthly roster and annual business plan.

MOHMS 336/2018- NURSE UNIT MANAGER, FSW- LABASA HOSPITAL

- **POST WITHDRAWN**

MOHMS 337/2018- NURSE UNIT MANAGER, SHIFT SUPERVISOR- LABASA HOSPITAL

Role:	Nurse Unit Manager Shift Supervisor
Level:	Band G
Salary range:	\$28,605.45- \$38,140.60
Location:	Labasa Hospital
Unit/Division:	Labasa Hospital
Reports to :	DON Labasa Hospital
Liaises with :	Team Leaders, Registered Nurse Enrolled Nurse

Position

A supervisor and a leader – ensure to deliver the highest standard of patient care which is clinically effective in a manner which respects people’s dignity, privacy, and individually in a safe, high quality environment. The Unit Manager will be the first point of contact for external agencies.

Key Responsibilities

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

1. Health care plans, directs, coordinates, and supervises the delivery of health services in the unit.
2. Establish good working relationships throughout the hospital in all shifts through good communication and co-operation.

3. Provide administrative support to Manager Nursing, in implementing activities to achieve targets.
4. Ensure committed workforce in the unit that sustains quality health service delivery
5. Ensure all staffs comply with and use of policies, risk management , regulations and standards which impact upon the position, including contemporary human resource management requirements and practices, such as workplace health and safety, equal employment opportunity and anti-discrimination policies.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All clinical and administration services provided in accordance with legislative requirements and approved Ministry policies.
2. Unit meetings organized effectively to meet the needs of business plans.
3. All activities plan completed and timely submission of reports meeting deadlines.
4. Monitoring and Supervision of Patient care and delegation of nursing duties.

The Person

In addition to being registered and holds a valid practicing license with the Fiji Nursing Council. The position holder must have a Diploma or Bachelor of Nursing with at least 5 - 7 years (excluding Internship) working in an acute hospital setting. Certificate or Diploma in management is desirable. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

1. Experience in Nursing and able to manage staffs, rostering scheduling and deployment staffs for pooled resources with the right skill mix personnel.
2. Practical working knowledge on all aspects of Nursing Care and Standard, BLS and ACLS Algorithm.
3. Understanding of the Fiji Nurses Decree (2011), Fiji Nurses code of conduct and Ethics, Public Services code of conduct & values and able to align to the MOHMS sustainable goals.

4. Sound knowledge on health organization service functions and how these functions contribute to the achievement of organization goals.
5. Participate in individual performance review, on an annual basis, to assess present performance and future development needs. Maintain a personal record of professional development for all staffs.

Skills and Abilities

1. Demonstrate ability to work effectively as part of a multidisciplinary team.
2. Demonstrate ability to manage a team of twenty to ensure a successful achievement of service objectives.
3. Excellent interpersonal communication skills and the ability to educate staffs on clinical procedures.
4. Demonstrate ability to plan, organize activities and supervise staffs performance on procedures accordance with protocols and guidelines.
5. Service orientated approach with the capacity to support the operational process in Accident and Emergency Department goals and the whole health organization.
6. Demonstrate ability to manage allocated staffs, make monthly roster and business plans.
7. Ability to determine appropriate course of action in more complex situation
8. Ability to handle difficult situations involving patients or others in a professional manner.

MOHMS 338/2018- SUPERVISING LABORATORY TECHNICIAN- LAUTOKA HOSPITAL

Position Title:	Supervising Laboratory Technician
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	Lautoka Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Liases with:	Consultant Pathologist, Hospital Administration, FPBS Laboratory Logistic Coordinator
Subordinates:	TOHG, Technical Officer, Laboratory Assistant, Phlebotomist

Position Purpose

The purpose of this position is to supervise the clinical and administrative Laboratory Services for quality service delivery that is aligned to the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Actively manage, monitor and assess staff performance to enable laboratory service continuity and delivery of quality services.
2. Actively monitor for adequate reagent and consumable stock for use in the laboratory, operational equipment's and work amenities on daily basis.
3. Provide reports and statistics to Laboratory Superintendent according to the schedule and recommend changes when needed.
4. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Effective and timely management, and regular monitoring of staff performance and attendance to enable continuity of services.
2. All reports are submitted within the agreed timeframes and schedule, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
4. All Human Resource management are conducted in compliance with the policy and procedures manual, service standards and applicable legislation.

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 10 years' work experience in a Medical Laboratory;
2. Working knowledge of the laboratory supervisors function, and how these functions contribute to the achievements of organisations goals;
3. Sound knowledge of personnel filing system, information management, procurement and supply management;
4. Practical, working knowledge and experience in human resource management.
5. Sound knowledge or understanding of the different modalities of technical protocols and best practice principles

Skills and Abilities

1. Demonstrated ability to communicate effectively with staff of diverse background in order to achieve daily goals and objectives of the laboratory;
2. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture;
3. Demonstrated organizational skills to assist laboratory Superintendent and Consultant Pathologist in organizing the laboratory process changes when needed;
4. Demonstrated ability to analyse ,prioritize and solve complex work problems with available resources;
5. Good computer skills and the capacity to utilize computer programs to support the operations of the laboratory;
6. Service oriented approach with a commitment to supporting the operational goals and values of the Ministry of Health & Medical Services;

MOHMS 339/2018- SUPERVISING LABORATORY TECHNICIAN- LABASA

HOSPITAL

Position Title:	Supervising Laboratory Technician
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	Labasa Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Medical Superintendent
Liaises with:	Pathologist, Hospital Administration, FPBS Laboratory Logistic Coordinator, Clinical Team
Subordinates:	TOHG, Technical Officer, Laboratory Assistant,

Position Purpose

The purpose of this position is to manage and supervise the clinical and administrative Laboratory Services for quality service delivery that is aligned to the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Responsible for human resource management that is conducive to service provision including training need, organization, performance evaluation and discipline recommendations.
2. Actively manage, monitor and assess staff performance to enable laboratory service continuity and delivery of quality services.
3. Actively monitor for adequate reagent and consumable stock for use in the laboratory, operational equipments and work amenities on daily basis.
4. Provide a development plan for the provision of laboratory service throughout the Northern Division Laboratory service.
5. Provide reports and statistics to Medical Superintendent according to the schedule and recommend changes when needed.
6. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

5. Effective and timely management, and regular monitoring of staff performance and attendance to enable continuity of services.
6. All reports are submitted within the agreed timeframes and schedule, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

7. Ensure effective and efficient laboratory procedures provided are compliant with protocols and guidelines, within agreed timeframes and schedules and/or service standards.
8. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

6. At least 10 years’ work experience in a Medical Laboratory;
7. Working knowledge of the laboratory supervisors function, and how these functions contribute to the achievements of organisations goals;
8. Sound knowledge of information management, procurement and supply management;
9. Practical, working knowledge and experience in human resource management.
10. Sound knowledge or understanding of the different modalities of technical protocols and best practice principles

Skills and Abilities

7. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture;
8. Demonstrated organisational and communication skills to be able to interact with a diverse range of people
9. Demonstrated ability to analyse ,prioritize and solve complex work problems with available resources;
10. Good computer skills and the capacity to utilize computer programs to support the operations of the laboratory;
11. Service oriented approach with a commitment to supporting the operational goals and values of the Ministry of Health & Medical Services;

MOHMS 340/2018- SUPERVISING LABORATORY TECHNICIAN, QUALITY MANAGER- LAUTOKA HOSPITAL

Position Title:	Supervising Laboratory Technician – Quality Manager
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	CWM Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Liaises with:	Laboratory team (Nationally), Clinical team, Divisional Quality Managers
Subordinates:	Technical Officer, Laboratory Assistant

The Position

The purpose of this position is to oversee the implementation and sustainability of Laboratory Quality Management Systems in Government clinical laboratories in the Division that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Monitor the respective divisional Laboratory Quality Management System (LQMS) through supervisory visits and be part of the External Audit Team to ensure policies are implemented on a continuous basis.
2. To lead the Fiji National Quality Assurance Programme (FNQAP) in preparing quality control materials, sending, assessing and preparing reports for the 20 individual laboratories within Fiji every quarter.
3. To plan, facilitate and conduct training for all divisional laboratory personnel on Basic LQMS and National Quality Standards for the Health Laboratory (NQSHL).
4. Ensure that the Divisional laboratory conducts Internal Quality control and participates in appropriate External Quality Assurance (EQA) scheme and Sub Divisional Laboratories participate in FNQAP and that corrective action is taken on the results as appropriate.

5. To review and improve processes of the Quality system and to ensure that the laboratory service is functioning according to the requirements of the Laboratory National Quality Standards.
6. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of MOHMS. Also provide timely professional advice to customers that are within the guidelines.
7. Actively contribute to the Ministry and corporate requirements, by planning, attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. All Laboratory policies, standard operating procedures (SOP) and guidelines are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
2. Agreed monitoring and evaluation reports of LQMS audit, sub-divisional supervisory visits, customer satisfaction survey, EQA, FNQAP and 5S audit are conducted in compliance with the specific requirements, and submitted with recommendation in accordance with the scheduled timeframe.
3. Timely and effective management and regular monitoring of Laboratory Quality Management System to enable continuity of service delivery.
4. All personnel are aware of and compliant with the Laboratory Quality Management System and assessment process.

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 10 years' work experience in a Medical Laboratory;

2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Must be able to identify and manage resources required to be able to perform assigned duties with due economy and conduct monitoring and evaluation.
5. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.
6. Experience in carrying out Laboratory audits.

Skills and Abilities

1. Excellent organizational and communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Possess the ability to write comprehensive and analytical reports.
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 341/2018- TECHNICAL OFFICER HIGHER GRADE, QUALITY MANAGER- LAUTOKA HOSPITAL

MOHMS 342/2018- TECHNICAL OFFICER HIGHER GRADE, QUALITY MANAGER- LABASA HOSPITAL

Position Title:	Technical Officer Higher Grade – Quality Manager
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	Lautoka Hospital/ Labasa Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Liaises with:	Laboratory team (Nationally), Clinical team, Divisional Quality Managers
Subordinates:	Technical Officer, Laboratory Assistant

The Position

The purpose of this position is to oversee the implementation and sustainability of Laboratory Quality Management Systems in Government clinical laboratories in the Division.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of MOHMS. Also provide timely professional advice to customers that are within guidelines.
2. Monitor the respective divisional Laboratory Quality Management System (LQMS) and ensure policies are implemented on a continuous basis.
3. Monitor all internal Quality control procedures.
4. Ensure that the Divisional laboratory participates in appropriate External Quality Assurance (EQA) scheme and Sub Divisional Laboratories participate in National Quality Assurance Program and that corrective action is taken on the results as appropriate.
5. Investigate failures to conform, to quality Standards (non-compliance) and ensure appropriate corrective action is taken.
6. Train all respective Division Laboratory team members in the use of the quality systems. Assist other Divisions with training if requested.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. All Laboratory policies, standard operating procedures (SOP) and guidelines are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
2. Agreed monitoring and evaluation reports of LQMS audit, sub-divisional supervisory visits, customer satisfaction survey, EQA and 5S audit are

conducted in compliance with the specific requirements, and submitted with recommendation in accordance with the scheduled timeframe.

3. Timely and effective management and regular monitoring of Laboratory Quality Management System to enable continuity of service delivery.
4. All personnel are aware of and compliant with the Laboratory Quality Management System and assessment process.

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 7 years' work experience in a Medical Laboratory;
2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Must be able to identify and manage resources required to be able to perform assigned duties with due economy and conduct monitoring and evaluation.
5. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

**MOHMS 343/2018- TECHNICAL OFFICER HIGHER GRADE, MICROBIOLOGY-
LAUTOKA HOSPITAL**

Position Title:	Technical Officer Higher Grade - Microbiology
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	Lautoka Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Liaises with:	Clinical team, Quality Manager, Laboratory Supervising Technical Officer, Laboratory Logistic Coordinator (FPBS)
Subordinates:	Technical Officer, Laboratory Assistant

Position Purpose

The purpose of this position is for efficient and effective management and deliverance of timely Microbiology test results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Microbiology Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Quality results and Microbiology services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 7 years' work experience in a Medical Laboratory;
2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.
5. Knowledge on Antimicrobial Resistance (AMR) and its implications.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;

5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 344/2018- TECHNICAL OFFICER HIGHER GRADE, HAEMATOLOGY- LAUTOKA HOSPITAL

Position Title:	Technical Officer Higher Grade - Haematology
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	Lautoka Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Liases with:	Clinical team, Quality Manager, Laboratory Supervising Technical Officer, Laboratory Logistic Coordinator (FPBS)
Subordinates:	Technical Officer, Laboratory Assistant

The Position

The purpose of this position is for efficient and effective management and deliverance of timely Haematology results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities

3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Haematology Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Quality results and Haematology services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 7 years' work experience in a Medical Laboratory;
2. Experience in screening and interpreting blood film morphology and able to teach other staff;

3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
4. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
5. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 345/2018- TECHNICAL OFFICER HIGHER GRADE, BIOCHEMISTRY-CWM HOSPITAL

Position Title:	Technical Officer Higher Grade - Biochemistry
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	CWM Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Liases with:	Clinical team, Quality Manager, Laboratory Supervising Technical Officer, Laboratory Logistic Coordinator (FPBS)
Subordinates:	Technical Officer, Laboratory Assistant

Position Purpose

The purpose of this position is for efficient and effective management and deliverance of timely Biochemistry test results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Biochemistry Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Quality results and Biochemistry services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 7 years' work experience in a Medical Laboratory;
2. Knowledge in the appropriate use of biochemistry tests, interpretation of results, and the follow up investigations that may be required;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
4. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
5. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 346/2018- TECHNICAL OFFICER HIGHER GRADE, CENTRAL REGISTRATION- CWM HOSPITAL

Position Title:	Technical Officer Higher Grade – Central Registration
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	CWM Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Liaises with:	Clinical team, Quality Manager, Laboratory Supervising Technical Officer, Laboratory Logistic Coordinator (FPBS)
Subordinates:	Technical Officer, Laboratory Assistant

Position Purpose

The purpose of this position is for efficient and effective management and deliverance of timely Central Registration Area (CRA) services that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for management of pre-analytical in house and referred samples and effective use of the Laboratory Information System (LIS).
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for CRA
4. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
5. Coordinate the training program, supervision, and assessments of new recruits and students.
6. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Quality CRA services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 7 years’ work experience in a Medical Laboratory;
2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 347/2018- TECHNICSL OFFICER HIGHER GRADE HISTOLOGY- CWM HOSPITAL

Position Title:	Technical Officer Higher Grade - Histology
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	CWM Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Liaises with:	Clinical team, Quality Manager, Laboratory Supervising Technical Officer, Laboratory Logistic Coordinator (FPBS)
Subordinates:	Technical Officer, Laboratory Assistant

The Position

The purpose of this position is for efficient and effective management and deliverance of timely Histology test results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Histology Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Quality results and Histology services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP’s; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 7 years' work experience in a Medical Laboratory;
2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 348/2018- TECHNICAL OFFICER HIGHER GRADE, CYTOLOGY- CWM

HOSPITAL

Position Title:	Technical Officer Higher Grade - Cytology
Position Level:	Salary Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	CWM Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Liaises with:	Clinical team, Quality Manager, Laboratory Supervising Technical Officer, Laboratory Logistic Coordinator (FPBS)
Subordinates:	Technical Officer, Laboratory Assistant

The Position

The purpose of this position is for efficient and effective management and deliverance of timely Cytology test results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Cytology Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Quality results and Cytology services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 7 years' work experience in a Medical Laboratory;
2. Knowledge in the appropriate use of Cytology tests, interpretation of results, and the follow up investigations that may be required;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
4. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
5. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 349/2018- SENIOR DIETICIAN- LABASA HOSPITAL

MOHMS 350/2018- SENIOR DIETICIAN- NORTHERN HEALTH SERVICES

Position Title	Divisional Dietician
Position Level:	H Band
Salary range:	\$34,760.31 - \$44,564.50
Location:	Central/Eastern/ Western/ Northern
Unit/Division:	Central/Eastern, Western & Northern – Clinical
Reports to:	National Advisor Dietetics and Nutrition Divisional Medical Officer(Central/Eastern/ Western/ Northern)
Subordinates:	Supervisor Subdivision Dietician

The Position

The position supports and assists the National Advisor Dietetics & Nutrition and Divisional Medical Officers in the delivery of quality nutrition intervention and services to meet the need of the service users and the objective of the organization

Key Responsibilities/duties

1. Provide administrative, management and leadership role in the delivery of quality dietetics and nutrition services in the Division
2. Provide technical support and identify changing needs and opportunities to improve nutrition services and programs across life course through promotion, prevention and intervention.
3. Provide training coaching, mentoring and continuous professional development to staff, and other health professionals
4. Ensure compliance to all relevant policies, protocols and guidelines and promote quality Improvements
5. Monitor and evaluate all public health programs and projects
6. Collaborate and communicate effectively with internal and external stakeholder and submission of reports
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

1. Effective and efficient nutrition services delivered at divisional hospitals, within available resources
2. Timely management and regular monitoring and evaluation of clinical care practise in line with guidelines and protocols
3. Ongoing professional development and capacity building in the unit
4. Timely submission and dissemination of reports

The Person

In addition to Bachelors in Dietetics & Nutrition or equivalent from a recognised University the following knowledge, experience, skills and abilities are required to successfully undertake this role

Knowledge and Experience

1. At least 10 years related work experience in the management role
2. Requisite clinical knowledge on procedures, guidelines, policies and protocols and high level of competence in the delivery of dietetic and nutrition intervention and evidence based practise
3. Broad knowledge and understanding of nutrition in population health
4. Broad knowledge and understanding of national plans and policies and their linkages towards achieving national outcomes in Clinical Dietetics and Nutrition

Skills and Abilities

1. Demonstrate the requisite clinical knowledge and high level of competence in the delivery of dietetic intervention and evidence based practise
2. Demonstrate project management, planning and evaluation skills and experiences in relation to public health nutrition projects and service
3. Demonstrate flexibility and the ability to work effectively within multi-disciplinary team and the changing healthcare environment
4. Demonstrate the ability to effectively evaluate information and make appropriate decision
5. Strong Organisational & Administrative Skills with ability to manage and work in a resource constrained environment.

PROJECTS

MOHMSP 04/2018- STORES OFFICER- FREE MEDICINE PROGRAM

Position Title	Store Officer Free Medicine
Position Level:	Band E
Salary range:	\$19, 041.75 - \$24,412.50
Location:	Fiji Pharmaceutical & Biomedical Services - Suva
Unit/Division:	
Reports to:	Manager Free Medicine Program
Subordinates:	Free Medicine Drivers and other Staffs from various units within the organisation.

The Position

This job assists to provide better accessibility of Free Medicine Program drugs to patients eligible for Free Medicine Benefits. It is concerned with timely delivery and the availability of the Free Medications to Pharmacy Retailers, Divisional Hospitals, Sub-Divisional Hospitals and selected Health Centers. Position includes replenishing of drugs, collection of near expiring drugs from retailers and redistribution of medication to government hospitals and health Centers.

Key Duties

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

1. Ensures the picking, packing and delivery of free medicine drugs to retailers and government health facilities are done in a professional and efficient manner.
2. Ensures near expiry drugs from private pharmacies are re-distributed to government health facilities in a timely manner to avoid drug wastage.
3. Ensures replenishing of medications are done for the private and public dispensaries in a timely manner.
4. Assists in periodical stock taking of drugs on the shelves with retailers and at the warehouse.
5. Ensures timely collection of dispensing forms from the retailers for fee reimbursement purposes.
6. Assists in the distribution of the Free Medicine Program Application forms on an as and when required basis.
7. Compilation and submission of monthly FMP reports to FREE MEDICINE PROGRAM MANAGER.

Key Responsibilities/duties

1. Receives orders from Private and Public Pharmacies either through emails, phone calls or in person
2. Packs the medicinal products in accordance with the transfer picking slip generated by the customer service representatives

3. Checks the packed orders before submitting it for despatch to avoid unnecessary discrepancies
4. Assists FMP manager in Public facility visitation and Private Pharmacy Audits
5. Assists in stock replenishment of medications running low at any of the facilities enrolled for FMP
6. Ensures stock card entries are done regularly to maintain balance
7. Collects near expiry FMP medications from private chemists and redistributes to facilities in the public sector
8. Collects FMP registration forms from headquarters and distributes it to public health facilities for greater accessibility
9. Collects FMP dispensing forms from Private Pharmacies for fee reimbursement purposes.
10. Distributes FMP registers to private chemists
11. Ensures urgent requests are given top priority during stock delivery process
12. Assists in maintaining manual records of medicine distribution to the facilities
13. Performs any other relevant tasks assigned by the supervisor FMP

Key Performance Indicators

Performance will be measured through the following indicators:

1. Percentage Accuracy of items packed for a given facility at a given point in time
2. The number of orders processed for various health facilities per month
3. The number of orders delivered to the facilities per month
4. The number of near expiry items retrieved from various facilities
5. Number of audits undertaken for Retail Pharmacies per month

The Person

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least three(3) years' experience in warehousing settings
2. Proficient knowledge of warehousing and warehouse management. Knowledge of drugs included in the Free Medicine Program List is desirable.
3. Knowledge about patient eligibility criteria for Free Medicine Program is compulsory.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
5. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

1. A relevant Diploma or Degree from an accredited University with relevant work experience
2. Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Excellent written and oral communication skills
5. High attention to detail and accuracy and ability to manage and work in a team
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
7. Ability to meet deadlines on report submission.
8. Self-motivated and work under minimal supervision.

MOHMSP 05/2018- MANAGER/OFFICER IN CHARGE- TOBACCO CONTROL ENFORCEMENT UNIT

POST WITHDRAWN – TO BE RE-ADVERTISED