

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 515/2018	Administration Officer – Human Resources, Western Health Services	\$19,041.75 - \$24,412.50
MOHMS 516/2018	Dietician Ba Mission Hospital	\$19,041.75 - \$24,412.50
MOHMS 517/2018	Dietician Sigatoka Hospital	\$19,041.75 - \$24,412.50
MOHMS 518/2018	Senior Pharmacy Technician Sigatoka Hospital	\$34,760.31 - \$44,564.50
MOHMS 519/2018	Physiotherapist - Nadi Hospital	\$22,528.74 - \$28,883.00

MOHMS 520/2018	Subdivisional Health Inspector- Nadi Rural Health Office	\$22,528.74 - \$28,883.00
MOHMS 521/2018	Senior Assistant Health Inspector Lautoka/ Yasawa Health Office [4 Posts]	\$19,041.75-\$24,412.50
MOHMS 522/2018	Information Technology Support Officer CWM Hospital (2 Posts),	\$19,041.75-\$24,412.50
MOHMS 523/2018	Information Technology Support Officer Labasa Hospital	\$19,041.75 - \$24,412.50
MOHMS 524/2018	Information Technology Support Officer Lautoka Hospital	\$19,041.75 - \$24,412.50
MOHMS 525/2018	Information Technology Support Officer FPBS	\$19,041.75 - \$24,412.50
MOHMS 526/2018	Information Technology Support Officer HQ (2 Posts)	\$19,041.75 - \$24,412.50
MOHMS 527/2018	Statistical Officer – HIU HQ	\$12,081.69 - \$15,489.35

PROJECT POSITION

MOHMSP 8/2018	Patis Plus Developers HQ [2 Posts]	\$19,041.75 - \$24,412.50
MOHMSP 9/2018	Information Technology Support Officer – Western Health Services	\$19,041.75 - \$24,412.50
MOHMSP 10/2018	Information Technology Support Officer - Central Health Services	\$19,041.75 - \$24,412.50
MOHMSP 11/2018	Information Technology Support Officer - Eastern Health Services	\$19,041.75 - \$24,412.50
MOHMSP 12/2018	Information Technology Support Officer Northern Health Services	\$19,041.75 - \$24,412.50
MOHMSP 13/2018	Project Officer - Project Manager, HQ	\$22,528.74- \$28,883.00
MOHMSP 14/2018	Project Officer – Free Medicine Program	\$19,041.75- \$24,412.50
MOHMSP 15/2018	Principal Pharmacist - Project Officer FPBS	\$43,296.63 - \$55,508.50
MOHMSP 16/2018	Community Rehabilitative Assistant Navua	\$14,428.13- \$18,497.60

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 13th April 2018** and addressed to:

1. Applications by post:

Permanent Secretary for Health & Medical Services
PO Box 2223, Government Buildings
Suva, Fiji

2. Applications can be hand delivered to:

"DROP MOHMS JOB APPLICATION BOX"
Reception Desk, Ground Floor, Dinem House, 88 Amy Street,
Suva, Fiji

3. Applications can also be e-mailed to: recruitment@health.gov.fj

LATE APPLICATIONS WILL NOT BE CONSIDERED.

ADDENDUM

MOHMSP 04/2018 HRMIS TECHNICAL OFFICER advertised on 31st March 2018, should change to MOHMSP 07/2018 HRMIS TECHNICAL OFFICER

VACANCY WITHDRAWAL

Vacancy No	Post	Reason
MOHMSP 60/2017	PATIS Plus Developers HQ [2 Posts]	Salary Changed
Mohmsp 61/2017	Information Technology Support Officer – Western Health Services	Salary Changed
Mohmsp 62/2017	Information Technology Support Officer - Central Health Services	Salary Changed
Mohmsp 63/2017	Information Technology Support Officer - Eastern Health Services	Salary Changed
Mohmsp 70/2017	Network Administrator	Title Change
Mohmsp 71/2017	Project Officer – Free Medicine Program –[2 Posts]	Salary Changed

JOB DESCRIPTION

MOHMS 515/2018 ADMINISTRATION OFFICER – HUMAN RESOURCES, WESTERN HEALTH SERVICES

Role:	Administration Officer [Human Resources]
Level:	Band F
Salary range:	\$22,528.74 - \$28, 883.00
Location:	Divisional Medical Office Western
Unit/Division:	Human Resources/ Western Health Services
Reports to:	Senior Administration Officer
Subordinates:	EO (4), Clerical Officers (6) , Typist- 2, Secretary- 1

The Position

The position is responsible for ensuring that the core functions of the Human Resource department are efficiently and effectively delivered in accordance with standard policies, rules and guidelines.

Key Responsibility Areas:

1. Provide Human Resource support functions and policy advice with regard to Staff Establishment Management, Recruitment and

Selection, Personnel and Employee Relations functions and Staff Development in a timely manner.

2. Maintain and update all Human Resource Records in the Human Resource Information System ensuring relevant reports are submitted on time.
3. Facilitate the Occupational Health and Safety compliance of all relevant Western Health Services.
4. Maintain effective communication with the Divisional Heads, Subdivisional Heads, and with Headquarters.
5. Provide general supervision of Human Resource staff at the Western Health Divisional Headquarters.

Key Performance Indicators:

1. All Human Resource support functions and policy advice with regard to Staff Establishment Management, Recruitment and Selection, Personnel and Employee Relations functions and Staff Development are provided in a timely manner in accordance with relevant legislations, policies and guidelines.
2. All reports are submitted within agreed timeframes and meet standard reporting requirements.
3. All relevant Health facilities in the Western Health Services are compliant with the Health and Safety at Work Act and its related regulations and policies.
4. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

The Person

In addition to an undergraduate degree relevant to Human Resources, Management or Public Administration, Industrial Relations or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

1. Proven understanding and experience of at least three (3) years in Human Resources Management.
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in preparing reports according to specific standards
4. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
5. Experience in supervising a team.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to work and lead a team effectively.
2. Very good Time management skills.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Ability to participate in all Corporate functions.

MOHMS 516/2018 DIETICIAN BA MISSION HOSPITAL

MOHMS 517/2018 DIETICIAN SIGATOKA HOSPITAL

Position Title	Dietician
Position Level:	Band E
Salary range:	\$19,041.75 - \$24,412.50
Location:	Ba Mission Hospital [1], Sigatoka Hospital [1]
Unit/Division:	Dietetics & Nutrition/ Western Helath Services
Reports to:	Supervisor Dietician
Subordinates:	Support staff

The Purpose of this Position

The position supports and assists the Supervisor Dietician in the provision of quality Dietetics and Nutrition services, consistent with the values of the Ministry of Health & Medical Services, .

Key Responsibilities:

1. Conduct and provide Nutrition Assessment, counselling and therapy for patients with continuous monitoring and evaluation of care plans to improve their nutritional needs.
2. Coordinate and conduct population health nutrition programs, awareness, advocacy, screening and intervention in all settings to promote good health across life course.
3. Ensure compliance to all relevant policies, protocols and guidelines and promote quality Improvements in the practise
4. Collaborate and communicate effectively with internal and external stakeholder for nutrition activities
5. Proper documentation and submission of reports
6. Ensure continuous professional development and provide necessary nutrition training
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

1. Effective patient management , services and programs delivered in complianace with relevant procedures and guidelines
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Ensure better management of resources with proper documentation
4. Timely submission of reports

Person Specifications

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

Skills and Abilities

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

MOHMS 518/2018 SENIOR PHARMACY TECHNICIAN SIGATOKA HOSPITAL

Position	Senior Pharmacy Technician
Salary Band/Range	Band F Salary range \$22,528.74 -\$28,883.00
Location:	Sigatoka Hospital
Unit/Division	Pharmacy/ Western Health Services
Reports to:	Sub Divisional Medical Officer Sigatoka
Subordinates:	Pharmacy Assistant

POSITION PURPOSE

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

KEY RESPONSIBILITY AREAS

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

1. Dispensary service, providing medicines and counselling to inpatients, outpatients and external clinics
2. Providing accurate, timely and informative pharmacy services to clients and other health professionals through dispensing and advice provision on the use of prescription and non-prescription medicines
3. Inventory/medicine storage and distribution
4. Developing internal guidelines
5. Staff management and workload allocation and prioritisation
6. Providing mentoring, clinical education, practical support to subordinate and other health professionals.
7. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

KEY PERFORMANCE INDICATORS

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner

4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.

PERSON SPECIFICATION

In addition to Bachelor of Pharmacy or equivalent, the following knowledge, experience skills and abilities are required to perform the duties of the post

Knowledge and Experience

1. 1-2 years year experience in pharmacy practice including internship.
2. Understanding of the relevant pharmaceutical laws and policies
3. Experience in, and understanding of all aspects of pharmacy practice such as dispensary work, manufacturing, drug storage & distribution.
4. Contributed to developing, monitoring and evaluating pharmacy activities.

Skills and Abilities

1. Demonstrated ability to effectively work within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Good computer skills
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 519/2018 PHYSIOTHERAPIST - NADI HOSPITAL

Role:	Physiotherapist
Level:	Band F
Salary range:	\$20,163.22 - \$28,883.00

Location:	Nadi Hospital
Unit/Division:	Physiotherapy/ Western Health Services
Reports to:	Sub Divisional Medical Officer
Subordinates:	Nil

The Position

The position manages unit administration and provides safe and quality Physiotherapy services in primary, secondary & tertiary levels in Nadi Subdivisional Hospital on a daily basis.

Key Responsibility Areas:

1. This position is accountable to unit administration management and provides Physiotherapy in the Nadi subdivisional hospital
2. This position updates all statistics daily and submits monthly to Nadi SDMO and Senior Physiotherapist;
3. Comply with the operation of Physiotherapy machines and equipment and relevant policies & procedure of the unit and hospital;
4. Ensures that department inventory is updated accordingly
5. Contribute to the staff development to facilitate learning environment in the facility and assists in the provision of Physiotherapy awareness and educational programs in the facility and Nadi communities when required.
6. Address issues concerning Mortuary, air – con units, vehicle breakdown, compressors, generators, etc.
7. Monitor and assist Board of Survey Officer to ensure that BOS is carried out annually and reports are submitted to HQ.

Key Performance Indicators:

1. Number of reports submitted to SDMO and Senior Physiotherapist
 - Monthly reports

- Quarterly reports
 - Annual reports
2. Number of Special Outpatient; [SOPD]; ante natal clinics;[ANC] conducted monthly
 3. Operational machines in the department

The Person

Possess Bachelors in Physiotherapy and Member of Fiji Physiotherapy Association and in addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the roles of the position

Knowledge and Experience

1. 3 years Clinical Experience or equivalent
2. Excellent knowledge of clinical experience and understanding and approaches to effective Physiotherapy skills and provision of the various Physiotherapy services.
3. Sound knowledge in developing and delivering Physiotherapy services and reporting on Physiotherapy outcomes and improvements required.
4. Excellent knowledge of Health Promotion facilitation
5. Knowledge of Allied Health Decree [49/2011]
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Effective Physiotherapy clinical development, delivery and evaluation skills.
2. Demonstrated ability to work effectively within a team environment
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.

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

MOHMS 520/2018 SUBDIVISIONAL HEALTH INSPECTOR- NADI RURAL HEALTH OFFICE

Role:	Sub Divisional Health Inspector
Salary Level:	Band F
Salary range:	\$22,528.74 -\$28,883.00
Location:	Nadi Rural Health Office
Unit/Division	Environmental Health/ Western Health Services
Reports to:	Sub Divisional Medical Officer/ Central Board of Health
Subordinates:	Senior Assistant Health Inspectors/ Rural Local Authority Staffs

The Position

The position provides strategic advice and oversees Environmental Health services in the subdivision, which includes the overall, management of Environmental Health Programs.

Key Responsibility Areas

1. Managing Rural Local Authority operations including the management of grants and ensuring the office financial accounts and transactions are in order, per the requirements of the Fiji Financial Management Act and facilitate consents and approvals required of the role of the secretary under relevant legislations.
2. Actively manage the enforcement of 10 key Public Health legislations to ensure compliance on inspections and the prosecution of violations.
3. Actively manage, monitor and assess staff performance to ensure business continuity, and the delivery of quality services and outcomes.

4. Lead the local environmental health team in the implementation of technical activities required under 9 Environmental Health Programs
5. Facilitate trainings, workshops and awareness and outreach programs on key environmental health areas
6. Provide local advise on legislative/policy approaches designed to protect the environment and public health

Key Performance Indicators

1. All planned Environmental Health services are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies and reports submitted meet the standard reporting requirements, including analytical trends, analysis of data and recommendations for improvement.
2. All regulatory violations are attended to in a timely manner, in accordance with the Environmental Health Standard Operating Procedures and non-compliances are processed for prosecution.
3. All authorised Local Authority payments are processed within agreed timeframes and compliant with financial management instructions, policies and procedures.
4. Efficient management of resources, databases, budgetary allocations and assets to support work plans, departmental objectives and budget restraints including an on-going contribution to sustainability.

Selection Criteria

Person Specification

1. In addition to a Bachelor in Environmental Health, the incumbent must possess a Post-Graduate Diploma in a specialised Environmental Health field.
2. Incumbents should possess a valid Practising Licence as an Environmental Health Officer required under the Allied Health

Practitioners Act 2011 and be a Member of Fiji Institute of Environmental Health. External applicants not currently practicing must be eligible for Licensing under the Allied Health Practitioners Act 2011.

Knowledge and Experience

1. 10 years of Environmental Health experience
2. Significant practice of local Environmental Health programs and understanding of the need for staff development through training and approaches to effective staff management.
3. Extensive knowledge of the Environmental Health Standard Operating Procedures and a strong understanding of local enforcement and litigation procedures and legislative/policy approaches designed to protect the environment and public health to support the 9 key legislations crucial to Environmental Health Practice.
4. Demonstrated knowledge in accounting and the financial management of Local Authority accounts.
5. Proven management and leadership skills and knowledge of managing and monitoring staff performance
6. Proven experience in community empowerment to alleviate the burden of disease by improving the living conditions of the vulnerable and disenfranchised in partnership with NGOs and other partners including the Monitoring and Evaluation Framework.

Skills and Abilities

1. Must possess sound analytical and problem solving skills to thrive in a resource-constrained environment, work long hours and cope with pressure and setbacks.

2. Demonstrate the ability to instruct, direct, motivate and evaluate staff and services to support the corporate goals of the MOHMS.
3. Demonstrate the skills to conduct literature reviews, stakeholder / key expert interviews and other data gathering methods – including skills in drafting reports based on these.
4. Has the ability to teach, coach and mentor on any new policies, guidelines and support to ensure the continuous professional development of subordinate environmental health officers.
5. Proven high level written and verbal communication skills including the ability to produce comprehensive professional written documents of an outstanding quality.
6. Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner
7. Possess strong and effective written and verbal communication skills.

MOHMS 521/2018 SENIOR ASSISTANT HEALTH INSPECTOR LAUTOKA/ YASAWA HEALTH OFFICE [4 POSTS]

Role:	Senior Assistant Health Inspector
Level:	Band E
Salary range:	\$19, 041.75 - \$24,412.50
Location:	Lautoka/ Yasawa Rural Local Authority (4 Posts)
Unit/Division:	Environmental Health Unit
Reports to:	Sub Divisional Health Inspector
Subordinates:	None.

Position Purpose:

The position ensures that factors, circumstances, and conditions in the environment or surroundings that can exert an influence on people’s health and well-being are assessed, corrected, controlled and prevented through the proper management of activities and resources.

Key Responsibilities:

1. The implementation of surveillance, enforcement and promotion of Environmental Health activities required under the nine (9) Local Environmental Health Programs.
2. The active execution of all statutory responsibilities of an inspector of the Rural Local Authority under the Public Health Act 111, Quarantine Act 112, Food Safety Act 2003, Town Planning Act 139, Subdivision of Land Act 140, Environmental Management Act, the Litter Decree, Tobacco Control Act and any other relevant legislations.
3. The preparation of reports to supervisors and maintenance of records of inspections conducted on the nine (9) Local Environmental Health Programs and its activities and outcomes, along with recommendations for voluntary improvements and/or prosecution under line legislations.
4. Work in collaboration with other health professionals including Government Agencies and Non-Government Organisation in a multidisciplinary team focusing on integrated approach to resolve public health issues and concerns.
5. Proactively provide information and assistance to operators of registered premises and community with guidance and advice in managing their obligations under various Acts.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators (KPI)

1. All planned trainings and awareness in the Sub-divisional Business Plan are coordinated and implemented within agreed timeframes.
2. All complains and non-compliance are actioned and reported in accordance with the requirements under the Public Health Act 111, Quarantine Act 112, Food Safety Act 2003, Town Planning Act 139, Subdivision of Land Act 140, Environmental Management Act, the Litter Decree, Tobacco Control Act and any other relevant legislations within agreed timeframes.

3. All surveillance and mandatory activities are conducted within agreed timeframes and are compliant with relevant processes, legislations and policies.
4. All essential documents and reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including any recommendations for improvement.

Personal Specifications:

In addition to a minimum qualification of a Bachelor in Environmental Health, registration as an environmental health officer and possession of a valid Practising Licence as an Allied Health Practitioner under the Allied Health Practitioners Decree 2011, and membership of the Fiji Institute of Environmental Health, the following Knowledge, Experience, Skills and Abilities required to successfully the role of Senior Assistant Health inspector:

Knowledge and Experience

1. At least 2 months practical attachment in any rural local authority.
2. Serving officers must have at least 3 years' experience as Senior Assistant Health Inspector with High APA ratings.
3. Understanding of various legislative/policy approaches and responsibilities designed to protect the environment and public health
4. Understanding the basic sequence enforcement and litigation procedures.
5. Knowledge on Development control especially building plans and construction is relevant.
6. Knowledge of WASH (Water, Sanitation and Hygiene) implementation in the communities.
7. Experience in working with multiple partners to benefit communities and parties involved.
8. Experience in and understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
9. Experience in post disaster response coordination.

Skills and Abilities

1. Skills to carry out disease outbreak investigation and response.
2. Skills to investigate cases and instigate prosecution.
3. Demonstrate the skills to conduct literature reviews, stakeholder / key expert interviews and other data gathering methods – including skills in drafting reports based on these.
4. Skills to write project proposals, prepare reports and strong verbal communication skill
5. Ability to give technical advice to clients or communities on environmental health issues.
6. Ability to apply skills in addressing environmental Health issues in various settings and clients.
7. Ability to critically analyse situations and initiating actions.
8. Ability to work as a team, and work long hours under minimal supervision, and cope with pressure and setbacks.

MOHMS 522/2018 INFORMATION TECHNOLOGY SUPPORT OFFICER CWM HOSPITAL (2 POSTS),

MOHMS 523/2018 INFORMATION TECHNOLOGY SUPPORT OFFICER LABASA HOSPITAL

MOHMS 524/2018 INFORMATION TECHNOLOGY SUPPORT OFFICER LAUTOKA HOSPITAL

MOHMS 525/2018 INFORMATION TECHNOLOGY SUPPORT OFFICER FPBS

MOHMS 526/2018 INFORMATION TECHNOLOGY SUPPORT OFFICER HQ (2 POSTS)

Role:	Information Technology Support Officer (ITO)
Band:	E
Salary:	\$19,041.75 - \$24,412.50
Location:	CWM Hospital (x2), Labasa Hospital (x1), Lautoka Hospital (x1), FPBS (x1), HQ (x2)
Unit/Division:	Health Information Research and Analysis
Reports to:	Systems Analyst – Service Desk

The Position

The incumbent will be responsible for management of ICT Support for the assigned Health Facilities in Ministry of Health and Medical Services.

Key Duties

1. Manage assigned work activities, priorities, escalation, incident management, knowledge base and project activities.
2. Gather software and hardware requirements and proceed with procurements as and when required.
3. Conduct Hardware/Software Retentions and provide technical report.
4. Ensure that the Inventory and ICT Registers are up-to-date at all times.
5. Assist in the ICT Audit for other facilities while ensuring maximum compliance for the assigned facility.
6. Support for all Applications in MoHMS (PATISPlus, CMRIS, LIMS, HRIS, Intranet, etc).
7. Ensure maximum uptime of ICT Systems and Services in the assigned facility.
8. Work closely with Customers in MoHMS and other teams to ensure assigned activities is executed on time.
9. Take Lead roles in times of need or on assigned projects.
10. Provides technical training, guidance, and resource support for end users.
11. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth management of hardware, software, network and other Support Services in the assigned facility.
2. Ensure maximum (at least 80%) compliance for all ICT Systems and Services.
3. Take project lead and report to various stakeholders.

The Person

In addition to Undergraduate Degree or Diploma(or equivalent) in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. Professional Certifications like A+, N+, CCNA, MCTS, ITIL would be an added advantage.

Knowledge and Experience

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
3. Knowledge of Hardware/Software procurement and retention Procedures.
4. Experience in writing proposals, reports, documentation and project updates.
5. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.

2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Demonstrated ability to Innovate and attention to detail.
4. Communicate clearly and concisely, both orally and in writing.

MOHMS 527/2018 STATISTICAL OFFICER – HIU HQ

Role:	Statistical Officer – NCD
Band	C
Salary range:	
Location:	HQ, Suva
Unit/Division:	Health Information Unit
Reports to:	Senior Statistician

The Position

The Statistical Officer (NCD) receives, compile, analyse, delivers and monitors Cancer and Diabetes Statistics from all the Divisional and Sub Divisional hospitals.

Key Responsibilities and Duties

The Statistical Officer (Non-Communicable Disease) is responsible to the Assistant Statistician (Hospital) for:

1. Registration of Non-Communicable Diseases for Cancer and Diabetes cases.
2. Monthly, Quarterly and Annual tabulation on non-communicable Diseases
3. Analysis of NCD datasets
4. Integration of non-communicable disease information
5. Monitoring of all monthly pathology reports and diabetes notification.
6. Provides regular briefs to the Assistant Stats Public Health & Hospital on current issues/problems
7. Collaborating with internal and external stakeholder on non-communicable disease.

Key Performance Indicators

1. Effective and timely follow up and submission of all reports are within the agreed timeframes and meet the standard reporting requirements including g analytical trends, analysis of data and any recommendation for improvement.
2. Effective and timely feedback is provided to the users and providers of data in a constant manner using standard reporting tool.
3. Effective and efficient classifying of all pathology lab report using the international Classification of Diseases for Oncology (ICD 0) recommended by WHO and inputting of all information into the standard database.
4. Quality and efficient data is retrieved from the PATISplus, Cancer Registration and Diabetes System for data requests and quarterly, monthly and annual reports.
5. Conduct effective and efficient training on Health Information System to the Sister In charge, Nurses and Medical Officers at Divisional and Sub-Divisional level.

The Person

In addition to pass in Form Seven (or equivalent), a certificate or diploma in public health, statistics, epidemiology, IT or Population Studies. Knowledge, Experience, Skills and Abilities that are required to successfully undertake the role of Statistical Officer – Hospital are outlined below:

Knowledge and Experience

1. Able to analyse, interpret and present reports
2. Able to understand new information technology system
3. Knowledge of relevant legislation and authorities governing Health and Health Information Systems.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

5. At least 2 years' experience in a similar field

Skills and Abilities

1. Capacity to utilise computer programs to support the operation of the health information system
2. Capacity to classify diseases using the required classification criteria (not limited to ICD 0, ICD 10 and ICD 10AM)
3. Demonstrated ability to work cooperatively and effectively within a team environment
4. Demonstrated ability to maintain confidentiality
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Demonstrated ability to work with datasets, analyse and provision reports based on the analysis
7. Demonstrate ability to communicate with Medical Professionals in order to ascertain information and reporting needs
8. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
9. Effective training development, delivery and evaluation skills.

PROJECT POSITIONS

MOHMSP 8/2018 PATIS PLUS DEVELOPERS HQ [2 POSTS]

Role:	Project Officer – PATISPlus
Level:	ITO7
Salary range:	\$19,041.75 - \$24,412.50
Location:	Headquarters
Unit/Division:	Health Information Research and Analysis
Reports to:	Product Manager PATISPlus
Subordinates:	None

The Position

The incumbent will be responsible for Free Medicine Program registration and reporting for all Health Facilities in Ministry of Health and Medical Services.

Key Duties

1. Receiving free medicines forms and processing Free Medicine Cards
2. Receiving and making calls for Free Medicine queries
3. Attending customer complaint on queries relating Free Medicine forms and requirements
4. Dispatching of cards to respective health centres
5. Preparing documents related to dispatching of cards
6. Helping out in other tasks assigned by Supervisors
7. Prepare reports
8. Data Entry
9. Dispense Free Medicines issued by Pharmacies (Central Division)
10. Create Digitized forms
11. Manage and design eSurvey on Qualtrics
12. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth registration of Free Medicine Program
2. Ensure maximum verification for all applications with proper customer service practise.
3. Take project lead role for eHealth Applications.

The Person

In addition to Undergraduate Degree or Diploma in Information Systems (or Equivalent) from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required

to successfully undertake this role. Professional Certifications like A+, N+, CCNA, MCTS, and ITIL would be an added advantage.

Knowledge and Experience

1. Experience in verifications of applications.
2. Experience in MS Office.
3. Experience in Customer Services.
4. Experience in applying research methodologies for innovative applications.
5. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
6. Experience in writing proposals, reports, documentation and project updates.
7. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
8. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Ensure confidentiality of information.
4. Demonstrated ability to Innovate and attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

MOHMSP 9/2018 INFORMATION TECHNOLOGY SUPPORT OFFICER – WESTERN HEALTH SERVICES
MOHMSP 10/2018 INFORMATION TECHNOLOGY SUPPORT OFFICER - CENTRAL HEALTH SERVICES

MOHMSP 11/2018 INFORMATION TECHNOLOGY SUPPORT

OFFICER - EASTERN HEALTH SERVICES

MOHMSP 12/2018 INFORMATION TECHNOLOGY SUPPORT

OFFICER NORTHERN HEALTH SERVICES

Role:	Information Technology Support Officer (ITO)
Band:	E
Salary:	\$19,041.75 - \$24,412.50
Location:	Northern Health Services (x1), Western Health Services (x1), Central Health Services(HQ) (x1), Eastern Health Services(HQ) (x1),
Unit/Division:	Health Information Research and Analysis
Reports to:	Systems Analyst – Service Desk

The Position

The incumbent will be responsible for management of ICT Support for the assigned Health Facilities in Ministry of Health and Medical Services.

Key Duties

1. Manage assigned work activities, priorities, escalation, incident management, knowledge base and project activities.
2. Gather software and hardware requirements and proceed with procurements as and when required.
3. Conduct Hardware/Software Retentions and provide technical report.
4. Ensure that the Inventory and ICT Registers are up-to-date at all times.
5. Assist in the ICT Audit for other facilities while ensuring maximum compliance for the assigned facility.
6. Support for all Applications in MoHMS (PATISPlus, CMRIS, LIMS, HRIS, Intranet, etc).
7. Ensure maximum uptime of ICT Systems and Services in the assigned facility.

8. Work closely with Customers in MoHMS and other teams to ensure assigned activities is executed on time.
9. Take Lead roles in times of need or on assigned projects.
10. Provides technical training, guidance, and resource support for end users.
11. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth management of hardware, software, network and other Support Services in the assigned facility.
2. Ensure maximum (at least 80%) compliance for all ICT Systems and Services.
3. Take project lead and report to various stakeholders.

The Person

In addition to Undergraduate Degree or Diploma(or equivalent) in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. Professional Certifications like A+, N+, CCNA, MCTS, ITIL would be an added advantage.

Knowledge and Experience

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.

3. Knowledge of Hardware/Software procurement and retention Procedures.
4. Experience in writing proposals, reports, documentation and project updates.
5. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Demonstrated ability to Innovate and attention to detail.
4. Communicate clearly and concisely, both orally and in writing.

MOHMSP 13/2018 PROJECT OFFICER - PROJECT MANAGER, HQ

Role:	Project Officer – Project Manager
Band:	F
Salary:	\$22,528.74 - \$28,883.00
Location:	Headquarters
Unit/Division:	Health Information Research and Analysis
Reports to:	Senior Systems Analyst
Subordinates:	None

The Position

The incumbent will be responsible for Management of ICT Projects in Ministry of Health and Medical Services.

Key Duties

1. Take lead role in planning, executing and closing ICT projects.

2. Complete projects by coordinating resources and timelines with the stakeholders by applying appropriate project management standards.
3. Complete Monitoring and Evaluation of all projects and discuss the findings with Supervisors.
4. Solve within capacity any project conflicts that may arise to ensure successful delivery of the project.
5. Prepare proposals, requests and conduct all necessary meetings to facilitate the project services and products.
6. Plan and oversee the preparation and dissemination of project communications.
7. Conduct ICT Training to the Health Users as required.
8. Assist ICT Unit for any other tasks that might be assigned from time to time from the ServiceDesk.
9. Preparation of Project and other updates on a timely basis.
10. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure effective delivery of projects.
2. Ensure documentation of all the implemented projects and handover thereafter.
3. Take project lead role for eHealth and mHealth Implementation's.

The Person

In addition to Undergraduate Degree or Diploma in Computing Science (or Equivalent) from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. Professional Certifications like

PMP, Project+, A+, N+, CCNA, MCTS and ITIL would be an added advantage.

Knowledge and Experience

1. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
2. Experience in Customer Services and Communications.
3. Experience in applying research methodologies for innovative applications.
4. Experience in writing proposals, reports, documentation and project updates.
5. Knowledge in Project Management, Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team and sustain effective communication with the stakeholders.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Ensure confidentiality of information.
4. Demonstrated ability to Innovate and attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

MOHMSP 14/2018 PROJECT OFFICER – FREE MEDICINE PROGRAM

Role:	Project Officer – Free Medicine Program
Band:	E
Salary:	\$19,041.75 - \$24,412.50
Location:	Headquarters

Unit/Division:	Health Information Research and Analysis
Reports to:	Manager IT

The Position

The incumbent will be responsible for Free Medicine Program registration and reporting for all Health Facilities in Ministry of Health and Medical Services.

Key Duties

1. Receiving free medicines forms and processing Free Medicine Cards
2. Receiving and making calls for Free Medicine queries
3. Attending customer complaint on queries relating Free Medicine forms and requirements
4. Dispatching of cards to respective health centers
5. Preparing documents related to dispatching of cards
6. Helping out in other tasks assigned by Supervisors
7. Prepare reports
8. Data Entry
9. Dispense Free Medicines issued by Pharmacies (Central Division)
10. Create Digitized forms
11. Manage and design eSurvey on Qualtrics
12. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth registration of Free Medicine Program
2. Ensure maximum verification for all applications with proper customer service practise.
3. Take project lead role for eHealth Applications.

The Person

In addition to Undergraduate Degree or Diploma in Information Systems (or Equivalent) from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. Professional Certifications like A+, N+, CCNA, MCTS, and ITIL would be an added advantage.

Knowledge and Experience

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in Customer Services.
3. Experience in applying research methodologies for innovative applications.
4. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
5. Experience in writing proposals, reports, documentation and project updates.
6. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Ensure confidentiality of information.
4. Demonstrated ability to Innovate and attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

MOHMSP 15/2018 MANAGER - FREE MEDICINES PROGRAM

Position:	Manager - Free Medicines Program
Band/Salary:	I/ \$43,296.63 - \$55,508.50
Location:	Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Free Medicines Program (FMP)
Reports to:	Director – Fiji Pharmaceutical & Biomedical Services Centre
Subordinates:	FMP Storeman x 1, FMP drivers x 2

POSITION PURPOSE

The position is responsible for the management and operations of the Free Medicines Program, a government initiative which ensures the availability and accessibility of quality, safe & effective essential medicines at all public and private pharmacies in Fiji.

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. Manage the processes of evaluation, selection, storage and distribution of all essential medicines under the Free Medicines Program
2. Provide advice and assistance to the Procurement unit on the procurement of medicines under the FMP
3. Formulate guidelines and procedures to improve processes within the Free Medicines Program

4. Allocate resources & design work schedules to ensure an effective and sustainable program
5. Maintain an accurate inventory system and analyse report for process improvement
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 medicines under the FMP are available and accessible at all times
2. All activities in the Free Medicines Program are implemented within the agreed time frames
3. All unit processes are systematic and efficiently managed, compliant with the policies, guidelines and procedures
4. Timely and effective management of the unit's personnel performance to enable business continuity, and delivery of services

PERSON SPECIFICATION

In addition to a Bachelor's degree in Pharmacy (or equivalent relevant experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role;

Knowledge and Experience

1. At least 7 years of experience as a pharmacist
2. Current registration with the Fiji Pharmacy profession Board
3. Sound knowledge understanding and application of all relevant pharmaceutical laws
4. Knowledge of Good Inventory Management and Distribution system

Skills and Abilities

1. Demonstrated ability to effectively work within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Demonstrate the ability to instruct, direct, motivate and evaluate employees.
4. Good computer skills
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Please note MOHMSP 16/2018 Community Rehabilitative Assistant – Navua will be readvertised at a later date