

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 440/2018	Divisional Dental Officer Eastern	\$59,945.18 - \$76,852.80
MOHMS 441/2018	Divisional Dental Officer Central	\$59,945.18 - \$76,852.80
MOHMS 442/2018	Divisional Dental Officer Western	\$59,945.18 - \$76,852.80
MOHMS 443/2018	Principal Dental Officer Lautoka Hospital	\$51,132.98 - \$65,555.10
MOHMS 444/2018	Principal Dental Officer Labasa Hospital	\$51,132.98 - \$65,555.10

MOHMS 445/2018	Principal Dental Officer CWM Hospital	\$51,132.98 - \$65,555.10
MOHMS 446/2018	Senior Dental Officer – Nadi Hospital	\$43,296.63 - \$55,508.50
MOHMS 447/2018	Senior Dental Officer – Sigatoka Hospital	\$43,296.63 - \$55,508.50
MOHMS 448/2018	Senior Dental Officer - CWM Hospital 3 Posts	\$43,296.63 - \$55,508.50
MOHMS 449/2018	Senior Dental Officer – Valelevu Health Centre	\$43,296.63 - \$55,508.50
MOHMS 450/2018	Senior Dental Officer - Savusavu Hospital	\$43,296.63 - \$55,508.50
MOHMS 451/2018	Senior Dental Officer – Labasa Hospital	\$43,296.63 - \$55,508.50
MOHMS 452/2018	Senior Dental Officer – Lautoka Hospital	\$43,296.63 - \$55,508.50
MOHMS 453/2018	Senior Dental Officer Oral Surgery	\$43,296.63 - \$55,508.50
MOHMS 454/2018	Senior Dental Officer Oral Surgery CWM Hospital	\$43,296.63 - \$55,508.50
MOHMS 455/2018	Dental Officer - Rotuma	\$34,760.31 - \$44,564.50
MOHMS 456/2018	Dental Officer- Levuka	\$34,760.31 - \$44,564.50
MOHMS 457/2018	Dental Officer – Kadavu	\$34,760.31 - \$44,564.50
MOHMS 458/2018	Dental Officer - Lakeba	\$34,760.31 - \$44,564.50
MOHMS 459/2018	Dental Officer – Lautoka Hospital (5 Posts)	\$34,760.31 - \$44,564.50
MOHMS 460/2018	Dental Officer CWM Hospital (3 Post)	\$34,760.31 - \$44,564.50
MOHMS 461/2018	Dental Officer – Labasa Hospital (4 Posts)	\$34,760.31 - \$44,564.50
MOHMS 462/2018	Dental Officer - Tukavesi Health Centre	\$34,760.31 - \$44,564.50
MOHMS	Dental Officer – Taveuni Hospital	\$34,760.31 - \$44,564.50

463/2018		
MOHMS 464/2018	Dental Officer – Nabouwalu Hospital	\$34,760.31 - \$44,564.50
MOHMS 465/2018	Dental Officer – Seaqqa Health Centre	\$34,760.31 - \$44,564.50
MOHMS 466/2018	Dental Officer – Ba Dental Clinic	\$34,760.31 - \$44,564.50
MOHMS 467/2018	Dental Officer – Rakiraki Hospital	\$34,760.31 - \$44,564.50
MOHMS 468/2018	Dental Officer – Nadi Hospital – 2 posts	\$34,760.31 - \$44,564.50
MOHMS 469/2018	Dental Officer – Sigatoka Hospital	\$34,760.31 - \$44,564.50
MOHMS 470/2018	Dental Officer – Raiwaqa Health Centre	\$34,760.31 - \$44,564.50
MOHMS 471/2018	Dental Officer – Lami Health Centre	\$34,760.31 - \$44,564.50
MOHMS 472/2018	Dental Officer – Vunidawa Hospital	\$34,760.31 - \$44,564.50
MOHMS 473/2018	Dental Officer – Nausori Health Centre	\$34,760.31 - \$44,564.50
MOHMS 474/2018	Dental Officer – Navua Hospital	\$34,760.31 - \$44,564.50
MOHMS 475/2018	Dental Officer – Korovou Hospital	\$34,760.31 - \$44,564.50
MOHMS 476/2018	Dental Officer – Makoi Health Centre	\$34,760.31 - \$44,564.50
MOHMS 477/2018	Instructor Dental Therapist – Lautoka Hospital (3 Posts)	\$34,760.31 - \$44,564.50
MOHMS 478/2018	Instructor Therapist – Lautoka Health Centre	\$34,760.31 - \$44,564.50
MOHMS 479/2018	Instructor Therapist – CWM Hospital (2 Posts)	\$34,760.31 - \$44,564.50
MOHMS 480/2018	Instructor Dental Therapist - Nausori Health Centre	\$34,760.31 - \$44,564.50
MOHMS 481/2018	Instructor Dental Therapist – Divisional Office	\$34,760.31 - \$44,564.50

MOHMS 482/2018	Instructor Dental Therapist – Suva School Team	\$34,760.31 - \$44,564.50
MOHMS 483/2018	Instructor Dental Therapist – Labasa Hospital	\$34,760.31 - \$44,564.50
MOHMS 484/2018	Dental Therapist - Lomaloma	\$28,605.45 - \$38,140.60
MOHMS 485/2018	Dental Therapist - Levuka	\$28,605.45 - \$38,140.60
MOHMS 486/2018	Dental Therapist - Nausori	\$28,605.45 - \$38,140.60
MOHMS 487/2018	Dental Therapist - Lautoka Hospital (3 Posts)	\$28,605.45 - \$38,140.60
MOHMS 488/2018	Dental Therapist – Seaqqa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 489/2018	Dental Therapist – Labasa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 490/2018	Dental Therapist – Taveuni Hospital	\$28,605.45 - \$38,140.60
MOHMS 491/2018	Dental Therapist – Wainikoro Health Centre	\$28,605.45 - \$38,140.60
MOHMS 492/2018	Dental Therapist – Ba Dental Clinic (2 Posts)	\$28,605.45 - \$38,140.60
MOHMS 493/2018	Dental Therapist – Tavua Hospital	\$28,605.45 - \$38,140.60
MOHMS 494/2018	Dental Therapist – Rakiraki Hospital 2 posts	\$28,605.45 - \$38,140.60
MOHMS 495/2018	Dental Therapist – Nadi Hospital 4 posts	\$28,605.45 - \$38,140.60
MOHMS 496/2018	Dental Therapist – Sigatoka Hospital (2 Post)	\$28,605.45 - \$38,140.60
MOHMS 496/2018	Dental Therapist – Keyasi Health Centre	\$28,605.45 - \$38,140.60
MOHMS 497/2018	Dental Therapist – Lautoka Health Centre (2 Posts)	\$28,605.45 - \$38,140.60
MOHMS 498/2018	Dental Therapist – CWM Hospital (9 Posts)	\$28,605.45 - \$38,140.60

MOHMS 499/2018	Dental Therapist – Valelevu Health Centre	\$28,605.45 - \$38,140.60
MOHMS 500/2018	Dental Therapist – Suva School 3 posts	\$28,605.45 - \$38,140.60
MOHMS 501/2018	Dental Therapist – Makoi Health Centre 3 posts	\$28,605.45 - \$38,140.60
MOHMS 502/2018	Dental Therapist – Lami Health Centre (2 Posts)	\$28,605.45 - \$38,140.60
MOHMS 503/2018	Dental Therapist – Raiwaqa Health Centre	\$28,605.45 - \$38,140.60
MOHMS 504/2018	Dental Therapist – Nausori Health Centre – 2 posts	\$28,605.45 - \$38,140.60
MOHMS 505/2018	Dental Therapist – Wainibokasi Hospital	\$28,605.45 - \$38,140.60
MOHMS 506/2018	Dental Therapist – Korovou Hospital	\$28,605.45 - \$38,140.60
MOHMS 507/2018	Dental Therapist Vunidawa Hospital	\$28,605.45 - \$38,140.60
MOHMS 508/2018	Dental Therapist- Navua Hospital	\$28,605.45 - \$38,140.60
MOHMS 509/2018	Nutrition Intervention Program Officer – Namosi House	\$19,041.75 - \$24,412.50
MOHMS 510/2018	Senior Domestic Assistant – CWM Hospital	\$28,605.45 - \$38,140.60
MOHMS 511/2018	Senior Dietician – CWM Hospital	\$34,760.31 - \$44,564.50
MOHMS 512/2018	Senior Dietician – Labasa Hospital	\$34,760.31 - \$44,564.50

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 4.30pm on Tuesday 10th 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.

VACANCY WITHDRAWAL

Vacancy No	Post	Reason
MOHMS 343/2017	Senior Domestic Assistant – CWM Hospital	Revised JD
MOHMS 372/2017	Senior Dietician – CWM Hospital	Revised JD
MOHMS 76/2018	– DIETICIAN – WELLNESS CENTRE	Revised JD
MOHMS 349/2018	Senior Dietician Labasa Hospital	Revised JD
MOHMS 132/2018	Senior Dental Officer (Oral Surgery) CWM Hospital	Revised JD

JOD DESCRIPTION

MOHMS 440/2018 DIVISIONAL DENTAL OFFICER EASTERN

MOHMS 441/2018 DIVISIONAL DENTAL OFFICER CENTRAL

MOHMS 442/2018 DIVISIONAL DENTAL OFFICER WESTERN

Role:	Divisional Dental Officer
Level:	Band K
Salary range:	\$59,945.18 - \$76,852.80
Location:	Central/Eastern/Western/Northern
Unit/Division:	Oral Health/ Central/Eastern/Western/Northern Health Services
Reports to:	National Advisor Oral Health/ Divisional Medical Officer
Liases with	<p>INTERNAL: Divisional Medical Officer, Divisional Health Sister, Divisional Health Inspector, Divisional Dietician, Divisional Information Officer, Divisional NCD Officer, Accounts Officer, Human Resource Officer, Senior Administration Officer.</p> <p>EXTERNAL: Stakeholders, NGOs, Government Ministries, SDMOs, Divisional Medical Officer, Divisional Heads, College of Medicine Nursing and Health Science/FNU, Commissioners.</p>
Subordinates:	Senior Dental Officers/Dental Officers/Instructor Dental Therapist/Dental Therapist, Dental Hygienist.

The Purpose of this Position

The purpose of the Divisional Dental Officer position is to oversee the overall function of the Oral Health Unit and promote and implement the National Oral Health Policy through effective planning, coordination, delivery, and monitoring and evaluation of oral health services as per the strategic direction and plans of the Ministry of Health and Medical Services.

Key Responsibilities/duties

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

1. Provide high level leadership in the management and administration of Oral Health services and be responsible and accountable for planning, programming and overseeing the implementation and evaluation of oral health services and programs in the division.
2. Oversee and promote effective monitoring and evaluation systems, data collection and reporting of oral health programs to meet expected outcomes of Ministry of Health and Medical Services strategic, corporate and facility business plans.
3. Manage, support and promote the implementation of population-based and clinical oral health care programs across the Division as per National MOHMS policies and guidelines.
4. Promote effective procurement and supply chain for oral health services to the division (consult with relevant stakeholders and the oral health team to: establish resource requirements (equipment and instrument, drugs, regular maintenance, assess consumables use) to ensure quality service delivery to the division.
5. Conduct capacity building of the oral health service and promote continuous professional development, annual re-license, performance appraisal, and mentoring to Fiji Dental Council standards, ensuring safety and professionalism in practice across all members of the oral health (with approved oral health protocols, Infection control, OHS, and clinical practice guidelines).
6. Strengthen effective integration of the various levels of oral health care with a focus on clearly defining the responsibilities and accountabilities of officers to ensure proper provision of oral health services to Divisional communities to meet expected plans and improved outcomes.

Key Performance Indicators

1. Develop (annual), implement, monitor and review the Divisional Oral Health Business Plan in accordance with the Corporate and

Strategic Plans and budgets of the Ministry of Health and Medical Services.

2. Demonstrate accurate analysis of data and information from monthly and quarterly performance reports according to Business Plan and enact recommendation for the continuous improvement of service delivery to ensure targets are met (including number of population based programs implemented and number of clinical service targets achieved quarterly).
3. Complete quality assurance activities are accurately completed annually (including the number of clinic audits conducted for equipment, instrument and inventory management; staff performance, patient satisfaction surveys/complaints; staff training, clinical practice guidelines followed).
4. Demonstrate activities to improve and maintain professional performance of oral health staff to meet expected practice standards, professionalism and Ministry of Health and Medical Services Values (including the number of staff attending relevant training, ensure all staff receive opportunities to attend CPD opportunities, supervision/mentoring activities conducted; performance appraisals completed; contribute to Master In-service training planning for Divisional oral health service).
5. Demonstrate effective networking to promote oral health services and prevention education (including number of integrated outreach activities conducted within the MOHMS, with private partnership, faith-based organisation, donors, and other government ministries recorded quarterly).

The Person

In addition to a Bachelor in Dental Surgery, registered with the Fiji Medical and Dental Council and holds a valid Annual Practice License as a General Dentist, the following Knowledge, experience, skills and abilities is required to carry out the role of the post.

Knowledge and Experience

1. 10 years of related work experience dentistry plus 3 years of experience in oral health management and administration at senior level within or external to MOHMS

2. Proved experience managing in large health organizational structures and processes related to clinical oral health services, public health, human resource, assets and financial management.
3. Practical and advanced knowledge and experience in all aspects and functions of oral health service policy, procedures, protocols, service standards, SOP's, Clinical Practice Guidelines [CPGs]and regulations. [including the laws and legislations required to practice dentistry in Fiji].

Skills and Abilities

1. Demonstrate and promote leadership and accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrate ability to effectively work within and manage a team and to a high professional standard reflecting the MOHMS values.
3. Demonstrate high level ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
5. Demonstrate ability to manage, supervise, mentor, and train all Oral Health staff and other members of the Oral Health team in the Division / subdivision facilities.
6. Demonstrate ability to analyse and draft solutions to complex problems, especially in a resource constrained environment.
7. Manage and review data and monitoring and evaluation processes/system to ensure accuracy, and draft comprehensive and analytical professional level reports related to the oral health service in the Divisions.

MOHMS 443/2018 PRINCIPAL DENTAL OFFICER LAUTOKA

HOSPITAL

MOHMS 444/2018 PRINCIPAL DENTAL OFFICER LABASA HOSPITAL

MOHMS 445/2018 PRINCIPAL DENTAL OFFICER CWM HOSPITAL

Role:	Principal Dental Officer
Level:	Band J
Salary range:	\$51,132.98 - \$83,254.98
Location:	Hospitals
Unit/Division:	Dental/ Hospitals
Reports to:	Medical Superintendent of the Divisional Hospital and National Advisor Oral Health
Liases with	Hospital Consultants, Hospital Heads of Departments, Divisional Principal Dental Officers, Divisional Dental Officers, Ministry of Health Staffs, Medical Officers and Other Government Ministries, Non-Governmental Organisations, Overseas visiting team Leaders and Stakeholders.
Subordinates:	Senior Dental Officers, Dental Officers, Senior Dental Technician, Supervising Dental Technician, Instructor Dental Therapist, Dental Technicians, Dental Therapists, Dental Hygienists

POSITION PURPOSE

The Position provides overall Leadership and Management Role to Established Dental Staff, Dental Clinic, Ensuring delivery of Quality Oral Health Care Services in order to achieve specific strategic goals of the Ministry through the Department of Oral Health's Business Plan. The position also Responsible for all referrals as it is the main referral hospital.

KEY RESPONSIBILITIES

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

1. Provide leadership and direction towards the Planning, Implementation, Monitoring and Evaluation of the departments oral health programs/activities based on the departments business plan.
2. Responsible for the overall daily operation of the department and accountable for the ministry's resources and assets such as; Human resources, Structural Assets, Equipment's, Instruments, Consumables and Revenues/Funds.
3. Provide high quality of clinical skills, consultations and engage in a 24 hours on call duties for any Oral Health or related issues.
4. Timely collation and submission of accurate data.
5. Accountable for professional development of staffs.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

[Specific, Measurable, Attainable, Relevant, and Time bound]

1. Timely achievement and close monitoring of all departments' oral health programmes/ activities as per the Departments Business Plan and ACP.
2. Effective and Conservation Management of Ministry's Resources and Assets, such as Human Resources, Equipment's, Instrument's and Consumables.
3. All reports are submitted within the agreed timeframes, and meet the required standard, including analytical trends, analyses of data and any recommendations for improvement.
4. Provide Professional Development and timely assessment of supervisors/staffs using the required/approved assessment tool recommended by the ministry.

PERSON SPECIFICATION

In addition to a Bachelor of Dental Surgery and registered as a General Dentist Practitioner with a valid practising license from the Fiji Dental Council, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

1. 10 years of related work experience in dentistry plus 5 years of experience in oral health management and administration at Senior level (Total of 15years)
2. Experience in a leadership in a dental clinical set up.
3. Demonstrate knowledge and experience in dentistry in accordance with oral health codes of conduct, rules & regulations, policies and standards.
4. Understand and demonstrate good clinical standard of practise and care to patients.
5. Experience in managing resources and time to achieve desirable work outcome.

Skills and Abilities

1. Coaching, Mentoring, and Supervising Skills
2. Ability to Administrate and Manage Staffs and Other Resources Wisely
3. Good Motivational Skills
4. Ability to lead and work well within the team environment.
5. Exceptional Communication Skills [Verbal and Written]
6. Computing and Analytic Skills

MOHMS 446/2018 Senior Dental Officer – Nadi Hospital

MOHMS 447/2018 Senior Dental Officer – Sigatoka Hospital

MOHMS 448/2018 Senior Dental Officer - CWM Hospital 3 Posts

MOHMS 449/2018 Senior Dental Officer – Valelevu Health Centre

MOHMS 450/2018 Senior Dental Officer - Savusavu Hospital

MOHMS 451/2018 Senior Dental Officer – Labasa Hospital

MOHMS 452/2018 Senior Dental Officer – Lautoka Hospital

Role:	Senior Dental Officer
Level:	Band I
Salary range:	\$43,296.63 - \$55,508.50
Location:	Subdivisional Hospitals and Health Centres
Unit/Division:	Dental/ Central, Northern and Western Division
Reports to:	Medical Officer in Charge, Subdivisional Medical

	Officers, Divisional Dental Officer, Divisional Medical Officers, National Advisor Oral Health
Liases with	INTERNAL – Divisional Corporate Staff, SDMO, SDHS, Health Sister, Medical Officers, Nurses Practitioners, Nurses, CRA, X-Ray Technicians, Laboratory Technicians, Executive Officers, Drivers, GWE's EXTERNAL – Community Health Workers, School Principal, Head Teachers, Teachers, Committee, Stakeholders
Subordinates:	Dental Officer, Dental Therapist, Dental Hygienist

The Purpose of this Position

The position is responsible for the implementation and achievement of the annual operational Oral Health plan through effective leadership and management, ensuring efficient delivery of dental services to a population of 46,000 as per the strategic direction of Ministry of Health and Medical Services.

Key Responsibilities/duties

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

1. To effectively manage the Dental Clinic and the dental health team, with regards to human resource, procurement of materials and equipment, revenue collection, timely reporting and supervision, mentoring and training of dental health staff, .
2. To provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases to the Divisional Hospitals.
3. To prepare and deliver community outreach programs according to agreed policy and plans.
4. To gather and document relevant data, and prepare and submit required Clinical Monthly and other relevant Reports.

5. Manage and monitor oral health visits to all Kindergartens, Primary and Secondary schools in the catchment area as per the facility and Subdivisional Oral health business plan and programs.
6. Participate and assist in facilitating with Special Projects launched by the Oral Health and/or Allied Health departments.

Key Performance Indicators

1. Provide timely submission of HR reports (including monthly staff absenteeism, vacancies, clinical performance coached and managed, leave; and report staff APA and establishment annually) and clinic operations Reports (programs coordinated with stakeholders, implemented as per the Oral Health Plan, and percentage of targets achieved).
2. Monitor and evaluate (with internal and regular audits) that all Oral health/clinical dental records, programs and activities (including assessments, diagnostics and treatments) are provided in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
3. Ensure that required resources (equipment, drugs and consumables) inventory is checked weekly and requests submitted monthly, and Board of Survey completed annually; and that equipment is serviced and checked weekly and requests for repairs are sent promptly and followed up weekly.
4. Clinical Targets (with reference to IWPs) are achieved, and to ensure that all team members achieve CPD, and clinical placements/attachments are assessed and completed, as per Oral Health Business Plan.
5. Number of outreach programs, clinics and schools visits as per Oral Health Business Plan are delivered effectively and efficiently to provide all planned and expected services
6. Monthly, quarterly and annual reports are prepared to a professional standard and submitted using accurate, relevant and timely information and data.

In addition to a Bachelor of Dental Surgery or equivalent, registered with the Fiji Medical and Dental Council and holds a valid Annual

License to Practice as a General Dentist, the following knowledge, experience skills and abilities are required to perform the role of the post.

Knowledge and Experience (essential)

1. 6 years' experience as a Dental Officer.
2. Demonstrate the ability to effectively manage: a dental clinic team in a smaller health facility or unit, procurement of materials and equipment, accountable revenue collection, timely reporting, and supervision, mentoring and training of staff.
3. Demonstrated knowledge and practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontics, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
4. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
5. Proven capacity and knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.
6. Maintain privacy and confidentiality of all patient or staff information.

Skills and Abilities

1. Demonstrate accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrate ability to effectively manage human resource, procurement of materials and equipment, revenue collection, timely reporting and supervision of staff.
3. Demonstrate ability to effectively work within a team and to a high professional standard reflecting the MOHMS values.
4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
5. Demonstrate ability to develop and provide support, mentor, train and supervise other Oral Health staff and other members of the

Health team, particularly to manage complaints appropriately; and assess and report on any discipline issues.

6. Demonstrate ability to analyse and contribute solutions to complex problems, especially in a resource constrained environment.
7. Possess the ability to write comprehensive and analytical reports to a professional level.
8. Possess the ability to be an effective and efficient team member.
9. Demonstrate the ability to prepare, implement and report on community outreach programs with the relevant stakeholders.
10. Be self-motivated to deliver dental services according to facility business plans.

MOHMS 453/2018 SENIOR DENTAL OFFICER ORAL SURGERY

LAUTOKA HOSPITAL

MOHMS 454/2018 SENIOR DENTAL OFFICER ORAL SURGERY CWM HOSPITAL

Role:	Senior Dental Officer - Surgery
Level:	I
Salary range:	\$43,296.63 - \$70,495.80
Location:	CWM, Hospital
Unit/Division:	Oral Health/ Central
Reports to:	Principal Dental Officer
Liases with	INTERNAL – Medical Consultants, Medical Registrars, Matrons, Ward Sisters, X-Ray Technicians, Laboratory Technicians. EXTERNAL – FNU, Visiting Surgical Team, NGOs.
Subordinates:	Dental Officer, Instructor Dental Therapist, Dental Therapist, Dental Hygienist Surgery.

The Purpose of this Position

1. The Position is responsible for the Daily Operation of the Oral Surgery unit and also as the national referral centre and divisional hospital. The position ensures the provision of high quality level of

Oral Surgical inpatients and outpatient care. The incumbent is also responsible in accommodating Ministry of Health Staff training, International dental exchange students, Undergraduates dental students and Post graduate oral surgery trainees for the purpose of training, mentoring and up skilling in the specialty of oral surgery.

Key Responsibilities/duties

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

1. Diagnose Oral Surgical disease conditions and providing comprehensive surgical treatment plan
2. Perform high level of minor to moderate surgical procedures [refer to attachment] under Local and General Anaesthesia.
3. Collaboration with other medical/surgical/paediatric/obstetric and gynecological/dermatological, oncology, plastic, ENT and other (Clinical) Specialists locally and abroad regarding patient’s management.
4. Collect and Report Surgical data accurately every month
5. Referring of surgical patients overseas who needs specialist care when not available locally.
6. Support and organize patients for Overseas Oral Maxillofacial Surgical Visiting Team and assist in their delivery of surgical care to the people of Fiji.

The person

In addition to a Bachelor Degree in Dental Surgery [BDS] and a Postgraduate qualification in Oral Surgery from a recognised Institution, Registered as a General Dentist with a valid practising licence from the Fiji Dental Council, the Knowledge, Experience, Skills and Abilities below are required to successfully undertake this role:

Knowledge and Experience (essential)

1. At least 6 years' experience as a registered General Dentist working in an oral surgery unit.
2. Ability to work for extended period of time after normal working hours
3. A sound knowledge of the Oral Health Legislations and policies
4. Competent to perform minor to moderate surgical cases under LA/GA with minimum supervision

Skills and Abilities

1. Demonstrate accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrate ability to effectively manage human resource, procurement of materials and equipment, revenue collection, timely reporting and supervision of staff.
3. Demonstrate ability to effectively lead, motivate and to work within a team and to a high professional standard e.g. Oral Surgery/dental team, medical, surgical, overseas visiting surgical teams etc.
4. Demonstrate ability to communicate (both oral and written) respectfully, effectively and positively with all patients / their families, and colleagues, including comprehensive and analytical reports to a professional level.
5. Demonstrate ability to analyze and contribute solutions to complex problems, especially in a resource constrained environment.
6. Demonstrate the ability to prepare, implement and report on community outreach programs with the relevant stakeholders.
7. Demonstrates basic computer knowledge/literate.

MOHMS 455/2018 DENTAL OFFICER - ROTUMA

MOHMS 456/2018 DENTAL OFFICER- LEVUKA

MOHMS 457/2018 DENTAL OFFICER – KADAVU

MOHMS 458/2018 DENTAL OFFICER - LAKEBA

MOHMS 459/2018 DENTAL OFFICER – LAUTOKA HOSPITAL (5 POSTS)

MOHMS 460/2018 DENTAL OFFICER CWM HOSPITAL (3 POST)

MOHMS 461/2018 DENTAL OFFICER – LABASA HOSPITAL (4 POSTS)

MOHMS 462/2018 DENTAL OFFICER - TUKAVESI HEALTH CENTRE

MOHMS 463/2018 DENTAL OFFICER – TAVEUNI HOSPITAL

MOHMS 464/2018 DENTAL OFFICER – NABOUWALU HOSPITAL

MOHMS 465/2018 DENTAL OFFICER – SEAQAQA HEALTH CENTRE

MOHMS 466/2018 DENTAL OFFICER – BA DENTAL CLINIC

MOHMS 467/2018 DENTAL OFFICER – RAKIRAKI HOSPITAL

MOHMS 468/2018 DENTAL OFFICER – NADI HOSPITAL – 2 POSTS

MOHMS 469/2018 DENTAL OFFICER – SIGATOKA HOSPITAL

MOHMS 470/2018 DENTAL OFFICER – RAIWAQA HEALTH CENTRE

MOHMS 471/2018 DENTAL OFFICER – LAMI HEALTH CENTRE

MOHMS 472/2018 DENTAL OFFICER – VUNIDAWA HOSPITAL

MOHMS 473/2018 DENTAL OFFICER – NAUSORI HEALTH CENTRE

MOHMS 474/2018 DENTAL OFFICER – NAVUA HOSPITAL

MOHMS 475/2018 DENTAL OFFICER – KOROVOU HOSPITAL

MOHMS 476/2018 DENTAL OFFICER – MAKOI HEALTH CENTRE

Role:	Dental Officer
Level:	Band H
Salary range:	\$34,760.31 - \$56,596.92
Location:	Health Center, Subdivisional Hospital, Divisional Hospital
Unit/Division:	Oral Health/ All Divisions
Reports to:	Medical Officer in Charge , Subdivisional Medical Officer Suva, Senior Medical Officer, Divisional Dental Officer Central, DMOC, NAOH
Liaises with	INTERNAL – Divisional Corporate Staff, SDMO, SDHS, Health Sister, Medical Officers, Nurses Practitioners, Nurses, CRA, X-Ray Technicians, Laboratory Technicians, Executive Officers, Drivers, GWE's EXTERNAL – Community Health Workers, School Principal, Head Teachers, Teachers, Committee,

	Stakeholders, Provincial Administrators, District Officers.
Subordinates:	Dental Officer, Dental Therapist, Dental Hygienist, Dental Assistant.

The Purpose of this Position

The position is responsible for the implementation and achievement of the Annual operational Oral Health Business Plan through effective leadership and management, ensuring efficient delivery of dental services to a population of (as per medical area) as per the strategic direction of Ministry of Health and Medical Services.

Key Responsibilities/duties

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

1. To effectively manage the Dental Clinic and the dental health team, with regards to human resource, procurement of materials and equipment, revenue collection, timely reporting and supervision, mentoring and training of dental health staff, .
2. To provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases to the Divisional Hospitals.
3. To plan, co-ordinate and implement outreach and integrated programs to kindergartens, schools, workplace and community in the catchment area as per the facility and Subdivisional Oral health business plan.
4. To gather and document relevant data, and prepare and submit required Clinical Monthly and other relevant Reports.
5. Co-ordinate, participate and assist in facilitating with Special Projects launched by the Oral Health and others.

Key Performance Indicators

1. Provide timely submission of HR reports (including monthly staff absenteeism, vacancies, clinical performance coached and managed, leave; and report staff APA and establishment annually) and clinic operations Reports (programs coordinated with stakeholders, implemented as per the Oral Health Plan, and percentage of targets achieved).
2. Monitor and evaluate (with internal and regular audits) that all Oral health/clinical dental records, programs and activities (including assessments, diagnostics and treatments) are provided in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
3. Ensure that required resources (equipment, drugs and consumables) inventory is checked weekly and requests submitted monthly, and Board of Survey completed annually; and that equipment is serviced and checked weekly and requests for repairs are sent promptly and followed up weekly.
4. Clinical Targets (with reference to IWPs) are achieved, and to ensure that all team members achieve CPD, and clinical placements/attachments are assessed and completed, as per Oral Health Business Plan.
5. Outreach and integrated programmes achieved as per Oral Health Business Plan
6. Monthly, quarterly and annual reports are prepared to a professional standard and submitted using accurate, relevant and timely information and data.
7. Dental assessments, diagnostics and treatments are provided in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.

The Person

In addition to a Bachelor of Dental Surgery or equivalent from a recognised University, registered and holds a valid Annual License to Practice as a General Dentist with the Fiji Medical and Dental Council,

the following knowledge, Experience, skills and abilities are required to perform the duties of the post.

Knowledge and Experience

1. Demonstrated knowledge and experience in the practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontics, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
2. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
3. Proven knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.
4. Maintain privacy and confidentiality of all patient or staff information.

Skills and Abilities

1. Demonstrate the ability to effectively manage: a dental clinic team in a smaller health facility or unit, procurement of materials and equipment, accountable revenue collection, timely reporting, and supervision, mentoring and training of staff.
2. Demonstrate accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
3. Demonstrate ability to effectively manage human resource, procurement of materials and equipment, revenue collection, timely reporting and supervision of staff.
4. Demonstrate ability to effectively work within a team and to a high professional standard reflecting the MOHMS values.
5. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
6. Demonstrate ability to develop and provide support, mentor, and train and supervise other Oral Health staff and other members of the Health team, particularly to manage complaints appropriately; and assess and report on any discipline issues.

7. Demonstrate ability to analyse and contribute solutions to complex problems, especially in a resource constrained environment.
8. Possess the ability to write comprehensive and analytical reports to a professional level.
9. Possess the ability to be an effective and efficient team member.
10. Demonstrate the ability to prepare, implement and report on community outreach programs with the relevant stakeholders.
11. Be self-motivated to deliver dental services according to facility business plans.

MOHMS 477/2018 INSTRUCTOR DENTAL THERAPIST – LAUTOKA HOSPITAL (3 POSTS)

MOHMS 478/2018 INSTRUCTOR DENTAL THERAPIST – LAUTOKA HEALTH CENTRE

MOHMS 479/2018 INSTRUCTOR DENTAL THERAPIST – CWM HOSPITAL (2 POSTS)

MOHMS 480/2018 INSTRUCTOR DENTAL THERAPIST - NAUSORI HEALTH CENTRE

MOHMS 481/2018 INSTRUCTOR DENTAL THERAPIST – DIVISIONAL OFFICE

MOHMS 482/2018 INSTRUCTOR DENTAL THERAPIST – SUVA SCHOOL TEAM

MOHMS 483/2018 INSTRUCTOR DENTAL THERAPIST – LABASA HOSPITAL

Role:	INSTRUCTOR DENTAL THERAPIST
Level:	Band H
Salary range:	\$34,760.31 - \$56,596.92
Location:	CWM Hospital
Unit/Division:	Dental Department
Reports to:	Senior Dental Officer
Liaises with	INTERNAL - Senior Dental Officers, Dental officers, supervising Dental Technician, Matron, Sister in-charge of Wards, Housekeeper, Laundry Supervisor, Hospital Support Services Officer in-charge (Electrical, Plumbing, carpenter, Boiler and Air-conditioning

	Technicians), Cleaning Company, Dental Logistics Officer FPBS, Customer Relation Officers, EXTERNAL - Fiji National University and other stakeholders.
Subordinates:	Dental Hygienists, Dental Therapists

Position Purpose

The primary role of the incumbent is to facilitate the implementation of oral health programs as stated in the unit business plan and supervision of clinical staff (Therapist, Hygienist and Students, students and interns)) in the Department of Oral Health and to ensure that the department provides high quality patient care and contributes to the development of a high professional workforce in the department. The officer is also responsible for the champions of all clinical policy and guidelines (Infection control, Clinical Practice Guidelines) and daily updated of both manual and electronic patient information system (PATIS).

Key Responsibilities/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. Plan, coordinate and implement oral health outreach services to special schools, mental institution, correctional services, senior citizens home, primary and secondary schools, including villages and settlements.
2. Compiling, collating , analysing of reports and monitoring and evaluation of programs and submitting of reports
3. Submit necessary recommendations to the Principal Dental Officer (HOD) on clinical matters and make recommendations to improve standards and quality of service, at the same time instill professionalism in the staff;
4. Provide general supervision to the Dental Therapists, Hygienists, by coordinating and conducting trainings for staff continuous professional development.

5. To provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases to the Dentist.
6. Facilitate the implementation of adopted performance management system in the department. Promote quality customer care approach, ensure effective management of waiting list and waiting time for patients,
7. Submit necessary recommendations to the Senior Dental Officer, Clinical supervisor, Principal Dental Officer (HOD) on clinical matters and make recommendations to improve standards and quality of service, at the same time instil professionalism in the staff;
8. Provide general supervision to the Dental Therapists, Hygienists and liaise with Principal Dental Officer on important matters. The officer frequently updates therapist and hygienist of changes and any new developments;
9. Ensure that the operatory instruments and equipment’s are maintained and serviced. In addition the officer is also responsible for replenishing of consumables, stationeries, pharmaceutical supplies and domestic stores

Key Performance Indicators

Performance will be measured through the following indicators:

1. Number of programs undertaken as per Unit Business Plan, outcomes and achievement along with recommendation for improvements are reported to the Principal Dental Officer in a timely manner;
2. Satisfactory annual performance ratings achieved based on effective management of daily tasks and staff appraisal are implemented and evaluated, together with counselling and coaching resolved.
3. Conduct timely audit, analyse and interpret and submit reports.
4. Number of training conducted, analysis done and report submitted.

- Dental assessments, diagnostics and treatments are provided in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.

THE PERSON

In addition to a Certificate /Diploma in Dental Therapy or a Bachelor in Oral Health from a recognised university and be registered as a dental practitioner with a valid Annual Practice Licence with the Fiji Medical & Dental Council. (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role.

Knowledge and Experience

- 8 years' experience as a Dental Therapist
- Understand organizational structure and processes related to clinical, public health, human resource, assets inventory and financial management system;
- Practical and working knowledge and experience of all aspects and functions of oral health service policy, procedures, protocols, service standards, clinical practice guidelines and regulations. [Laws and legislations required to practice dentistry in Fiji].
- Promote best use of resources and time to achieve work outcomes.
- Understand and demonstrate good standard of practice and care to patients.
- Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

- Demonstrated clinical competency within the scope of practice of Dental Therapist.
- Excellent communication skills and the ability to tactfully deal with staff within the required legislative and framework;
- Ability to follow instructions and meet set targets and demonstrated ability to work cooperatively within a team environment;
- Demonstrated ability to maintain confidentiality;

- Capacity to utilise computer programs to support the operations;
- Demonstrate commitment towards Quality Improvement and recommend solutions to any Risk Management Issues;
- Have the capacity to effectively Monitor and Evaluate the department's output;
- Demonstrated ability to provide regular feedback to management on staff performance with informed recommendations.
- Effective service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation
- Customer focussed approach with commitment to supporting the operational goals of the organization.

MOHMS 484/2018 DENTAL THERAPIST - LOMALOMA

MOHMS 485/2018 DENTAL THERAPIST - LEVUKA

MOHMS 486/2018 DENTAL THERAPIST - NAUSORI

MOHMS 487/2018 DENTAL THERAPIST - LAUTOKA HOSPITAL (3 POSTS)

MOHMS 488/2018 DENTAL THERAPIST – SEAQAQA HEALTH CENTRE

MOHMS 489/2018 DENTAL THERAPIST – LABASA HEALTH CENTRE

MOHMS 490/2018 DENTAL THERAPIST – TAVEUNI HOSPITAL

MOHMS 491/2018 DENTAL THERAPIST – WAINIKORO HEALTH CENTRE

MOHMS 492/2018 DENTAL THERAPIST – BA DENTAL CLINIC (2 POSTS)

MOHMS 493/2018 DENTAL THERAPIST – TAVUA HOSPITAL

MOHMS 494/2018 DENTAL THERAPIST – RAKIRAKI HOSPITAL 2 POSTS

MOHMS 495/2018 DENTAL THERAPIST – NADI HOSPITAL 4 POSTS

MOHMS 496/2018 DENTAL THERAPIST – SIGATOKA HOSPITAL (2 POST)

MOHMS 496/2018 DENTAL THERAPIST – KEYASI HEALTH CENTRE

MOHMS 497/2018 DENTAL THERAPIST – LAUTOKA HEALTH CENTRE (2 POSTS)

- MOHMS 498/2018 DENTAL THERAPIST – CWM HOSPITAL (9 POSTS)**
- MOHMS 499/2018 DENTAL THERAPIST – VALELEVU HEALTH CENTRE**
- MOHMS 500/2018 DENTAL THERAPIST – SUVA SCHOOL 3 POSTS**
- MOHMS 501/2018 DENTAL THERAPIST – MAKOI HEALTH CENTRE 3 POSTS**
- MOHMS 502/2018 DENTAL THERAPIST – LAMI HEALTH CENTRE (2 POSTS)**
- MOHMS 503/2018 DENTAL THERAPIST – RAIWAQA HEALTH CENTRE**
- MOHMS 504/2018 DENTAL THERAPIST – NAUSORI HEALTH CENTRE – 2 POSTS**
- MOHMS 505/2018 DENTAL THERAPIST – WAINIBOKASI HOSPITAL**
- MOHMS 506/2018 DENTAL THERAPIST – KOROVOU HOSPITAL**
- MOHMS 507/2018 DENTAL THERAPIST VUNIDAWA HOSPITAL**
- MOHMS 508/2018 DENTAL THERAPIST- NAVUA HOSPITAL**

NOTE: MOHMS 496/2018 DENTAL THERAPIST – KEYASI HEALTH CENTRE WILL BE RE ADVERTISED AS VACANCY NUMBER WAS REPEATED.

Role:	Dental Therapist
Level:	Band G
Salary range:	\$28, 605.45 - \$47,675.75
Location:	Health Centres, Subdivisional Hospitals, Divisional Hospitals
Unit/Division:	Oral Health / All Divisions
Reports to:	Instructor Dental Therapist, Dental Officer, Senior Dental Officer, Principal Dental Officer
Liases with	Instructor Dental Therapist, Dental Officer, Senior Dental Officer, Dental Hygienist, Supervising Dental Technician, other stakeholders
Subordinates:	Dental Hygienist (clinical), Intern Dental Therapists, undergraduate students, ward assistance, receptionist, cleaner.

The Purpose of this Position

The purpose of the Dental Therapist position is to provide Oral Health care services to patients in the clinic, special schools, Prisons, Senior Citizen Home and communities. The incumbent is expected to perform Preventive, Conservative and Curative services as per Dental Therapist scope of Practice.

Key Responsibilities/duties

1. To provide clinical assessment, diagnosis and treatment to patients needing:
 - a. Preventive Care
 - b. Conservative care
 - c. Curative care
 - d. Referral of oral pathology cases and complex surgical cases as per Clinical Practice and Infection Control Guidelines.
2. To efficiently manage the daily operations of Dental clinics in maritime and rural areas that do not have a Dental Officer's Post.
3. Prepare and deliver comprehensive Oral Health Promotion Community Outreach programs in:
 - a. The Community
 - b. All Educational Institutions
 - c. Special-Care Institutions
 - d. Fiji Correctional Services Institutions
 - e. Ante-Natal and Maternal Child Health Clinics
 - f. Special Outpatient Clinics
4. Participate in monitoring and evaluation activities of all oral health programs implemented.
5. Participate in collection and reporting of Monthly data reports.

Key Performance Indicators

1. Clinical and Outreach Programs Targets are achieved as per the Oral Health Business Plan and in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Specific oral health programs are delivered (including oral examination, education, prevention and treatment provided to

- Antenatal Clinics, Maternal Child Health Clinics, Schools, Prisons, and Special Needs patients) as per CWM oral health business plan;
3. Satisfactory outcomes achieved across a range of measures including: biannual clinical audit of oral health services; Patient satisfaction survey;
 4. Maintain clinic and resources stores (equipment, materials and consumables) to agreed standard to provide expected services (check stores weekly and submit request monthly).
 5. Provide relevant and timely submission of data and reports on the type and number of standard and specialised services provided to monitor demand and service output (from the dental clinic and outreach/community, schools, prisons or specialist health clinics).

The Person

In addition to a Certificate/Diploma of Dental Therapy or Bachelor in Oral Health/ Dental Surgery, registered with the Fiji Dental Council and holds a valid Annual Practising License. The following knowledge, experience skills and abilities are required for the effective performance of the role of the position.

Knowledge and Experience

1. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
2. Maintain privacy and confidentiality of all patient or staff information and data.

Skills and Abilities

1. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders
2. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental therapy services.

3. Demonstrate technical competence in line with the recognised scope of practice for dental therapists and effective capacity to carry out oral health promotion activities and programs.
4. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards.
5. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
6. Ability to identify and refer any Risk Management Issues;
7. Customer focussed approach with commitment to supporting the operational goals of the organization.

MOHMS 510/2018 SENIOR DOMESTIC ASSISTANT – CWM HOSPITAL

Role:	Senior Domestic Assistant – Catering
Level:	G Band
Salary range:	\$28,605.45 - \$38,140.60
Location:	CWMH
Unit/Division:	Dietetics and Nutrition
Reports to:	Supervisor Dietician – Food Service
Subordinates:	Government Wage Earners – Hospital Food Service

The Purpose of this Position

The purpose of the position is to assist and support the Supervisor Dietician Food Service in the day to day operations of all catering services throughout CWM Hospital by providing a safe and high quality service within resource allocations and high level of satisfaction from service users.

Key Responsibilities/duties

1. Assist Supervisor Dietician in implementing, monitoring and evaluation of the catering service and plans

2. Collate and submit records, payments and reports of all resources, equipment and food items in a timely manner
3. Supervise and guide catering staff at operational levels and provide ongoing trainings relevant to the service
4. Ensure and maintain high levels of hygiene and Food safety in all areas
5. Ensure appropriate management and maintenance of all equipment available through effective procurement and inventory control measures
6. Monitor and comply with relevant policies and SOP's, Protocols and guidelines related to the area of work
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicators

1. An efficient and effective food service delivery with improved customer satisfaction and clinical outcome.
2. Timely submission of records, payments and reports to relevant authorities
3. Provide supervision and ongoing trainings to catering staffs
4. Compliance with all policies, guidelines and protocols related to service and practise

The Person

In addition to a Bachelor in Dietetics or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role

Knowledge and Experience

1. At least 5 years related work and experience in a Catering, Facilities or Hospital setting
2. Experience in managing or supervising a Catering Service in an operational setting
3. Proven ability to motivate staff and effect a positive change maintaining good working relations

4. Good knowledge on Food safety and Hygiene and Inventory management
5. Good knowledge on Employee relations
6. Experience of working in a customer focussed environment
7. Good understanding of Diet Therapy Principles and Nutrition

Skills and Abilities

1. Self-motivated with the ability to prioritise, monitor and coordinate the workload of staff and unit
2. Effective verbal and written communication skills with experience of dealing with staff at a range of levels
3. Demonstrate ability to learn and use Food works Software
4. Training skills

MOHMS 511/2018 SENIOR DIETICIAN – CWM HOSPITAL

Position Title	Senior Dietician
Position Level:	H Band
Salary range:	\$34,760.31 - \$44,564.50
Location:	CWM/ Lautoka /Labasa Hospital
Unit/Division:	Central/Eastern, Western & Northern – Clinical
Reports to:	National Advisor Dietetics and Nutrition Medical Superintendents (CWM/Lautoka/Labasa)
Subordinates:	2 Supervisors (Clinical/ Food Service)

Position Purpose

The position supports and assists the National Advisor Dietetics and Nutrition and Medical Superintendents 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 at Divisional hospital
2. Provide technical support and identifying changing needs and opportunities to improve nutrition services according to approved clinical practice guideline standards and protocols.
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 nutrition 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

Person Specifications

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 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 the ability to lead out and bring projects / initiatives to completion
3. Demonstrate flexibility and the ability to work effectively within 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.

SENIOR DIETICIAN – LABASA HOSPITAL

POST WILL BE READVERTISED AS THERE WAS NO VACANCY NUMBER ALLOCATED FOR THE POST