

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 512/2018	Dental Therapist – Keyasi Health Centre (Re advertised)	\$28,605.45 - \$38,140.60
MOHMS 513/2018	Senior Dietician – Labasa Hospital (Re advertised)	\$34,760.31 - \$44,564.50
MOHMS 514/2018	Senior Administrative Officer – IR & OHS Headquarters	\$28,605.45 - \$38,140.60

PROJECT POSITION

MOHMSP	HRMIS TECHNICAL OFFICER	\$34,707.95
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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.

VACANCY WITHDRAWAL

Vacancy No	Post	Reason
MOHMS 496/2018	Dental Therapist – Keyasi Health Centre	Vacancy Number Repeated
	Senior Dietician – Labasa Hospital	No vacancy Number
MOHMS 288/2017	Divisional Dental Officer Eastern	Review JD

JOD DESCRIPTION

MOHMS 512/2018 DENTAL THERAPIST – KEYASI HEALTH CENTRE (RE ADVERTISED)

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
Liaises 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 Practicing 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 513/2018 SENIOR DIETICIAN – LABASA HOSPITAL (RE ADVERTISED)

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.

MOHMS514/2018 SENIOR ADMINISTRATIVE OFFICER – IR & OHS HEADQUARTERS

Role:	Senior Administrative Officer – IR & OHS
Salary:	\$28,605.45 - \$38,140.60
Location:	Head Quarters – Suva
Unit/Division:	Industrial Relations/OHS
Reports to:	Principal Administrative Officer – IR & OHS
Subordinates:	1

Purpose of the Position

The position contributes to planning, delivery and monitoring of the effectiveness of staff ethics and discipline, Occupational Health & Safety and Workmen's Compensation activities across the Ministry of Health & Medical Services.

Key Responsibilities/Duties

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

- 1) Effective and timely submission in respective of disciplinary actions, tribunal hearings, arbitration hearings and tribunal courts.
- 2) Responsible of the timely coordination, facilitation and implementation of OHS Trainings.
- 3) Coordinate and facilitate registration of OHS registration of all facilities of the Ministry of Health and Medical Services.

- 4) Coordinate and facilitate Workmen’s Compensation of the Ministry of Health and Medical Services.
- 5) Assist and represent the Ministry to the Mediation Services and Labour Tribunal when required.
- 6) Assist and represent the Ministry at the Court Proceedings.
- 7) Liaise and network with the Fiji Independent Commission against Corruption, Police with cases that have criminal intent.
- 8) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, disciplinary and selection activities where required.

Key Performance Indicators

1. Effective and timely submission of responses, updates within the agreed timeline and making recommendations for decision making.
2. Ensure timely registration of all facilities with the prescribed timeline and within the guidelines.
3. Timely submission of Workmen’s Compensation for Workers to Ministry of Industrial Relations and Employment.
4. Ensure that OHS Budget is effectively utilised.

PERSON SPECIFICATION

In addition to a Bachelor in Public Administration, Human Resources and Industrial Relations (or equivalent) relevant work experience, or a combination of study and work experience, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Proven experience in and understanding human resource and industrial matters in a large organisation.
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

3. Knowledgeable of organisational policies, regulations/standard operation procedures.
4. Understanding of court proceedings.

Skills and Abilities

1. Strong analytical skills with attention to details.
2. Demonstrated ability to effectively work within a team.
3. Demonstrated ability to analyse and contribute to solutions to complex cases, in a resource constrained environment.
4. Ability to communicate effectively (Verbal/Written).
5. Excellent time management skills.
6. Strong organisational and planning skills.

MOHMSP O4/2018 HRMIS TECHNICAL OFFICER
CORPORATE INFORMATION

Role	HRMIS Technical Officer
Position Level:	Band G
Salary Range:	\$34,707.95
Duty Station:	Suva
Reporting Responsibilities;	Product Manager HRMIS
Liases with:	Divisional and sub-divisional HR staffs, Divisional Medical Officers, Sub-Divisional Medical Officers, IT Staffs

POSITION PURPOSE

The role of a HRMIS Technical Officer is to provide technical assistance to the development of HRMIS (Human Resource Management Information System) in the Ministry of Health & Medical Services. The role will work with the Product Manager HRMIS and be responsible for administration of HRMIS, analyse system requirements, design, and test and implement new features that will help strengthen management of information.

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. Provide maintenance and support for HRMIS, quality assure development of system and processes;
2. Support design, development and integration of HRMIS required to support day to day task;
3. Perform all necessary HRMIS maintenance, including coding, testing, debugging, upgrading and modifications of HRMIS;
4. Maintain risk and log register and document all system changes;
5. Conduct training-of-trainers training;
6. Support production of end user manual and technical support manual that includes source code support, maintenance and enhancement.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All system development plans are developed, endorsed and executed within the agreed timeframes and specific requirements;
2. Manage and maintain an effective and efficient Human Resources Management Information System to ensure timely access of quality information;
3. The annual training report is submitted detailing the return on investment and core learning outcomes achieved across the Ministry.

PERSON SPECIFICATION

In addition to *Bachelor's Degree in Information Technology or other relevant field* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role

Knowledge and Experience

1. At least 2 years' experience in IT product development, identifying and analysing user requirements, designing new functionality and

modifications, programming, documenting, system testing and implementation;

2. Sound knowledge of SQL, VB.Net, relational database and client/server technologies;
3. Well versed with spread based numerical analysis;
4. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

1. Communications skill to define and document system requirements;
2. Excellent documentation skills;
3. Willingness to document processes and procedures, enabler of turnover to production;
4. Ability to write and deliver training courses and materials;
5. Ability to exercise tact and good interpersonal skills;
6. Group facilitation, time management, analytical and problem solving skills;
7. Ability to be pro-active with a sense of urgency;
8. Ability to read, understand and communicate technical documentations
9. Be a self-starter, a highly motivated person to be able to work in a fast paced environment that is continually changing.