

The Ministry of Health and Medical Services is inviting applications from suitably qualified candidates for the following **registered nurse position** at the following divisions and health facility.

Divisions/Health Facility	Number of vacancies
Central Division	40
Eastern Division	16
Western Division	42
Northern Division	15
St Giles Hospital	7

HOW TO APPLY

Interested applicants are to:

1. Complete the application form which can be downloaded from the Ministry of Health website and is also available from the Administration Section at CWM Hospital, Lautoka Hospital and Labasa Hospital.
2. Attach a cover letter of no more than three pages that explains how you address each of the knowledge, experience, skills and abilities as per the job description.
3. Attach an up-to-date CV which also includes the names of 2 referees, one of whom must be the most recent supervisor.
4. Attach a copy of your valid nursing licence and registration.
5. Applications with an incomplete form will not be considered.

The closing date for the above applications is **4.30pm, Tuesday 8th May, 2018.**

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

4.

JOB DESCRIPTION

MOHMS 540/2018 REGISTERED NURSE – DIVISIONS & HEALTH FACILITY

Role	Registered Nurse
Salary Band	Band F
Salary Range	\$22,528.74 - \$28,883.00
Location	Health Centre/Sub-Divisional Hospitals/Hospitals
Reports To	Sub Divisional Nurse Manager
Subordinates	Community Health Worker

The purpose of this position

The position provides and implements quality nursing care to all patients in accordance with nursing at a health facility and to the community.

Key responsibilities/ duties

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

1. Maintain high quality nursing care at all levels in accordance with nursing standards and legislative requirements.
2. Serve patients and customers in an efficient, effective and friendly manner.
3. Ensure all pharmaceutical commodities and consumables are available in adequate supply at all times.
4. Provide reports to supervisors in accordance with reporting procedures in a timely manner.
5. Actively participate in all corporate activities of the Ministry to achieve its objectives.

KEY PERFORMANCE INDICATORS

1. Clients are monitored and referred for specialized services in a timely manner
2. At least 80% of continuum of care on Primary Health Services
3. All reports submitted in accordance with reporting structures and formats within the given time frame
4. At least 90% of pharmaceutical commodities and consumables are available at all times.
5. All documentation is completed to the required standard within the required timeframes
6. Participation in all corporate activities of the Ministry as and when required in a timely manner.

THE PERSON

In addition to a Bachelor's Degree in Nursing or equivalent, valid annual practising Licence and registered as a general nurse under the Fiji Nursing Council; the following knowledge, experience, skills, and abilities are required to successfully undertake this role;

KNOWLEDGE AND EXPERIENCE

1. Experience in nursing at a major hospital, community health or similar nursing environment.
2. Sound knowledge of basic nursing principles and clinical practices
3. An understanding of the 2011 Nursing Decree, Occupational Health & Safety Act and relevant legislations.

Skills and Abilities

1. Exceptional clinical nursing skills and the ability to treat patients in accordance with nursing standards
2. Ability to plan and manage the supply of pharmaceutical and consumables.
3. Ability to maintain confidentiality of patient or client information
4. Exceptional communication skills both written and verbal
5. Exceptional customer service skills
6. Service oriented approach with a commitment to achieving corporate objectives.