

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
MOHMS 602/2018	Physiotherapist Superintendent	\$43,296.63- \$55,508.50
MOHMS 603/2018	National Physical Activity Cordinator	\$34,760.31 - \$44,564.50
MOHMS 604/2018	Senior Physiotherapist – CWM Hospital	\$34,760.31 - \$44,564.50
MOHMS 605/2018	Senior Physiotherapist - Lautoka Hospital	\$34,760.31 - \$44,564.50

MOHMS 606/2018	Junior Physiotherapist - CWM Hospital [2 Posts]	\$22,528.74 - \$28,883.00
MOHMS 607/2018	Laboratory Attendant – Lautoka Hospital	\$4.60 - \$5.90
MOHMS 608/2018	Driver – Lautoka Hospital	\$5.37 - \$6.89
MOHMS 609/2018	Cook – Lautoka Hospital [4 Posts]	\$5.37 - \$6.89
MOHMS 610/2018	Ward Assisstant ANW – Lautoka Hospital	\$5.37 - \$6.89
MOHMS 611/2018	Ward Assisstant PNW – Lautoka Hospital	\$5.37 - \$6.89
MOHMS 612/2018	Recorder – Lautoka Hospital [3 Posts]	\$4.60 - \$5.90
MOHMS 613/2018	Leading Hand – Labasa Hospital	\$6.28 - \$8.05
MOHMS 614/2018	Joiner – Labasa Hospital	\$4.60 - \$5.90
MOHMS 615/2018	X-Ray Attendant – Labasa Hospital	\$4.60 - \$5.90
MOHMS 616/2018	Laundry Hand III – Labasa Hospital	\$4.60 - \$5.90

PROJECT POSITION

MOHMSP 20/2018	Registered Nurse Paediatric Oncology Community Outreach	\$22,528.74 - \$28,883.00
MOHMSP 21/2018	National Health Information Officer (NHIO)	\$34,760.31 - \$44,564.50
MOHMSP 22/2018	PATISPlus Product Manager	\$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.

JOB DESCRIPTION

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 15th June 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.

MOHMS 602/2018 PHYSIOTHERAPIST SUPERINTENDENT

Role	Physiotherapy Superintendent
Salary Range	Band I
Duty Station	CWM Hospital
Report to	Medical Superintendent CWMH, The Deputy Secretary Public Health
Liases With	Ministry staffs, FNU CMNHS, Clients and their relatives, Relevant NGO's and stakeholders
Subordinates	Divisional Senior Physiotherapists and Sub-Divisional Physiotherapists.

POSITION PURPOSE

The purpose is to ensure effective operational Physiotherapy management nationally. The incumbent will conduct research and develop Physiotherapy strategic plans to support and assist Ministry plans and services.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Responsible for the effective and efficient provision of Physiotherapy service nationally
2. Responsible for development and reviewing of policies and standards of practice for Physiotherapists
3. Manage and monitor the Physiotherapy services nationally
4. Responsible for reporting on relevant Physiotherapy planned outcomes
5. Ensure that relevant organizational guidelines and policies are adhered to by all Physiotherapists.

KEY PERFORMANCE INDICATORS

1. Timely submission of Physiotherapist business plans, relevant reports and updates.
2. Timely submission of relevant Human Resource reports
3. Annual Physiotherapy Clinical Services Network reports
4. Timely implementation of desired programs

PERSON SPECIFICATION

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

KNOWLEDGE & EXPERIENCE:

1. 10 years or more working knowledge and experience of Physiotherapy services and management experience
2. Good understanding of recruitment policies and experience in human resource management.
3. Sound knowledge of Physiotherapy protocols and guidelines,
4. Understanding Fiji constitution and relevant government legislations.

SKILLS & ABILITIES:

1. Effective presentation and communication skills.
2. Good management and supervisory skills.
3. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.
4. Effective physiotherapy delivery and evaluation skills.
5. Demonstrated ability to work effectively within a team environment

MOHMS 603/2018 NATIONAL PHYSICAL ACTIVITY COORDINATOR - WELLNESS

Role	National Physical Activity Coordinator - Wellness
Salary Range	Band H
Duty Station	Namosi House , Suva
Report to	National Advisor Non-Communicable Disease.
Liases With	Ministry staff, stakeholders, NGO's, Other ministries, General public,
Subordinates	None

The Position

The position plans, coordinates and Implements National Physical Activity Strategic Plan. This position therefore organizes National Physical Activity training, monitors and evaluates all National Physical Activity trainings and programs. The position also contributes to the empowerment of the population of Fiji to take ownership of their health and to assist them to achieve their full health potential.

The Unit liaises closely with all hospital clinicians and relevant stakeholders

Key Responsibilities

1. Implement national Physical Activity and Fitness Strategic Plan for 2016-2020.
2. Network with internal and external stakeholders for development and implementation of Physical Activity and Fitness programs nationally targeting the seven Cohorts of Wellness; [Pregnancy, infant, toddler, child, adolescent, adult and senior citizen].
3. Network with stakeholders to develop partnership in promoting Physical Activity.
4. Coordinate Physical Activity Training to all Health Workers and relevant stakeholders
5. Submit quarterly and annual progress reports.

Key Performance Indicators

1. Developed National Physical Activity National programs.
2. Number of Physical training and workshops conducted
3. Submitted Quarterly and Annual progress reports within the agreed timeframe.
4. Effective networking and partnership with relevant internal and external stakeholders.

Person Specification

In addition to Bachelor in Physiotherapy (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of **National Physical Activity Coordinator:**

Knowledge and Experience

1. 9 years of experience and clinical understanding and approaches to effective Physiotherapy skills and provision of the various Physiotherapy services.
2. Knowledge of the National Wellness Policy and applicable legislations
3. Good understanding of networking among relevant team members
4. Good experience in coordinating programs in the community settings

Skills and Abilities

1. Good Physiotherapy skills on the various services to be provided
2. Ability to produce effective Physical Activity promotional toolkits
3. Ability to organise Physical Activity national programs in a resource constrained environment.
4. Ability to organise Physical Activity awareness training and evaluate trainings.
5. Good communication and management skills

MOHMS 604/2018 SENIOR PHYSIOTHERAPIST – CWM HOSPITAL

Role	Senior Physiotherapist
Salary Range	Band H
Duty Station	CWM Hospital
Report to	Superintendent Physiotherapist
Liases With	Ministry staffs, FNU CMNHS, Clients and their relatives, NGO's,
Subordinates	Intern Physiotherapist, Physiotherapist, Supervisor Physiotherapist in CWMH.

POSITION PURPOSE

The purpose is to ensure effective operational Physiotherapy management in CWMH.

The purpose of this position is to provide range of Physiotherapy services at the highest standards to improve client's quality of life.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. To deliver Physiotherapy services to the clients to the highest standards.

2. To evaluate current practice and design better-quality standards of practice.
3. Design and conduct educational programs to enhance staff development.
4. To actively contribute to all departmental requirements of the Ministry including planning, participating and reporting on events/activities where required.
5. To assist in administrative duties.

KEY PERFORMANCE INDICATORS

1. Certification of standard of practice by area supervisor, senior Physiotherapist and FNU.
2. All agreed activities completed within timeframes
3. Minimal number of Physiotherapy complaints; Unusual Occurrence Reports [UORs] and Occupational Health & Safety [OHS] received and resolved accordingly.
4. Timely submission of monthly statistics to the Physiotherapy Superintendent

PERSON SPECIFICATION

In addition to Bachelor (or equivalent) of Physiotherapy the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE & EXPERIENCE:

1. Good clinical understanding and knowledge of approaches to effective Physiotherapy skills and provision of the various Physiotherapy services.
2. Effective work planning knowledge
3. Good knowledge and experience in reporting processes
4. Good understanding of Health promotion facilitation
5. Knowledge & understanding of the Fijian Constitution (2013) and applicable government and ministry and hospital legislations.

SKILLS & ABILITIES:

1. Good organizing, presentations and communication skills

2. Ability to plan and meet set timeframes in caseload management.
3. Effective Physiotherapy clinical development, delivery and evaluation skills.
4. Demonstrated ability to effectively to lead and work within a team;
5. Demonstrated ability to analyze and contribute to solutions to complex problems in a resource-constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.
7. Ability to design innovative ways of improving the service.

MOHMS 606/2018 JUNIOR PHYSIOTHERAPIST - CWM HOSPITAL [2 POSTS]

Role	Junior Physiotherapist
Salary Range	F
Duty Station	CWM Hospital
Unit/Division	Physiotherapy / Central Health Services
Report to	Supervising Physiotherapist
Subordinates	nil

The Position:

The position aims to ensure and monitor quality Physiotherapy services in primary, secondary & tertiary levels at CWM Hospital

The position also ensures that the standard of practice is maintained at CWM Hospital, and is also responsible for the organization and administration of the department's work experience program. The position also contributes to providing a structured clinical learning experience in keeping with current curriculum and physiotherapy practice.

Key Responsibilities

1. Provide daily physiotherapy service (Inpatient & Outpatients) in CWM Hospital.
2. Communicate, negotiate and influence integral staff at all levels, and develop sound working relationships with internal and external clients.
3. Networks with other health professionals by attending Surgical and Medical unit meetings respectively

Key Performance Indicators:

1. Timely submission of relevant reports to the Supervising Physiotherapist.
2. Number respective SOPD sessions conducted.
3. Number of special physiotherapy clinics conducted.
4. Number of Continuous Medical Educational sessions conducted and relevant trainings attended respectively.

The Person:

In addition to Bachelors in Physiotherapy (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Junior Physiotherapist.

Knowledge and Experience:

1. Clinical understanding and knowledge of approaches to effective Physiotherapy skills and provision of the various Physiotherapy services.
2. knowledge and experience in work planning
3. Knowledge of Health Promotion program facilitation
4. Knowledge & understanding of the Fijian Constitution (2013) and applicable government and ministry and hospital legislations.

Skills and Abilities:

1. Effective Physiotherapy clinical development, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team;
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.
5. Ability to organise and communicate effectively
6. Ability to
7. Ability to innovate and improve service delivery

MOHMS 607/2018 LABORATORY ATTENDANT – LAUTOKA HOSPITAL

Role:	Laboratory Attendant
Level:	Government Wage Earner
Salary:	\$4.60 - \$5.90
Band:	A
Location:	Lautoka Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent, Consultant Pathologist
Subordinates:	Nil

The Position

The position provides support and logistics assistance to Laboratory technical team.

Key Duties

1. Washing, drying and proper labelling of all different types of laboratory containers
2. Autoclaving of all microbiological specimens and cultures before disposal
3. Delivery of hospital supplies and courier consignments from hospital and pharmacy stores
4. Assist in post mortem procedures, cleaning of post mortem room to infection control standards and ensure necessary supplies are timely forecasted.
5. Assist with stock take of laboratory supplies as and when required, assist with board of survey
6. Ensure all stock related documents are properly filed and stock cards updated on a timely bases.
7. Cleaning, organisation and management of all laboratory storage areas
8. Manage Laboratory Reception area and other duties when required

Key Performance Indicator

1. Manage and maintain an effective and efficient records management system to ensure timely access of documents.

2. All services are delivered within agreed timeframes, and compliant with relevant processes and policies.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

Selection Criteria**The Person**

In addition to Form 6 Graduate or equivalent, the incumbent must be comfortable handling human corpses with due respect and confidentiality, the following knowledge, Experience, Skills and abilities are required to successfully undertake the role of the post.

Knowledge and Experience

1. basic computer knowledge of computer
2. Knowledge of general safety within the laboratory and
3. Understand and be receptive to applicable laws of Fiji.
4. Some knowledge of stock management.

Skills and Abilities

1. ability to use personal protective equipment effectively
2. .Have capacity to learn and work with minimum supervision
3. Demonstrate ability to communicate (verbal and written) effectively
4. Demonstrated ability to effectively work within a team
5. Ability to manage time effectively and have service orientated approach

MOHMS 608/2018 DRIVER – LAUTOKA HOSPITAL

Role:	Driver
Level:	Government Wage Earner
Salary:	\$5.37 - \$6.89
Band:	B
Location:	Lautoka Hospital
Unit/Division:	Transport Pool
Reports to:	Transport Officer
Subordinates:	Nil

The Position

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

1. Maintain Cleanliness of the vehicle at all times;
2. Use Motor Vehicle for Official purposes upon instructions from supervisor
3. Drive Motor Vehicle safely in accordance with all traffic laws and regulations of Land Transport Act or Fiji Police Force;
4. Complete and submit the daily running sheet for every trip taken, and submit to the respective Transport Officer at the end of the day for review and verification;
5. Take responsibility of the Motor Vehicle maintenance and regular servicing in consultation with the respective Transport Officer on:
 - Oil, fuel and lubrication service;
 - Tyre, battery and air – conditioning servicing;
 - Motor Vehicle washing and cleaning;
 - Daily checks of vehicle tools, spare tyres
6. Efficiently report all minor or major accident to the vehicle under your care using the standard vehicle accident report form.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that vehicle, are in good running condition (clean, water , oil are sufficient)before moving the vehicle
2. Hospital runs are well planned;
3. Running sheets & fuel receipts, are submitted on daily basis;
4. Defects are reported and addressed in a given timeframe;

Selection Criteria

The Person

In addition to Form 6 Graduate or equivalent, the officer must possess a Group 2, 4 and 6 Driving License and the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Must have a clean driving record with LTA for the last 3 years.

Knowledge and Experience

1. At least 5 years' working experience, a valid Defensive Driving Certificate will be an advantage.
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Well versed with LTA Act and Fiji Police Force Rules and Regulations;
5. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

Skills and Abilities

1. Ability to drive safely and effectively
2. Demonstrate ability to communicate in English (verbal and written) effectively
3. Demonstrate ability to work effectively as a team
4. Ability to do simple, mathematical calculation as mileage readings
5. Ability to manage time effectively

MOHMS 609/2018 COOK – LAUTOKA HOSPITAL [4 POSTS]

Role:	Cook
Band:	B
Salary:	\$5.37 - \$6.89
Location:	Lautoka Hospital`
Unit/Division:	Kitchen/ Western Health Services
Reports to:	Chief Cook,Dietician

The Position

The primary responsibility of the position is to prepare, cook and serve food, complying with all applicable sanitation, health and personal hygiene standards and following established food production and procedures. It is also responsible for appropriate use of facility supplies and equipment's to minimise loss, waste and fraud.

Key Duties

1. Correctly prepare all food served following standard recipes and special orders
2. Plan food production to coordinate with meal serving hours so that excellence, quality, temperature and appearance of food is preserved.
3. Portion food for serving
4. Oversee the actual meal preparation and report if any discrepancies
5. Distribution of daily ration on respective work areas.
6. Comply with menus, relevant policies and procedures set by the unit and hospital.
7. Actively contribute to the Ministry's corporate functions/activities.

Key Performance Indicators

1. Reduction of food wastage and customer complaints.
2. Ensure food services activities for the unit are achieved.
3. Ensuring meal compliance on preferential cases at ward level.
4. Compliance to Quality Improvement activities for the unit and the hospital as a whole.

The Person

In addition to a Certificate in Catering/ Baking, Certificate in Cookery III and IV or equivalent, the following knowledge, experience, skills and abilities are required for this successful candidate to take up the position.

Knowledge and Experience

1. Four (4) years' experience working in the similar field
2. Knowledge in providing and maintaining high standard of nutritious, safe and quality meals to customers
3. Knowledge of Occupational Health & Safety requirements
4. Knowledge of maintaining stores and records of items under their jurisdiction.

Skills and Abilities

1. Demonstrated ability to communicate effectively
2. Ability to analyse situation and act accordingly to provide best practical outcome;

3. Demonstrated ability to work as a team and assist staff when required;
4. Ability to follow instructions and meet set timeline;
5. Demonstrated ability to manage and work long hours as and when required to achieve targets.

MOHMS 610/2018 WARD ASSISTANT ANW – LAUTOKA HOSPITAL

Role:	WARD ASSISTANT
Level:	GWE
Salary :	\$5.37 - \$6.89
Band :	Band B
Location:	LAUTOKA HOSPITAL
Unit/Division:	Ante Natal Ward
Reports to:	Matron Administration
Subordinates:	N/A

The Position

The position contributes to the assistance of basic Nursing Care to the patient and his/her environment. To assist the Registered nurse in the provision of basic Nursing Care.

Key Duties

1. Damp dusting and carbolising of beds, cabinets and ledges
2. Cleaning of Dressing/Procedure room (Blood clots and human waste)
3. Rinsing of dirty linen and disposing linen to the linen chute. Cleaning of sluice room.
4. Taking non – sterile instruments to CSSD for autoclaving
5. Transport – incubator to Operating Theatre
 - Patients to treatment units using trolleys, wheel chairs or assisting them to walk.
6. Taking blood samples to Laboratory e.g. urine, sputum, stool, bloods
 - Pharmacy Orders
 - Surgical, households and stationery orders to the stores
7. Serving meals and feeding conscious patients
8. Help the registered nurse in giving personal hygiene in assisting them to the wash room – help in sponging of patients.
9. Collect folders from Records clerk and returned.
10. Serves beds pans and urinals and disposes of same as directed.

11. Cleaning of equipment/machines after use by patients.
12. Assists registered nurses in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by Doctors and Nurses.
13. Observes the condition of patients and reports to the Nurse in charge, as necessary.
14. Assist in cleaning, sterilizing, storing and preparing treatment trays and other supplies used in the unit.
15. Actively contributes to the ministry's corporate functions and activities.

Key Performance Indicator

1. Ensure that wards are clean and dressing rooms are in order for used daily.
2. All instruments and equipment's are in order, clean and properly stored in the right place.
3. Ensure that the nurse gets all the assistance required in time

The Person

In addition to any Care-giving certificate from a reputable organisation or equivalent, the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

1. Good knowledge of medical terminology
2. Experience in handling confidential documents and numeric filing systems
3. Knowledge in customer service such as phonetic
4. Basic knowledge of Occupational Health and Safety at workplaces

Skills and Abilities

1. Ability to effectively use computer applications such as spread sheets, word processing and data base software
2. Demonstrate ability to communicate in English (verbal, written) effectively
3. Demonstrate ability to work effectively as a team
4. Ability to manage time effectively

MOHMS 611/2018 WARD ASSISTANT PNW – LAUTOKA HOSPITAL

Role:	WARD ASSISTANT
Level:	GWE
Salary :	\$5.37/Hour
Band :	B
Location:	LAUTOKA HOSPITAL
Unit/Division:	Post Natal Ward
Reports to:	Matron Administration
Subordinates:	N/A

The Position

The position contributes to the assistance of basic Nursing Care to the patient and his/her environment. To assist the Registered nurse in the provision of basic Nursing Care.

Key Responsibilities

1. Damp dusting and carbolising of beds, cabinets and ledges
2. Cleaning of Dressing/Procedure room (Blood clots and human waste)
3. Rinsing of dirty linen and disposing linen to the linen chute. Cleaning of sluice room.
4. Taking non – sterile instruments to CSSD for autoclaving
5. Transport – incubator to Operating Theatre
6. Patients to treatment units using trolleys, wheel chairs or assisting them to walk.
7. Taking blood samples to Laboratory e.g. urine, sputum, stool, bloods
8. Pharmacy Orders
9. Surgical, households and stationery orders to the stores
10. Serving meals and feeding conscious patients
11. Help the registered nurse in giving personal hygiene in assisting them to the wash room – help in sponging of patients.
12. Collect folders from Records clerk and returned.
13. Serves beds pans and urinals and disposes of same as directed.
14. Cleaning of equipment/machines after use by patients.
15. Assists registered nurses in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by Doctors and Nurses.

16. Observes the condition of patients and reports to the Nurse in charge, as necessary.
17. Assist in cleaning, sterilizing, storing and preparing treatment trays and other supplies used in the unit.
18. Actively contributes to the ministry's corporate functions and activities.

Key Performance Indicator

1. Ensure that wards are clean and dressing rooms are in order for used daily.
2. All instruments and equipment's are in order, clean and properly stored in the right place.
3. Ensure that the nurse gets all the assistance required in time

The Person

In addition to any qualification on Care-giving from a reputable organisation, the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

1. Good knowledge of medical terminology
2. Experience in handling confidential documents and numeric filing systems
3. Knowledge in customer service such as phonetic
4. Basic knowledge of Occupational Health and Safety at workplaces

Skills and Abilities

1. Ability to effectively use computer applications such as spread sheets, word processing and data base software
2. Demonstrate ability to communicate in English (verbal, written) effectively
3. Demonstrate ability to work effectively as a team
4. Ability to manage time effectively

MOHMS 612/2018 RECORDER – LAUTOKA HOSPITAL [3 POSTS]

Role:	Recorder III
Level:	Government Wage Earner
Salary:	\$5.37/Hour
Band	A
Location:	Lautoka Hospital
Unit/Division:	Medical Records
Reports to:	Head of Department
Liases with:	HOD - Records, Clinicians, Sisters, Nurses and other stakeholders on matters pertaining to records service delivery

The Position

The position contributes positively towards efficient delivery of medical records services ensuring compliance to the standard operating procedures of the unit, quality customer care service, maintain data proficiency and work towards achieving goals and objectives of the unit and organisation.

Key Duties

The position will achieve its purpose through the following:

1. Work with medical records team for delivery of effective and efficient services to all clients.
2. Able to use Patient Information System software effectively and efficiently for delivery of services.
3. Retrieve and file patient records in a timely manner for efficient delivery of services and continuity of quality patient health care.
4. Maintain data integrity at all-time whilst using the Patient Information System software.
5. Provide quality customer care service delivery to all clients.
6. Provide effective reports to the Head of Department for compilation of monthly/quarterly/annual reports.
7. Actively contribute towards continuous improvement on service delivery.

Key Performance Indicator

1. Effective, timely and quality delivery of medical records services to all clients
2. Efficient use of Patient Information System for data quality, timeliness and reliability for quality reporting.
3. Submission of timely section reports to immediate supervisor

4. Quality and customer focussed service delivery

The Person

In addition to a Form 6 pass or equivalent, the following. Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Experience in basic administrative such as meeting, customers, recording customers details etc.
2. Sound knowledge of filing and information management.
3. Experience in Microsoft office programs
4. Experience in a similar working environment
5. Knowledge of the standard operating procedures in the areas of records management
6. Understand teamwork and how to work within a high performing team.

Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to communicate effectively with people from diverse backgrounds in order to ascertain information and reporting needs;
3. Good interpersonal and Public Relations skills
4. Ability to analyse situation and act accordingly to provide best practical outcome;
5. Demonstrated ability to work as a team;
6. Demonstrate ability to maintain confidentiality and neutrality, in a sensitive environment;

MOHMS 613/2018 LEADING HAND – LABASA HOSPITAL

MOHMS 614/2018 JOINER – LABASA HOSPITAL

[The above two position will be withdrawn and readvertised at a later date]

MOHMS 615/2018 X-RAY ATTENDANT – LABASA HOSPITAL

Role:	RADOLOGY FILING ATTENDANT
Level:	GWE
Salary Band	A (\$8,849.10 - \$11,345.00)
Location:	Radiology Department, Labasa Divisional Hospital
Unit/Division:	Northern Division
Reports to:	MIT higher Grade, Supervising MIT and Senior MIT Labasa Radiology

THE POSITION

To position is responsible for filing of returned x-ray bags and assist MIT in special procedures at Labasa Radiology department.

KEY RESPONSIBILITIES

- 1) Daily completion of filing of all xray films.
- 2) Look for old xray bags as per request.
- 3) Update old records.
- 4) Cutting of xray folders.
- 5) Data entry into Patis system
- 6) Assist MIT in special procedures
- 7) Assist darkroom technician with getting stock supply from stores.
- 8) Receive radiology requests forms.
- 9) To perform any other departmental duties when called upon by the Senior MIT.

Key Performance indicator

- 1) Ensure all X-ray bags are filed appropriately.
- 2) To assists in all Special procedures

THE PERSON

In addition to a form 6 pass or equivalent, the following Knowledge, Experience, Skills and abilities is required to successfully perform the pole of the post.

Knowledge and Experience:

- 1) Knowledge of a filing system
- 2) Basic knowledge of patient prep is required, pass out prep-kits and go over the directions with patients of all ages.
- 3) Knowledge of computer to get information regarding patients of all ages and to print off additional patient reports
- 4) No previous experience is required

Skills and Abilities:

- 1) Ability to set x-ray bags in numerical order
- 2) Ability to file x-ray bag in numerical order.
- 3) Ability to work as team
- 4) Good communication skills-written and oral

MOHMS 616/2018 LAUNDRY HAND III – LABASA HOSPITAL

Role:	Laundry Hand
Level:	GWE
Salary Band	A (\$8,849.10 - \$11,345.00)
Location:	Labasa Hospital
Unit/Division:	Laundry, Labasa Hospital
Reports to:	Laundry Supervisor
Subordinates:	nil

The Position

The position reports directly to the Laundry In charge and indirectly to Senior Administrative Officer.

Key result areas (KRA)

1. Ensure timely provision of Laundry services within agreed timeframes and adhering to relevant policies and guidelines.
2. Actively contribute to the hospital and/or corporate requirements.

Key Performance Indicators (KPIs)

1. All Laundry services are delivered within agreed timeframes.
2. Participate in all hospitals corporate activities

The Person

In addition to attainment of Fiji School Leaving Certificate education (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Laundry Hand:

Knowledge and Experience

1. Knowledge of laundry machines and its usage
2. Knowledge of infection control guidelines
3. At least 2 years working experience in a similar field (laundry or cleaning)

Skills and Abilities

1. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation
2. Effective Communication (verbal & Written) skills
3. Ability to maintain confidentiality and work collaboratively to achieving goals
4. Ability to lift/push heavy loads, stand long hours and work overtime
5. Good time management skills

PROJECT POSITIONS

MOHMSP 20/2018 REGISTERED NURSE PAEDIATRIC ONCOLOGY COMMUNITY OUTREACH

Role:	Registered Nurse Paediatric Oncology Community Outreach
Salary Band:	Band F
Salary range:	\$19, 041.75 - \$24,412.50
Location:	Lautoka Hospital
Unit/Division:	
Reports to:	Team Leader Sunflower Ward & Lead Paediatric Oncology Paediatrician, Lautoka
Subordinates:	

The Positions

The primary focus is on the care and education of patients and their families with complex oncological conditions transitioning between the hospital and home.

Principles objective

To positively influence outcomes for children and young people with oncological conditions in the Western Division through advanced clinical assessment, case management and education of children, families and their local community health providers.

Key Responsibilities

1. Timely coordination of paediatric oncology care between hospital, community and home.
2. Coordination and delivery of community based palliative care.
3. Coordination of community based health professionals' education such as Paediatric Oncology Early Warning Signs.
4. Coordinate care for children with other chronic illness (cardiac, renal, neurological, HIV, Severe Malnutrition)

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provision of a seamless care /service between the patient's home and hospital within the given timeframe.
2. Facilitation of positive health outcomes for clients in promotion of improved self-management activities in the prescribed timeframe.
3. Timely Provision of timely articulated reports.

The Person

In addition to a diploma in nursing or equivalent, registered nurse with a valid practicing license, certificate in the following Child Health courses; IMCI , PLS, WHO Guidelines Hospital Care for children and a valid driving license, the following knowledge, Experience, Skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. Successful experience as a registered nurse of 5 years of which she has spent 2 years in any Pediatric health facility is essential.
2. Knowledge of Public Health Nursing
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Proven abilities of good customer care
2. Displays good judgment, pay attention to details and possess the ability to make quick decisions
3. Be able to work well with others (Team work).
4. Strong patient advocate with assertive behavior
5. Displays effective communication skills

MOHMSP 21/2018 NATIONAL HEALTH INFORMATION OFFICER (NHIO)

Role:	National Health Information Officer (NHIO)
Level:	Band H
Salary range:	\$28,155.85 - \$56,596.92
Location:	HQ, Suva
Unit/Division:	Health Information Unit
Reports to:	Director Health Information & Research Analysis
Subordinates:	Divisional Health Information Officers

The Position

The NHIO reports to the Director Health Information & Research Analysis. This position works alongside the Senior Statistical Officers to facilitate timely, relevant, complete and accurate health information for evidence based decision making.

Key Duties

1. Work collaboratively with Ministry staff and stakeholders to ensure strategies and activities of the implementation plan of the Health Information Unit and the division are executed within the set timelines.
2. Responsible for maintaining and upholding data quality and healthy information standards.
3. In conjunction with Ministry staff and stakeholders assist in reviewing policies and procedures, including obtaining divisional input required to support the National Health Information Policy and National Health Information Systems Strategic Plan.
4. Provide direction, consultation and implementation of new programs related to health information management.
5. Facilitation of training and training mentorship for subordinates. This may include conducting training occasionally.
6. Coordinate with National programs and Divisional Health Information Officers to obtain pending health information reports

from health facilities for timely analysis and feedback and provision information to the divisions for evidence based decision making.

7. Coordinate and conduct Monitoring & Evaluation Training to MoHMS staff at National, Divisional and Sub-divisional levels.
8. Conduct data quality assessments using the assigned and endorsed Information/Data Assessment tools for the various databases at the Health Information Unit and MoHMS facilities in clinical/community settings.
9. Conduct supervisory visits to the various health facilities in the four divisions in accordance with the HIU supervisory protocol with the aim of identifying gaps and recommending solutions to strengthen collection systems.
10. Validation and verification of assigned.
11. Reviewing and updating of the Unit's Business plan monthly, quarterly and annually.
12. Provision of reports to respective supervisors and stakeholders.
13. Collaborating with Director Epidemiology for conducting research for the purpose of supporting evidence based policy, planning and evidence based decision making.
14. Undertake any required activities assigned by the supervisors to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.
15. Responsible for maintaining and updating the National Health Data Dictionary.

Key Performance Indicators

1. Ensuring NHIO business plans are developed, approved, implemented, monitored and evaluated within agreed timelines.
2. Effective and timely management and regular monitoring of HR for staff performance and attendance to ensure high quality Health Information Systems services is provided.
3. Effective and timely submission of quarterly and annual reports within agreed timeframes while ensuring reports meets stakeholder requirements contributing to Health Information Unit

bulletins and publication including action plans for various committees that this role provides secretariat support.

4. Ensure effective and timely quality assessments are conducted using the assigned and endorsed Information/Data Assessment tools for the various databases at the Health Information Unit and MoHMS facilities in clinical/community settings.

The Person

In addition to having a recognized undergraduate qualification in either in Public Health, Biostatistics or Epidemiology or (Or equivalent) relevant to the Health Information Unit, the following Knowledge, Experience, Skills and Abilities are required for the to successfully undertake the role of the position.

Knowledge and Experience

1. Able to analyse, interpret and present reports
2. Familiar with the Ministry of Health’s Patient Information System, Consolidates Monthly Return Information System and information management processes would be an advantage.
3. Understanding the 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 3-5 years experiences in a similar field

Skills and Abilities

1. Capacity to utilise computer programs to support the operation of the morbidity, mortality and NCD information systems.
2. Demonstrated analytical and strategic assessment skills with the ability to develop and to apply an analytical approach and to adopt a strategic perspective, to convert organizational objectives and priorities into strategic action plans, and focus on the long-term direction of the team and to align plans accordingly.

3. Demonstrated organizational skills to assist senior staff and co-ordinate subordinates to meet tight deadlines.
4. Demonstrated ability to work cooperatively and effectively within a team environment
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Demonstrated ability to communicate with Medical Professionals in order to ascertain information and reporting needs
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
8. Effective training development, delivery and evaluation skills.

MOHMSP 22/2018 PATISPLUS PRODUCT MANAGER

Role:	PATISPlus Product Manager
Band:	H
Salary range:	\$34,760.31 - \$44,564.50
Location:	Headquarters
Unit/Division:	Health Information Research and Analysis
Reports to:	Manager IT and Director Health Information, Research and Analysis
Liaises with :	Hospital Staffs, Health Information Staffs, Administrative and Clinical health workers
Subordinates:	Senior Systems Analyst, Systems Analysts, IT Officers, PATISPlus Developers, Free Medicine Officers

The Purpose of the Position

This position contributes towards management of Patient Information System in terms of maintenance, development, training and testing in support to strengthen the Health Systems in Fiji Islands. The Product Manager will provide the key interface between the users of PATISPlus

and the PATISPlus technical support and development team, both internal and external

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. Management of all Patient Information System related work especially engaging and influencing key business users to ensure PATISPlus system delivers the desired business outcomes which includes development of user manuals, coordination of trainings, liaison with hospital health information committee, organizing of PATISPlus user group workshops and being the secretariat of the PATISPlus Steering Committee
2. Develop specification and design documents for all new modules of the patient information system (PATISPlus) while ensuring change management practices for upgrade and maintenance.
3. Develop and implement systems and processes to manage patient information system database in terms of quality, availability, confidentiality and integrity to support business continuity
4. Lead, manage, motivate and develop the patient information systems (PATIS) and Free Medicine Registration team so that it is able to meet the expectations and business requirements of the Clinical and Administrative users in the Ministry of Health and Medical Services.
5. Ensure all module and interfacing application system developments are conducive for required purposes and deliver the intended benefits and mitigates any potential risk.
6. Research and Identify new and emerging technology that will bring significant improvements to the applications which will benefit the users in the Ministry
7. Coordinate and build strong working relations with various internal divisions, units and departments including; Corporate

Services, Managers of Clinical Facilities and Senior Management in the Ministry of Health and Medical Services.

8. Contribute to the IT strategy development and planning process in alignment with the units and Ministries 5 year strategic plan.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensuring PATISPlus and Free Medicine Registration business and project plans are developed, approved, implemented, monitored and evaluated within agreed timelines.
2. Core patient information system and corresponding interfaced systems are well established, maintained and further developed to meet the business requirements of Ministry of Health and Information System;
3. Effective and timely management and regular monitoring of HR for staff performance and attendance to ensure high quality Health Information Systems services is provided.
4. To manage and oversee an effective and accurate process of procurement of supplies and resources as agreed within the time frame.
5. Effective and timely submission of quarterly and annual reports within agreed timeframes while ensuring PATISPlus reports meets stakeholder requirements contributing to Health Information Unit bulletins and publication.

The Person

In addition to a Post-Graduate Qualification in Computing Science and Information Systems from a recognized university and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. Candidates with professional certifications will be highly recommended.

Knowledge and Experience

1. At least 3-5 years' experience in project management, software development and business analysis;
2. At least 2-5 years practical working knowledge in analysing business trends for innovative health application systems;
3. Practical working knowledge in health information systems;
4. Experience in strategic planning and formal business case development highly regarded;
5. Practical working knowledge in management of new application systems using software development life cycle;
6. Experience providing project management skills to achieve business objectives;
7. Experience in applications and database administration;
8. Sound knowledge in network and server administration;
9. Experience in scheduling work assignments, settings priorities, and directing the work of subordinates;
10. Experience in developing, delivering and evaluating training and staff development programs and reporting to management on application of learning outcomes, return on investment and improvements required.

Skills and Abilities

1. Demonstrated ability to effectively manage and work within a team;
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment;
3. Demonstrated ability to troubleshoot and process analytical skills;
4. Demonstrated knowledge on new technologies that can be used to strengthen the Health Information systems;
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.