

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 557/2018	Physiotherapist Tamavua Twomey	\$28,605.45 - \$38,140.60
MOHMS 558/2018	Junior Physiotherapist CWM Hospital <b>[2 Posts]</b>	\$22,528.74 - \$28,883.00
MOHMS 559/2018	Junior Physiotherapist Lautoka Hospital <b>[2 Posts]</b>	\$22,528.74 - \$28,883.00
MOHMS 560/2018	Junior Physiotherapist Ba Mission Hospital	\$22,528.74 - \$28,883.00

MOHMS 561/2018	Junior Physiotherapist Labasa Hospital	\$22,528.74 - \$28,883.00
MOHMS 562/2018	Junior Physiotherapist Korovou Hospital	\$22,528.74 - \$28,883.00
MOHMS 563/2018	Junior Physiotherapist Vunidawa Hospital	\$22,528.74 - \$28,883.00
MOHMS 564/2018	Junior Physiotherapist Vunisea Hospital	\$22,528.74 - \$28,883.00
MOHMS 565/2018	Junior Physiotherapist Lakeba Hospital	\$22,528.74 - \$28,883.00
MOHMS 566/2018	Junior Physiotherapist Rotuma Hospital	\$22,528.74 - \$28,883.00
MOHMS 567/2018	Junior Physiotherapist Tavua Hospital	\$22,528.74 - \$28,883.00
MOHMS 568/2018	Junior Physiotherapist Nabouwalu Hospital	\$22,528.74 - \$28,883.00
MOHMS 569/2018	Junior Physiotherapist Taveuni Hospital	\$22,528.74 - \$28,883.00
MOHMS 570/2018	Team Leader Levuka Hospital	\$28,605.45 - \$38,140.60
MOHMS 571/2018	Team Leader Kadavu Hospital	\$28,605.45 - \$38,140.60
MOHMS 572/2018	Team Leader Levuka Health Centre	\$28,605.45 - \$38,140.60
MOHMS 573/2018	Team Leader Lakeba Hospital	\$28,605.45 - \$38,140.60
MOHMS 574/2018	Team Leader Rotuma Hospital	\$28,605.45 - \$38,140.60
MOHMS 575/2018	Team Leader Kadavu Health Centre	\$28,605.45 - \$38,140.60
MOHMS 576/2018	Team Leader Lomaloma Hospital	\$28,605.45 - \$38,140.60
MOHMS 578/2018	Phlebotomist CWM Hospital 3 Posts	\$12,081.69 - \$15,489.35
MOHMS 579/2018	Dietician – CWM Hospital	\$19,041.75 - \$24,412.12
MOHMS	Technical Officer II Laboratory	\$19,041.75 - \$24,412.12

580/2018	CWM Hospital	
MOHMS 581/2018	Technical Officer II Laboratory Lautoka Hospital [3 Posts]	\$19,041.75 - \$24,412.12
MOHMS 582/2018	Phlebotomist Lautoka Hospital [2 Posts]	\$12,081.69 - \$15,489.35
MOHMS 583/2018	Phlebotomist Labasa Hospital	\$12,081.69 - \$15,489.35
MOHMS 584/2018	Product Manager HRMIS HQ	\$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](http://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 25<sup>th</sup> May 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](mailto:recruitment@health.gov.fj)**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**WITHDRAWAL OF VACANCIES**

Vac No.	Post	Reason for withdrawal
MOHMS 83/2017	Junior Physiotherapist CWM Hospital [2 Posts]	Salary Band Changed
MOHMS 85/2017	Junior Physiotherapist – Lautoka Hospital [2 Posts]	Salary Band Changed
MOHMS 86/2017	Junior Physiotherapist – Ba Mission Hospital	Salary Band Changed
MOHMS 87/2017	Junior Physiotherapist – Labasa Hospital	Salary Band Changed
MOHMS 116/2018	Junior Physiotherapist – Korovou Hospital	Salary Band Changed
MOHMS 117/2017	Junior Physiotherapist – Vunidawa Hospital	Salary Band Changed
MOHMS 118/2017	Junior Physiotherapist – Vunisea Hospital	Salary Band Changed
MOHMS 119/2017	Junior Physiotherapist – Lakeba Hospital	Salary Band Changed
MOHMS 120/2017	Junior Physiotherapist – Rotuma Hospital	Salary Band Changed
MOHMS 121/2017	Junior Physiotherapist – Tavua Hospital	Salary Band Changed
MOHMS 122/2017	Junior Physiotherapist – Nabouwalu Hospital	Salary Band Changed
MOHMS 123/2017	Junior Physiotherapist – Taveuni Hospital	Salary Band Changed
MOHMS 413/2017	Handyman, Western Health Services	No applicants received

## JOB DESCRIPTIONS

### **MOHMS 557/2018      PHYSIOTHERAPIST TAMAVUA TWOMEY**

Position Level	Physiotherapist
Salary Band/Range	Band G \$28,605.45 - \$38,140.60
Duty Station	Tamavua Rehabilitation Unit
Reports to:	Medical Officer In Charge Rehabilitation Unit, Medical Superintendent, Tamavua Twomey Hospital, Superintendent Physiotherapist.
Liaises with:	Ministry staff, Patients and relatives, Relevant NGO's, Relevant Stakeholders, FNU staff and students

#### **The Position:**

The position will provide strategic plans and deliver Physiotherapy services within standard. The position will also provide effective and efficient administration in promoting and monitoring good standards of patient care, assisting staff development and customer focus.

#### **Key Responsibilities:**

The position will achieve its purpose through the following:

1. Strategically manage the Physiotherapy department.
2. Provide physiotherapy services within standards of practice.
3. Manage administrative operations.
4. Co-ordinate health promotion activities in the workplace.
5. Attend relevant trainings and meetings.
6. Facilitate student attachments for Physiotherapy clinical training.

#### **Key Performance Indicators**

1. Provide physiotherapy services and facilitate student clinical attachments.
2. Collect data and provide monthly and annual reports within the agreed timeframes.
3. Facilitate student clinical attachments.

4. Attend relevant trainings and submit reports within the agreed timeframe.

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. 10 years of experience and clinical understanding of approaches to effective Physiotherapy skills and provision of the various Physiotherapy services.
2. Developing and delivering Physiotherapy services and reporting to Medical Superintendent Tamavua Hospital on Physiotherapy outcomes and improvements.
3. Knowledge of United Nations Convention of Rights of People and Fiji's National policy for persons living with Disability Living with Disabilities 2008 - 2018
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

#### **Skills and Abilities:**

1. Effective Physiotherapy, delivery and evaluation skills.
2. Ability to plan work effectively
3. Sound Presentations and communication skills
4. Demonstrated ability to effectively work within a team;
5. Demonstrated ability to analyse 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 organisation.
7. Administrative and supervisory skills

**MOHMS 558/2018 JUNIOR PHYSIOTHERAPIST CWM HOSPITAL [2 POSTS]**

**MOHMS 559/2018 JUNIOR PHYSIOTHERAPIST LAUTOKA HOSP [2 POSTS]**

**MOHMS 560/2018 JUNIOR PHYSIOTHERAPIST BA MISSION HOSPITAL**

**MOHMS 561/2018 JUNIOR PHYSIOTHERAPIST LABASA HOSPITAL**

**MOHMS 562/2018 JUNIOR PHYSIOTHERAPIST KOROVOU HOSPITAL**

**MOHMS 563/2018 JUNIOR PHYSIOTHERAPIST VUNIDAWA HOSPITAL**

**MOHMS 564/2018 JUNIOR PHYSIOTHERAPIST VUNISEA HOSPITAL**

**MOHMS 565/2018 JUNIOR PHYSIOTHERAPIST LAKEBA HOSPITAL**

**MOHMS 566/2018 JUNIOR PHYSIOTHERAPIST ROTUMA HOSPITAL**

**MOHMS 567/2018 JUNIOR PHYSIOTHERAPIST TAVUA HOSPITAL**

**MOHMS 568/2018 JUNIOR PHYSIOTHERAPIST NABOUWALU HOSPITAL**

**MOHMS 569/2018 JUNIOR PHYSIOTHERAPIST TAVEUNI HOSPITAL**

Position Level	Band F
Salary Range	\$22,528.74 - \$28,883.00
Duty Station	CWM Hospital
Reports To	Physiotherapist, Senior Physiotherapist
Liaises with	Ministry staffs, FNU CMNHS, Clients and relatives, relevant NGO's, stakeholders.
Subordinates	Nil

#### **POSITION PURPOSE**

To provide Physiotherapy services in accordance with clinical standards at Health facilities and to contribute to the development and effective function of the Department.

#### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the following:

1. Provide safe physiotherapy services in accordance to Standards of Practice.
2. Attend relevant trainings and compile reports.
3. Contribute and promote to a Learning and development environment.
4. Actively participate in the corporate activities of the department, hospital and Ministry.
5. Provide data and complete Unit tasks within the agreed timeframe.

#### **KEY PERFORMANCE INDICATORS**

1. Daily log book entries.
2. Provide Post training reports within the agreed timeframe.
3. Contribute to the learning and development of the Department.
4. Contribute to the Unit and Department activities.

#### **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 and Experience**

1. Practical working knowledge of Physiotherapy standards of practice and Unit projects.
2. Health promotion knowledge.
3. Knowledge of the Public service Code of Conduct.
4. Knowledge of the Hospital and Department administration protocols and plans.

#### **Skills and Abilities**

1. Ability to develop, conduct and evaluate clinical physiotherapy work effectively.
2. Ability to work effectively within a team.
3. Effective communication skills and the ability to tactfully deal with clients.
4. Demonstrate computer literacy skills.
5. Ability to conduct health promotion activities.

**MOHMS 570/2018 TEAM LEADER LEVUKA HOSPITAL**  
**MOHMS 571/2018 TEAM LEADER KADAVU HOSPITAL**  
**MOHMS 573/2018 TEAM LEADER LAKEBA HOSPITAL**  
**MOHMS 574/2018 TEAM LEADER ROTUMA HOSPITAL**  
**MOHMS 576/2018 TEAM LEADER LOMALOMA HOSPITAL**

<b>Role:</b>	Team Leader – sub-divisional Hospitals
<b>Level:</b>	Salary Band G
<b>Salary range:</b>	\$28,605 - \$38,140.60
<b>Location:</b>	Sub Divisional Hospital
<b>Unit/Division:</b>	Nursing / Eastern Division
<b>Reports to:</b>	Nurse Manager
<b>Subordinates:</b>	NUO6, Ward Assistant, House Keeping Staffs

### **The Purpose of this Position**

The Team leader liaises closely with the Hospital Nurse Manager ensuring effective implementation of nursing to patient care and capacity building of nurses.

He / She assist the Hospital nurse manager in inventory order, supplies and stock or any other duties delegated by the Hospital Nurse Manager for the achievement of their organisation goal.

### **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 regular supervision, mentoring and training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards.
2. Responsible to the Hospital Nurse Manager / Medical officer in charge, in the accountability of the daily operational activities of the ward including admissions, transfers and discharges.
3. Ensures documentation of all nursing care plans and treatments to contribute to the maintenance of an environment which promotes patient safety, security and personal integrity

4. Demonstrate positive communication in all interactions with staff, clients and stakeholders by offering information, reports, advice, and assistance in a positive, courteous, and cooperative and timely manner.
5. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide effective and efficient health services.
6. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the community, service progress against targets, and staff professional development.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Collaborates with the Sub Divisional Hospital Nurse Manager to deliver effective and timely analysis of Patient Information System (PATIS) quarterly and annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

### **The Person**

In addition to a Bachelor of Nursing, being registered nurse and holds a current licence to practice with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. 3 to 5 years of clinical experience
2. Proven experience and comprehensive understanding of the registered nurses Scope of Practice.
3. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

### **Skills and Abilities**

1. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills;
2. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
3. Must have good communication skills and to possess a good command of spoken and written English.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

### **MOHMS 572/2018 TEAM LEADER LEVUKA HEALTH CENTRE**

### **MOHMS 575/2018 TEAM LEADER KADAVU HEALTH CENTRE**

Role :	Team Leader Public Health
Level :	Salary Band G
Salary range:	\$28,605.45 - \$38,140.60
Location :	Kadavu/Levuka Health Centre
Unit/Division	Community Health Nursing/Eastern
Reports To	Sub Divisional Nurse
Subordinates:	Community Health Nurses, Community Health Worker

### **The Purpose of this Position**

The position contributes to the planning, delivery and monitoring of the effectiveness of community nursing services, staff performance,

development with training and promotional health activities in support of core nursing skills development across the division and the Ministry of Health & 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. Manage and supervise staff of the Health Centre to provide the range of planned community health services.
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide community health services effectively.
3. Provide nursing/clinical leadership and guidance to ensure health services are delivered as per approved plans, policies, guidelines, and that staff works within their scope of practice and meeting nursing standards/competencies.
4. Planning, organizing and developing a schedule for School Health and outreach program
5. Complete Training Needs Analysis to assess staff for training and capacity building programs
6. Analysing of data redesigning work plans to meet the desired requirements or desired goals as according to Business Plan
7. Provide positive and open communication with all clients/families and members of the communities of the Health Centre catchment, as well as with other Ministry and external stakeholders.

### **Key Performance Indicators**

1. Provide regular supervision to ensure that all community nursing staff are working effectively within the Nursing Scope of Practice, procedures and guideline
2. Ensure stocktake , ordering of drugs and consumables are completed monthly and all equipment is checked weekly and all areas of duties are covered in terms of staffing.(any damaged equipment is sent for repair and any drug shortage will have to request for a supplementary order)
3. Ensure timely submission of monthly, quarterly and annual report
4. Ensure that clear position description for community health nursing staff exists and develop own individual work plan in line with the sub division business plan.

### The Person

In addition to a Bachelor in Nursing or equivalent, , a valid licenced to practice and registered with the Fiji Nursing Council, Post graduate qualification in Public Health and Midwifery is essential, the following knowledge, experience, skills and abilities are required for the successful performance of the duties of the post.

### Knowledge and Experience

1. Meets requirement to be registered with the Fiji Nursing Council and holds a current licence to practice as a nurse in Fiji.
2. 3-5 years' experience relevant to the position and the scope of roles and responsibilities.
3. Demonstrated ability working in a similar area knowledge (has been in similar or acting in the post/has past experience of public health nursing)

### Skills and Abilities.

1. Demonstrated ability to effectively work within a team( dietician, health inspector ,dental officers ,community members)
2. Demonstrate the ability to manage, motivate and evaluate staff.
3. Must be analytic with problem solving skills in terms of staffing, resource and in remote environment.
4. Skilled primary nursing and curative skills
5. Supervisory and coaching skills
6. Demonstrated good customer focus and a team player.

### MOHMS578/2018 PHLEBOTOMIST CWM HOSPITAL [3 POSTS]

<b>Position Title:</b>	Laboratory Phlebotomist
<b>Position Level:</b>	Salary Band C
<b>Salary range:</b>	\$12,081.69 -\$15.489.35
<b>Location:</b>	CWM Hospital/ Lautoka Hospital/Labasa Hospital/ Valelevu Health Centre/Wainibokasi Hospital
<b>Unit/Division:</b>	Pathology Laboratory/Central/Western/Northern
<b>Reports to:</b>	Laboratory Superintendent
<b>Liaises with:</b>	Clinical team, Quality Manager, Laboratory Supervising Technical Officer
<b>Subordinates:</b>	None

### Position

This position provides support for the daily blood collection in the general laboratory outpatient and blood donor services, to enable the processing and delivery of quality laboratory results.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure timely, accurate and reliable laboratory results while maintaining client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and policies.

2. Maintain specimen integrity during outreach (blood drive) and general outpatients by using A-septic technique and departmental standard operating procedures (SOPs).
3. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
4. Ensure proper handling of samples and registration of test requests within agreed timeframes and/or service standards.
5. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPS, and within agreed timeframes.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation, to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

### The Person

In addition to a Certificate in Phlebotomy (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

### Skills and Abilities

1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrated ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### MOHMS 579/2018 DIETICIAN – CWM HOSPITAL

<b>Position Title</b>	Dietician
<b>Position Level:</b>	E Band
<b>Salary range:</b>	\$19,041.75 - \$24,412.50
<b>Location:</b>	Subdivision/Hospitals
<b>Unit/Division:</b>	Central/Eastern, Western & Northern – Hospital & Public Health
<b>Reports to:</b>	Supervisor Dietician
<b>Subordinates:</b>	Support staff

### The Purpose of this Position

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



## Key Responsibilities/duties

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

## Key Performance Indicators

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

## Person Specifications

In addition to Diploma in Dietetics & Nutrition or equivalent from a recognised University the following knowledge, experience, skills and abilities are required to successfully undertake this role

## Knowledge and Experience

1. Experience of 1-2 years will be an advantage

2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
4. Knowledge of government legislation, Nutrition and Health policies , procedures and guidelines.

## Skills and Abilities

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

**MOHMS580/2018 Technical Officer II Laboratory CWM Hospital**  
**MOHMS581/2018 Technical Officer II Laboratory Lautoka Hospital [3 Posts]**

<b>Position Title:</b>	Technical Officer - Laboratory
<b>Position Level:</b>	Salary Band E
<b>Salary range:</b>	\$19,041.75 - \$24,412.50
<b>Location:</b>	CWM/Lautoka Hospital
<b>Unit/Division:</b>	Pathology Laboratory
<b>Reports to:</b>	Technical Officer High Grade (HW05)
<b>Liaises with:</b>	Clinical team, Laboratory Superintendent, Quality Manager, Laboratory Supervising Technical Officer
<b>Subordinates:</b>	None

## Position Purpose

The purpose of this position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry objectives.

### **Key Responsibilities**

The position will achieve its purpose through the following:

1. Ensure timely, accurate and reliable laboratory results while maintaining client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and Laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

### **Key Performance Indicator**

Performance will be measured through the following indicators:

1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPS, and within agreed timeframes.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation, to produce timely and compliant outputs of the laboratory services.

4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

### **Person Specification**

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

#### **Knowledge and Experience**

1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work.

#### **Skills and Abilities**

1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrated ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

**MOHMS 582/2018 PHLEBOTOMIST LAUTOKA HOSPITAL [2 POSTS]**

**MOHMS 583/2018 PHLEBOTOMIST LABASA HOSPITAL**

<b>Position Title:</b>	Laboratory Phlebotomist
<b>Position Level:</b>	Salary Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35
<b>Location:</b>	CWM Hospital/ Lautoka Hospital/Labasa Hospital/ Valelevu Health Centre/Wainibokasi Hospital
<b>Unit/Division:</b>	Pathology Laboratory/Central/Western/Northern
<b>Reports to:</b>	Laboratory Superintendent
<b>Liases with:</b>	Clinical team, Quality Manager, Laboratory Supervising Technical Officer

**Position**

This position provides support for the daily blood collection in the general laboratory outpatient and blood donor services, to enable the processing and delivery of quality laboratory results.

**Key Responsibilities**

The position will achieve its purpose through the following:

1. Ensure timely, accurate and reliable laboratory results while maintaining client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and policies.
2. Maintain specimen integrity during outreach (blood drive) and general outpatients by using A-septic technique and departmental standard operating procedures (SOPs).
3. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
4. Ensure proper handling of samples and registration of test requests within agreed timeframes and/or service standards.
5. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
6. Coordinate the training program, supervision, and assessments of new recruits and students.

7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPS, and within agreed timeframes.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation, to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

**The Person**

In addition to a Certificate in Phlebotomy (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

3. Sound understanding of laboratory practices, processes and procedures;
4. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

**Skills and Abilities**

6. Demonstrated ability to work and contribute within a high performing team environment;
7. Good communication, interpersonal and representational skills;

8. Demonstrated ability to manage work priorities to meet scheduled timeframes;
9. Capacity to utilise computer programs to support the operations of complex organisation;
10. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

**MOHMS 584/2018 PRODUCT MANAGER HRMIS HQ**

Position Title:	Product Manager HRMIS HQ
Position Level:	Band H
Salary range:	\$34,760.31 - \$44,564.50
Location:	Suva
Reports To:	Director Human Resources
Liaises with:	Divisional and sub-divisional HR staffs, Divisional Medical Officers, Sub Divisional Medical Officers, IT Staffs
Subordinates:	HRMIS Support Officers (x5), HRMIS Technical Officer (x1)

**POSITION PURPOSE**

The role of a Product Manager HRMIS is to provide a leading role in the development and implementation of HRMIS (Human Resources Management Information System), build clear roadmaps and feature definition of the system and integrate it with Ministry of Health & Medical Services business processes, information systems, as well as other relevant Government systems. The Product Manager will work with HR teams in all divisions providing reliable training and responsive support to HRMIS users and will keep the system in line with all the changes that are happening within the HR department.

**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. Undertake a leading role in the technical development and implementation of new features, integration of the HRMIS with other Ministry of Health & Medical Services' business processes, Information Systems, and management of changes as needed in association with user stakeholders, IT teams and other government departments;
2. The Product Manager will create formal business cases and product descriptions and work as a facilitator between the various internal groups to ensure product policy, processes and training are negotiated, documented and executed accurately;
3. The Product Manager leads regularly scheduled meetings focused on system and operational requirements for product changes and new product development;
4. Pre-empt potential problems and provide effective solutions in reaction to the application of concepts, techniques, knowledge, or processes developed to support use or changes to the HRMIS including:
  - Manage HRMIS database, including conducting numerical analysis using HRMIS data;
  - Project management of all HRMIS integration/launches/changes throughout implementation;
  - Monitor key performance indicators related to the implementation of the HRMIS, to ensure functionality of the system and adequate data quality, completeness, and timeliness.
  - Identify the business and operational requirements based upon the business requirements and objectives of the HRMIS;
  - Display a high level of critical thinking in cross-functional process analysis and problem resolution related to HRMIS features, applications, and data;
  - Coordinate and build strong working relations with various internal divisions, units, and departments including Corporate Services, IT, managers of clinical facilities, and senior management in the Ministry of Health & Medical Services;

- Lead the development, approval, training, and communication of key changes or upgrades of the HRMIS to key Ministry of Health & Medical Services stakeholders;
- Develop and conduct specialized training on data entry, analysis, and uses of HRMIS data for decision-making;
- Monitor internal processes for efficiency and validity;
- Provide support for other Corporate Services projects as needed;
- To meet/exceed and maintain service levels as assigned by management.

#### 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;
4. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.

#### PERSON SPECIFICATION

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

##### Knowledge and Experience

1. At least 3 years' experience in IT product development, strategic planning, 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. Demonstrated ability to effectively manage and work within a team;
2. Excellent written and verbal communication skills;
3. Advanced spread sheet and numerical analysis skills;
4. Ability to write and deliver training courses and materials;
5. Ability to exercise tact and good interpersonal skills;
6. Project management skills, team player and team leader;
7. Group facilitation, time management, analytical and problem solving skills;
8. Ability to be pro-active with a sense of urgency;
9. Ability to read, understand and communicate technical documentations; and
10. Be a self-starter, a highly motivated person to be able to work in a fast paced environment that is continually changing.