

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 585/2018	Director Health Information Research and Analysis - HQ	\$59,945.18 - \$76,852.80
MOHMS 586/2018	Principal Accountant Officer - Headquarters	\$43,296.63 - \$55,508.50

MOHMS 587/2018	Physiotherapist Labasa Hospital	\$28,605.45 - \$38,140.60
MOHMS 588/2018	Physiotherapist Lautoka Hospital	\$28,605.45 - \$38,140.60
MOHMS 589/2018	Physiotherapist Rakiraki Hospital	\$28,605.45 - \$38,140.60
MOHMS 590/2018	Physiotherapist Sigatoka Hospital	\$28,605.45 - \$38,140.60
MOHMS 591/2018	Physiotherapist CWM Hospital [3 Posts]	\$28,605.45 - \$38,140.60
MOHMS 592/2018	Physiotherapist Nadi Hospital	\$28,605.45 - \$38,140.60
MOHMS 593/2018	Medical Imaging Technologist Class II Navua Hospital	\$22,528.74 - \$28,883.00
MOHMS 594/2018	Dietician Vunidawa Hospital	\$19,041.75 - \$24,412.50
MOHMS 595/2018	Dietician Labasa Hospital	\$19,041.75 - \$24,412.50
MOHMS 596/2018	Sub Divisional Hospital Manager Rotuma Hospital	\$34,760.31 - \$44,564.50
MOHMS 597/2018	Sub Divisional Hospital Manager Lomaloma Hospital	\$34,760.31 - \$44,564.50
MOHMS 598/2018	Team Leader Lakeba Health Centre	\$28,605.45 - \$38,140.60
MOHMS 599/2018	Team Leader Rotuma H/C	\$28,605.45 - \$38,140.60
MOHMS 600/2018	Team Leader Lomaloma H/C	\$28,605.45 - \$38,140.60
MOHMS 601/2018	Handyman, Western Health Services	\$5.37 - \$8.41

Interested applicants should download the job descriptions and applicant information from the Ministry's Website:

JOB DESCRIPTION

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 1st June 2018** and addressed to:

- Applications by post:**
Permanent Secretary for Health & Medical Services
PO Box 2223, Government Buildings
Suva, Fiji
- Applications can be hand delivered to:**
“DROP MOHMS JOB APPLICATION BOX”
Reception Desk, Ground Floor, Dinem House, 88 Amy Street,
Suva, Fiji
- Applications can also be e-mailed to: recruitment@health.gov.fj**

LATE APPLICATIONS WILL NOT BE CONSIDERED.

MOHMS 585/2018 DIRECTOR HEALTH INFORMATION RESEARCH AND ANALYSIS – HQ

Role:	Director Health Information, Research and Analysis
Level:	Band K
Salary range:	\$59,945 - \$97,603
Location:	HQ, Suva
Unit/Division:	Health Information Research and Analysis
Reports to:	Permanent Secretary of Health and Medical Services
Subordinates:	Manager IT, National Health Information Officer, Senior Statistician and National Health Research Officer.

The Position

This position is responsible for the efficient, effective and prudent management of the Health Information Systems, Research and Analysis Unit. In addition it provides policy advice to the Permanent Secretary derived from a thorough and proper analysis of health data and statistics based on research, and the findings of monitoring and evaluation activities of existing health information systems and processes.

Key Responsibilities

- Provide policy advice to the PSHMS on health policy matters conclusively derived from Health Information and Health Research reporting based on monitoring, evaluation and learning.
- Play a lead and vital role in initiating, coordinating and managing the development of: National Health Information Policy and Planning Frameworks; National Health Information and Epidemiological Surveillance and Analysis; National Health

Information Systems Management, Development and Strengthening; National Health Research activities; National Health ICT Developments and Initiatives and National Health Performance Indicator Monitoring and Evaluation outcomes.

3. Ensure effective communication is maintained with Divisional and Sub-Divisional Heads and other stakeholders involved in health services delivery for results based management that contributes to improved health outcomes.
4. Responsible for planning, leading, coordinating, directing, and motivating the team including coaching and developing staff through training and capacity development initiatives.
5. Effectively and efficiently manage all resources allocated to the Division.
6. Responsible for managing, organizing, liaising and mitigating issues with external stakeholders such as donor partners, NGOs, UN organizations and others on all health information, ICT and research related activities.
7. Research and identify innovative ideas and technology solutions that will improve the overall performance of Healthcare Services in Fiji.
8. Active participation in all corporate activities of the Ministry so as to achieve organisational objectives

Key Performance Indicators

Performance will be measured through the following indicators:

1. Development, implementation and review of a CIS/HIS and ICT Strategic Plan 2016-2020
2. Monthly reporting to the PSHMS on meeting annual operating plans. At least 80% of plan to be delivered annually
3. Monthly reporting of any negative variance relating to KPI's and implement plans for improvement as required
4. Implement action plans to improve user ability and functionality of the eHealth services with robust M&E systems.

5. Participation in all corporate activities as and when required as per the agreed timeline.

The Person

In addition to a Master Degree (or equivalent) in Computer Science or Information Systems Management or Statistics or similar from a recognized institution, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. 10–13 years' experience in information systems, ITC planning, research, data analyses and monitoring programs. Experience in a health setting or facility is desirable.
2. Extensive working knowledge on Microsoft (MS) Products such as MS Office, MS SQL Server and other software packages.
3. Extensive experience in the area of research and data analysis for monitoring and evaluating work performance
4. An understanding and experience in budgeting and the prudent management of funds.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively manage a team and a team player.
2. Demonstrated ability to manage Application Development Projects or Work Assignments.
3. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
4. Proven ability to innovate and a strong ability for attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

**MOHMS 586/2018PRINCIPAL ACCOUNTANT OFFICER -
HEADQUARTERS**

Role	Principal Accountant Officer - Headquarters
Salary Band	Band I
Range	\$43,296.63 - \$55,508.50
Duty Station	MOHMS HQ Suva
Reports to:	Director Finance and Asset Management

POSITION PURPOSE

The position provides sound financial advice to the Permanent Secretary through the Director Finance and Asset Management on utilization of government funds, preparation of Financial Reports, Virements, Cash Flow Adjustments, Budget Submissions and also resolve internal and external audit queries

KEY RESPONSIBILITIES

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

1. Manage the daily functions of the Accounts Section including monitoring expenditure, revenue management, record management, Trading and Manufacturing Operations, compilation of monthly reconciliations and prescribed reports
2. Coordinate and compile Annual Budget for Ministry
3. Coordinate the compilation of management responses for audit and Public Accounts Committee queries and implement recommendations to ensure prudent internal control system are maintained,
4. Actively contribute to the Ministry's Annual Operation plan formulation and implementation
5. Supervision and capacity building of Accounting Staff

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective and Efficient management and monitoring of resources and budgetary allocations
2. Timely submission of accurate reconciliations and reports within set timeframes as specified in the Annual Operational Plans
3. Timely purchases and accurate payments processed in compliance within set procedures and legislations
4. Reduction in number of audit issues

The Person

Post Graduate Degree (or equivalent) in Finance, Accounting, Commerce or similar from a recognized institution with Fiji Institute of Accountant (FIA) membership being an advantage. In addition the following Knowledge, Experience, Skills and Abilities are required to successfully undertake responsibilities of the role:

Knowledge and Experience

1. Must have five (5) years of work experience at Senior Management Level in the Public or Private Sector;
2. Extensive experience in budget and strategic policy formulations, and other functions relevant to Accounting services.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
4. Must have good knowledge and understanding of machinery of government
5. Knowledge of accounting principles and practices, data analysis and reporting of financial data
6. Experience in staff management and development.

Skills and Abilities:

1. Ability to work on multiple tasks simultaneously to ensure timely completion of activities
2. Ability to interpret, plan, produce reports and time management skills
3. Ability to communicate and interact with officials at all levels of government and external stakeholders
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
5. Strong interpersonal and communication skills and the ability to work effectively with all staff
6. Good judgment, initiative, high sense of responsibility, tact and discretion, with sensitivity to different cultures
7. Ability to prioritize in order to meet strict deadlines.

MOHMS 587/2018 PHYSIOTHERAPIST LABASA HOSPITAL

Role	Physiotherapist
Salary Band	Band G
Range	\$28,605.45 - \$38,140.60
Duty Station	Labasa Hospital
Reports to:	Medical Superintendent , Labasa Hospital
Liaises with:	Ministry staffs, FNU CMNHS, Clients and their relatives, relevant NGO's
Subordinates	Intern Physiotherapist, Jnr Physiotherapist

POSITION PURPOSE

This position manages and monitors Physiotherapy services in the North. This position ensures effective contribution in the development and function of the Physiotherapy Department in Labasa Hospital and the Northern Division.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Complete departmental management tasks within timeframe.
2. Provide safe physiotherapy services in accordance to Standards of Practice.
3. Perform appropriate allocated duties that assist the Department, Hospital or Ministry plans.
4. Attend relevant attachments, trainings or workshops.
5. Coordinates Physiotherapy student attachments
6. Compile relevant unit reports.

KEY PERFORMANCE INDICATORS

1. Number of relevant reports submitted to the Medical Superintendent
2. Effective and Timely management of all clinical physiotherapy clients on quarterly rotation when needed.
3. Demonstrate appropriate and safe physiotherapy service to contribute towards standard service delivery.
4. Collation and monitoring of appropriate data within agreed time frames, to enable business continuity, and delivery of quality Physiotherapy service.

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. 10 years or more of clinical experience
2. Knowledge of basic supervisory & performance management

3. Good practical working knowledge of Physiotherapy standards of practice and Unit projects.
4. Sound knowledge of the Hospital and Department administration protocols and plans.
5. Good knowledge of Ministry & Government regulations & legislations

Skills and Abilities

1. Demonstrate abilities to provide effectively and safely manage Physiotherapy services
2. Strong communication and interpersonal skills
3. Ability to effectively consult with others hospital personnel & relevant stakeholders in a professional manner.
4. Demonstrate ability to prioritize and manage multiple activities and meet scheduled timeframes.
5. Demonstrate ability to lead with sound judgment
6. Demonstrate ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.

MOHMS 588/2018 PHYSIOTHERAPIST LAUTOKA HOSPITAL

Role	Physiotherapist
Salary Band	Band G
Range	\$28,605.45 - \$38,140.60
Duty Station	Lautoka Hospital
Reports to:	Senior Physiotherapist
Liases with:	Ministry staffs, FNU CMNHS, Clients and their relatives, relevant NGO's
Subordinates	Intern Physiotherapist, Jnr Physiotherapist

The Position:

The position reports directly to the Senior Physiotherapist and assists in the provision of safe and quality Physiotherapy services. It assists in monitoring, developing and promoting good standards of patient care, assisting staff development and customer focus at Lautoka Hospital

Key Responsibilities

1. Ensure that the daily Physiotherapy operation of services within Lautoka Hospital is in order and running well.
2. Ensure that Physiotherapy machines, equipment are in order and consumables stock level are maintained at all times.;
3. Comply with relevant regulations of the unit, hospital and ministry
4. Ensure that daily clinical and monthly statistical updates in the respective areas are compiled and submitted to management in a timely manner
5. Provides clinical education & support to the Medical students and contribute to staff development when required
6. Provide Physiotherapy service coverage to other subdivisional facilities in the West and Physiotherapy awareness and educational programs in the institutions and communities when required;

Key performance Indicators, [KPI]:

1. Timely submission of monthly statistics to the Senior Physiotherapist
2. Appropriate allocation of duty roster & daily coverage
3. Number of respective Grand ward rounds and SOPD clinics attended
4. Availability of consumables

5. Number of Continuous Medical Educational sessions conducted and relevant trainings attended respectively.

Selection Criteria:

The Person:

In addition to Bachelors in Physiotherapy (or equivalent), Member of Fiji Physiotherapy Association and Allied Health Practitioner Society the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of ***Physiotherapist***.

Knowledge and Experience:

1. 10 years or more of clinical Experience
2. Good clinical knowledge in developing and delivering effective Physiotherapy services
3. Good analysis & reporting skills on relevant Physiotherapy outcomes and improvements required.
4. Good knowledge of Health Promotion facilitation
5. Understanding of the Fijian Constitution (2013) and applicable legislations of Fiji

Skills and Abilities:

1. Effective Physiotherapy clinical development, delivery and evaluation skills.
2. Demonstrated ability to lead and monitor a team
3. Demonstrated ability to analyse & report on relevant Physiotherapy outcomes and improvements required.
4. Demonstrated ability to work effectively within a team and team environment
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.

MOHMS 589/2018 PHYSIOTHERAPIST RAKIRAKI HOSPITAL
MOHMS 590/2018 PHYSIOTHERAPIST SIGATOKA HOSPITAL

Role	Physiotherapist
Salary Band	Band G
Range	\$28,605.45 - \$38,140.60
Duty Station	Rakiraki Subdivisional Hospital; & Sigatoka Subdivisional Hospital
Reports to:	Respective Sub Divisional Medical Officer

The Position:

The position also provide effective and efficient of Inpatient and Outpatient Physiotherapy services at the respective Western subdivisional hospitals by monitoring, developing and promoting good standards of patient care, assisting staff development and customer focus.

Key Responsibilities

1. Ensure that the Physiotherapy services in the Outpatients clinics, wards and communities within the respective Western Sub Divisional Hospital are effectively carried out
2. Ensure That the operation of Physiotherapy machines, equipment and consumables are maintained at all times;
3. All daily clinical and monthly statistical updates and reports are submitted in a timely manner
4. Provide Physiotherapy awareness and educational programs in the institutions and communities when required;
5. Contribute to the staff development to facilitate learning environment.

Key Performance Indicators:

1. Timely submission of monthly statistics to the Senior Physiotherapist
2. Appropriate allocation of duty roster & daily coverage
3. Number of respective Grand ward rounds and SOPD clinics attended
4. Availability of consumables
5. 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 **Physiotherapist**.

Knowledge and Experience:

1. Good clinical understanding of an effective and efficient respective Physiotherapy approaches
2. Good knowledge on analysing & reporting of Physiotherapy outcomes and improvements required.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities:

1. Demonstrated ability to develop, deliver and evaluate respective physiotherapy clinical skills.
2. Excellent planning skills
3. Good presentations and communication skills
4. Demonstrated ability to effectively lead and monitor a team
5. Demonstrated ability to effectively work within a team;

6. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
7. Ability to demonstrate commitment to supporting the operational and corporate environment of the organisation.

MOHMS 591/2018 PHYSIOTHERAPIST CWM HOSPITAL [3 POSTS]

Role	Physiotherapist
Salary Band	Band G
Range	\$28,605.45 - \$38,140.60
Duty Station	CWM Hospitals
Reports to:	Senior Physiotherapist, Superintendent Physiotherapist.
Liases with:	Ministry staffs, FNU CMNHS, Clients and their relatives, relevant NGO's
Subordinates	Intern Physiotherapist, Jnr Physiotherapist

POSITION PURPOSE

To establish and maintain an Effective Unit that delivers safe physiotherapy services in CWMH within standards. The incumbent will oversee Unit projects and provide a learning and development environment for subordinates.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Maintain an effective and efficient Unit that provides safe Physiotherapy services.
2. Oversee and coordinate Unit projects, programs and planned activities.
3. Coordinate and supervise Interns and student attachments and conduct assessments.
4. Attend relevant trainings and provide reports.
5. Coordinate and contribute to the development of the department and support hospital and ministry plans.

6. Develop Unit plans and provide progress reports within the agreed timeframe.
7. Provide safe physiotherapy services within standards of practice.

KEY PERFORMANCE INDICATORS

1. Co-ordinate the Unit programs and activities that support learning and development, effective work progress and teamwork.
2. Provide safe physiotherapy services in accordance to Standards of Practice.
3. Provide unit reports within the agreed timeframe.
4. Submit post training reports within the agreed timeframe.

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. 10 years of clinical physiotherapist experience
2. Knowledge of basic supervisory & performance management
3. Good practical working knowledge of Physiotherapy standards of practice and Unit projects.
4. Knowledge of effective work planning.

Skills and Abilities

1. Ability to work and lead within a team.
2. Ability to analyze administratively, make sound decisions and meet set outcomes.
3. Administration skills to analyze data, conduct meetings, present reports and represent the department on relevant occasions.
4. Demonstrate ability to provide Safe and effective physiotherapy clinical development, evaluation and delivery skills.
5. Effective communication skills and the ability to tactfully deal with clients Skills to identify

6. Demonstrate ability to use Microsoft applications.

MOHMS 592/2018 PHYSIOTHERAPIST NADI HOSPITAL

Role	Physiotherapist
Salary Band	Band G
Range	\$28,605.45 - \$38,140.60
Duty Station	Nadi Hospital;
Reports to:	Sub Divisional Medical Officer

The Position:

The position also provide effective and efficient of Inpatient and Outpatient Physiotherapy services at the respective Western subdivisional hospitals by monitoring, developing and promoting good standards of patient care, assisting staff development and customer focus.

Key Responsibilities

1. Ensure that the Physiotherapy services in the Outpatients clinics, wards and communities within the respective Western Sub Divisional Hospital are effectively carried out
2. Ensure That the operation of Physiotherapy machines, equipment and consumables are maintained at all times;
3. All daily clinical and monthly statistical updates and reports are submitted in a timely manner
4. Provide Physiotherapy awareness and educational programs in the institutions and communities when required;
5. Contribute to the staff development to facilitate learning environment.

Key Performance Indicators:

1. Timely submission of monthly statistics to the Senior Physiotherapist

2. Appropriate allocation of duty roster & daily coverage
3. Number of respective Grand ward rounds and SOPD clinics attended
4. Availability of consumables
5. 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 *Physiotherapist*.

Knowledge and Experience:

1. Good clinical understanding of an effective and efficient respective Physiotherapy approaches
2. Good knowledge on analysing & reporting of Physiotherapy outcomes and improvements required.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities:

1. Demonstrated ability to develop, deliver and evaluate respective physiotherapy clinical skills.
2. Excellent planning skills
3. Good presentations and communication skills
4. Demonstrated ability to effectively lead and monitor a team
5. Demonstrated ability to effectively work within a team;
6. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.

7. Ability to demonstrate commitment to supporting the operational and corporate environment of the organisation.

MOHMS 593/2018 MEDICAL IMAGING TECHNOLOGIST CLASS II NAVUA HOSPITAL

Position Title:	Medical Imaging Technologist Class II
Position Level:	Band F
Salary range:	\$22,528.74 - \$28,883.00
Location:	Navua Hospital
Unit/Division:	Radiology /Central Division
Reports to:	SDMO Serua Namosi, Superintendent MIT CWMH

Position Purpose

The purpose of the position is to support the clinical activities at Navua Hospital through effective and efficient delivery of radiological services.

The position is always on call after hours for emergency cases.

Key Responsibilities

The position will achieve its purpose through the following:

1. Performing requested examinations and its activities in line with departmental protocols, safety procedures and guidelines.
2. Responding to and performing after hour's requests and outreach duties promptly.
3. Ensure that equipment are functioning and relevant consumables are available at all times
4. Collect and compile statistics for submission to relevant authorities and actively participates in quality improvement programs.
5. Ensure proper archiving of patients records.

- Actively contribute to the Ministry's corporate requirements by attending staff meetings, conferences and workshops relevant to job role.

Key Performance Indicators

- All activities under examinations are accurately recorded and performed on a scheduled time.
- All after hour's examinations are completed and outreach program reports tabled in a timely manner.
- Timely submission of quality monthly and annual reports and proper filing/archiving of patient records.
- Equipment are functioning and consumables are available with timely reporting and rectifications and quality improvement activities are implemented.

The Person

In addition to a Diploma or a Bachelor in Medical Imaging Science, registered and licenced under the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience

- At least 2 years of technical working experience in General Radiography.
- Good knowledge of Ultrasound examination protocols to be able to work unsupervised.
- Knowledge of relevant laws and legislations applicable to Radiology safety practices

Skills and Abilities

- Demonstrated ability to work effectively within a team environment.

- Demonstrated organizational and communications skills to be able to work with people of diverse background.
- Demonstrated ability to promote best use of resources and time to achieve work outcomes.
- Demonstrated IT and Microsoft office skills to support the department operations.

MOHMS 595/2018 DIETICIAN LABASA HOSPITAL

Position Title	Dietician
Position Level:	E Band
Salary range:	\$19,041.75 - \$24,412.50
Location:	Subdivision/Hospitals
Unit/Division:	Clinical Division
Reports to:	Supervisor Dietician
Subordinates:	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

- Conduct and provide Nutrition Assessment, counselling and therapy for patients with continuous monitoring and evaluation of care plans to improve their nutritional needs.
- Coordinate and conduct population health nutrition programs, awareness, advocacy, screening and intervention in all settings to promote good health across life course.
- 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 standards
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Ensure better management of resources with proper documentation
4. Reports submitted within the agreed timeframes and meet the standard reporting requirements

The Person

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 Food Safety, Infection Control and OHS

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

**MOHMS 596/2018 SUB DIVISIONAL HOSPITAL MANAGER
ROTUMA HOSPITAL**

**MOHMS 597/2018 SUB DIVISIONAL HOSPITAL MANAGER
LOMALOMA HOSPITAL**

Role:	Nurse Unit Manager Lomaloma/Rotuma Hospital (NUM)
Level:	Salary Band H
Salary range:	\$34,760.31 – \$44,564.50
Location:	Lomaloma Sub Divisional Hospital
Unit/Division:	Nursing / Eastern Division
Reports to:	Sub-Divisional Health Sister Eastern/Sub Divisional Medical Officer Lomaloma
Subordinates:	NUO5, NUO6, Ward Assistant, House Keeping Staffs

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the hospital as required by the Ministry of Health Medical Services.

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

1. Provide leadership, management and supervision of the General Ward Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Ensure efficient and effective management of the nursing workforce, and all delegated activities are met.
4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of General Ward reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Provide timely and expert advice on all general ward nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicator:

1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services.
3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.

4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

The Person

In addition to Bachelor's degree, Post-graduate qualification in Nursing/ Management/ Public health/ Midwifery, registered with the Fiji Nursing Council and holds a valid practicing licence, the following knowledge, experience, skills and abilities are required for the position

Knowledge and Experience

1. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing.
2. Knowledge on Effective Infection Control
3. Understanding of the Nurses Decree 2010 is essential
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Makes sound judgement calls ensuring institutional and clients' interests are upheld at all times.
2. Demonstrates strong supervisory attributes
3. Exhibits excellent 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 training /operational / corporate environment of the organisation.

7. Manages human resources effectively.
8. Must have demonstrated intellectual capacity, drive, determination and flair in the current position in order to cope with the demand.

MOHMS 598/2018 Team Leader Lakeba Health Centre

MOHMS 599/2018 Team Leader Rotuma H/C

MOHMS 600/2018 Team Leader Lomaloma H/C

Role :	Team Leader Public Health
Level :	Salary Band G
Salary range:	\$28,605.45 - \$38,140.60
Location :	Lakeba/Rotuma/Lomaloma 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

Skills and Abilities.

1. Demonstrated ability to effectively work within a team
Demonstrate the ability to manage, motivate and evaluate staff.
2. Must be analytic with capable problem solving skills in terms of staffing, and others things resource in resource constraint environment.
3. Supervisory and coaching skills
4. Demonstrated good customer focus.

MOHMS 601/2018 HANDYMAN, WESTERN HEALTH SERVICES

Role:	Handyman
Level:	Band B
Wages/Annum	\$5.37 -\$8.41 per hour
Location:	Western Health Services Divisional Office
Unit/Division:	General Services - Western Health Services
Reports to:	Executive Officer General Services

The Position

The position provides assistance to the carpenter and plumber for their major repairing works within the Eastern Health Division.

Key Duties

1. Repair of minor plumbing works.
2. Repair of minor carpentry works
3. Ensure the loading and offloading of building materials.
4. Ensure that building materials are properly stored and recorded.
5. Assist the maintenance team as and when required

Key Performance Indicators

1. All authorized scheduled maintenance plans are delivered within agreed timeframes and compliant with necessary procedures and regulations
2. Maintenance and working environment are in compliance with Occupational Health & Safety Regulations
3. All maintenance reports in accordance with completed schedules to be produced within agreed timeframes

The Person

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Possess basic experience in Carpentry and plumbing work
2. Possess basic Gardening/landscaping work experience.
3. Knowledge of proper handling and use of carpentry and plumbing tools
4. Understanding of Occupational Health and Safety at the workplace
5. Experience as labourer in a similar working environment

Skills and Abilities

1. Ability to plan and organise work in a timely manner
2. Ability to communications effectively
3. Ability to maintain consistency in attending to daily routine work
4. Ability to repair and maintain work equipment and tools