

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 782/2018 | Accounts Officer – Salaries Head Quarters | \$22,528.74 - \$28,883.00 |
| MOHMS 783/2018 | Cook III – Taveuni Hospital | \$5.37 - \$6.89 |
| MOHMS 784/2018 | Cleaner - [2 Posts] Taveuni Hospital | \$4.60 - \$5.90 |
| MOHMS | Laboratory Attendant – CWM Hospital | \$4.60 - \$5.90 |

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|----------------|---|--------------------------|
| 785/2018 | | |
| MOHMS 786/2018 | Ward Assistant – CWM Hospital | \$5.37 - \$6.89 |
| MOHMS 787/2018 | Dental Assistant – CWM Hospital 5 Posts | \$5.37 - \$6.89 |
| MOHMS 789/2018 | Executive Officer – Transport [AMU] | \$19,041.7 - \$24,412.50 |

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.

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 6th July 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.

JOB DESCRIPTION

MOHMS 782/2018 ACCOUNTS OFFICER – SALARIES HEAD QUARTERS

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|---------------------------|---|
| Position | Accounts Officer – Salaries (Head Quarters) |
| Band/Salary range: | Band F / \$20,163.22 - \$28,883.00 |
| Location: | Head Quarters (HQ), Dinem House |
| Unit/Division: | Accounts |
| Reports to: | Senior Accounts Officer, Principal Accounts Officer |
| Subordinates: | Assistant Accounts officer, Clerical Officers |

POSITION PURPOSE

The position incumbent is responsible for the efficient management and operations of the salaries and wages unit of Ministry of Health & Medical services. Ensure commitment and compliance to good financial practises to enable the efficient and effective processing of salaries and wages for the staffs of Ministry of Health and Medical Services with quality service delivery.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Ensure timely processing of wages, salaries and other payments in accordance to the financial practises.
2. Ensure timely authorization of salaries and wages inputs are updated systematically and edit verifications are uploaded accordingly.
3. Oversee the efficient and effective management of wages / salaries section ensuring staffs meeting the deadlines.
4. Provide timely and expert advice on all wages and salaries matters to the Senior Management.

5. Ensure wages and salaries financial reports and reconciliations are timely submitted to senior managers for decision making.
6. Counsel, guide and Develop internal (Wages /Salaries/FNPF) programme to ensure adherence to policies, finance instructions and agreed policies.
7. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

1. The AO is required effectively process salaries and wages payments, process timely payroll updates system.
2. To provide timely advise to management on wages and salaries activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.
3. Timely & effective management of the unit's performance to enable business continuity, and delivery of services.

PERSON SPECIFICATION

In addition to an Undergraduate degree in Accounting, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 3 years' experience working in a Finance Environment
2. Sound and Good Working Knowledge of Financial Management requirements.
3. Practical knowledge of anti-corruption approaches and methods
4. Good experience with supervisory and Leadership Role
5. Understanding of the Fijian Constitution (2013)and applicable finance laws of Fiji

Skills and Abilities

1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts
2. Demonstrated ability to carry out set tasks in order to meet set deadlines

3. Demonstrated ability to maintain confidentiality
4. Ability to provide support and guidance through the appropriate interpretation of relevant guidelines, acts, regulations to the management
5. Capacity to utilize computer programs to support the financial operations
6. Service oriented approach, with commitment to supporting the operational and corporate environment of the organization.

MOHMS 783/2018 COOK III – TAVEUNI HOSPITAL

| | |
|-----------------------|---|
| Role: | GRADE III COOK |
| Level: | GWE |
| Salary range: | \$5.37 - \$6.89 |
| Location: | Taveuni Hospital |
| Unit/Division: | Northern Division |
| Reports to: | Supervisory Dietician, Taveuni Hospital |

The Position

The position contributes to the provision of healthy nutritious meals, and supports the core functions and development in the Food Service Department on a day to day basis.

Key Duties

1. Reports directly to the Chief Cook on a day to day basis.
2. Responsible for preparing and cooking a well-balanced nutritious meals for all inpatients and staffs according to the menu
3. Ensure food items to be used for day is available
4. Responsible for cooking for other visiting teams to the hospital
5. Ensure to be transparent with work and punctuality

The Person

In addition to a Certificate in Cookery (or equivalent) relevant training, or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Grade III Cook:

Knowledge and Experience

1. At Least 2-3 years experience working in a Food Service environment
2. Sound Knowledge in menu reading and interpretation
3. Understanding of the Food Service approach in patient recovery

Skills and Abilities

1. Excellent communication skills with people from diverse backgrounds, in order to provide a nutritious meal in a given period of time
2. Demonstrate ability to work cooperatively within a team environment
3. Ability to follow instructions' and meet set deadline, in particular with regards to service of nutritious and quality meals to patients, staffs and external customers
4. Demonstrate ability to maintain confidentiality

MOHMS 784/2018 CLEANER - [2 POSTS] TAVEUNI HOSPITAL

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|-----------------------|----------------------|
| Role: | Cleaner |
| Wage Band: | A |
| Wage rate: | \$4.60 - \$5.90 |
| Location: | Waiyevo Hospital |
| Unit/Division: | Taveuni Sub Division |
| Reports to: | Clerical Officers |

Key Responsibility Area

1. Daily cleaning of the hospital interior, wash rooms and offices and making sure that cleanliness of the hospital is maintained at all times.

2. Making sure that all cleaning equipment's and gears are kept in a safe place and daily updating of tally cards.
3. Ensuring that the Hospital environment is clean, safe and infection free as much as possible for the safety of the patients, their relatives and staff of the Bua sub-divisional hospital.
4. Actively contribute to the Ministry's or corporate requirements.

Key Performance Indicator:

1. Ensure the cleanliness of the hospital at all times to minimize the spread of cross infection.
2. All cleaning equipment's must be kept in a safe place at all times and daily updating of tally cards.
3. Ensure to provide and maintain a high quality customer care with available resources to ensure customer satisfaction.
4. Participation in the ministry's corporate activities in a timely manner.

The Person

In addition to a Form 6 Attainment, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

Knowledge and Experience

1. Basic Housekeeping and Cleaning work knowledge and experience
2. Basic stores management knowledge and experience

Skills and Abilities:

1. Carryout good cleaning and housekeeping duties
2. Properly keep and dispatch cleaning stores and maintain records.
3. Good customer care service and team player

MOHMS 785/2018 LABORATORY ATTENDANT – CWM HOSPITAL

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|------------------------|---|
| Position Title: | Laboratory Attendant |
| Position Level: | Band A |
| Salary range: | \$4.60 - \$5.90 |
| Location: | CWM Hospital/Lautoka Hospital/Labasa Hospital |
| Unit/Division: | Pathology Laboratory |
| Reports to: | Laboratory Superintendent |
| Liases with: | Consultant Pathologist, Pathology Registrars, Supervising Technical Officer |

Position Purpose

The purpose of this position is to provide support and logistics assistance to Laboratory technical team.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure proper handling of human corpses for post mortem and embalming requests within agreed timeframes and/or service standards.
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. 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. 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.

The Person

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

Knowledge and Experience

1. Basic computer knowledge would be an advantage but not compulsory
2. Must be able to identify resources required to be able to perform duties of a laboratory attendant with due economy.
3. Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
4. Experience in carrying out post mortem and embalming procedures.

Skills and Abilities

1. Have capacity to learn and work with minimum supervision;
2. Demonstrate ability to communicate (verbal and written) effectively;
3. Demonstrated ability to work and contribute within a high performing team environment;
4. Ability to manage time effectively and have service orientated approach.

MOHMS 786/2018 WARD ASSISTANT – CWM HOSPITAL

| | |
|----------------|------------------------------|
| Role | Hospital Ward Assistant |
| Position Level | GWE |
| Salary range | \$5.37 - \$6.89 |
| Duty Station | CWMH |
| Report To | Sister Incharge, Unit Matron |
| Liases with | Housekeeper, CWMH |
| Subordinates | Nil |

POSTION PURPOSE

To assist the Registered Nurse in the provision of patient care.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Assist the registered Nurse in the provision of patient needs and comfort measure within the scope of practice.
2. Assist the registered Nurse with routine preparation of admission procedures of patients as directed and routine discharge plan procedures of patients and laying dead bodies.
3. Assist the Registered Nurse in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by the doctors and nurses.
4. Responsible for cleaning, sterilizing of equipment, damp dusting and carbolizing the patient environment, utilities, ward/unit.
5. Perform bed making, rinsing soiled linen, updating linen count as required by hospital guideline.
6. Check and dispatch specimen to laboratory e.g. urine and sputum, blood and stool.
7. Assist the registered nurse in customer care related issues.

8. Assist the registered nurses in collecting the reports/records required for the patients.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Damp dusting of patient environment i.e. Lockers, beds, food-tables, hand basin, trolleys, and surfaces and taking used dressing and special trays to CSSD for autoclaving and collecting clean trays and dressing materials for ward use.
2. Taking kettle up to top kitchen to fill tea for the patient's breakfast and collect food trolleys for patients' breakfast or dinner.
3. Assist nurses in serving of food, cocoa and oral feeding of patients and collecting of dirty plates, cleaning of utensils/pantry.
4. Cleaning of bedpans, urinals, basins, sputum mugs and sluice rooms.
5. Assist nurses in sponging and turning of patients and also attending to oral toilets for patients that need it.
6. In between the above duties, recording and dispatching of specimen to laboratory and discharge xray bags to xray department and collection of discharge medication.
7. Transfer and wheeling patients on wheelchair or trolley to x-ray, CT scan, echo, eye clinic, endoscopy and OT.
8. Collecting of morning and afternoon tea for patients and nurses in special areas e.g. ICU, Burns and Labour.

The Person

In addition to Form 6 qualification (or equivalent) the person must have Certificate in Care Giving level 3, the following Knowledge,

Experience, Skills and abilities are required for the successful performance of the role

Knowledge and Experience

1. Understanding of the Mission/Vision of the Ministry of Health and Medical Services and the PSC Code of Conduct and Values.
2. Experience and have knowledge of care giving in assisting the provision of patient care.
3. Understanding of OHS, Infection Control Policy (color coding and waste management).
4. Have the knowledge of the GWE working conditions 1988.
5. Understands the legal and ethical issues with regard to patient care and patient information.
- 6.

Skills and Abilities

1. Excellent Communication skills
2. Good command of English- written and oral.
3. Demonstrate the ability to effectively work within a team, with less supervision.
4. Demonstrate the ability to work under pressure in a resource constrained environment.
5. .Service and customer oriented approach, with a commitment to assist the nurses at workplace.
6. .Perform and assist the nurse in the provision of all daily living activities with confidence and competence.
7. .Performs with expectation to the duties assigned as stipulated.

MOHMS 787/2018 DENTAL ASSISTANT – CWM HOSPITAL 5 POSTS

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|-----------------------|--------------------------|
| Role: | Dental Assistant |
| Level: | Government Wage Earner |
| Salary range: | \$4.60 - \$5.90 |
| Location: | CWM Hospital |
| Unit/Division: | Dental |
| Reports to: | Principal Dental Officer |
| Subordinates: | None |

The Position

The position is responsible to the Dental Officer/Dental Therapist for the preparation of patients and assisting, for clerical duties and for maintaining housekeeping and equipment's.

Key Responsibilities

1. Patient registration and collection of revenue with the maintenance of accurate clinical records.
2. Chair side assisting to dentist/therapist in all dental procedures, provide oral health education and total number of oral health education provided
3. Oral health promotion in outreach programmes e.g. in MCH clinics (Maternity and Child Health Care) and kindergartens.
4. Clean, prepare and sterilize instruments and disinfect equipment with the proper waste disposal using infection control protocols and guidelines.
5. Total number of patients registered, history cards updated and all dental fees collected receipted and recorded.
6. Participate in collection and reporting of Monthly data reports and timely gathering and submission of all relevant reports to the Dental Officer In-charge.

Key Performance Indicators

1. All Dental support functions with regard to registration, revenue collection and maintenance of accurate clinical records.
2. Effective and timely sterilization of instruments and disinfection of equipment's and maintaining proper disposal of waste.
3. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participate in Dental activities of the Ministry.

Selection Criteria**The Person**

In addition to a pass in Form 6 level and the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role along with a good understanding on any science subject:

Knowledge and Experience

1. Knowledge and fair understanding of equipment's, materials to be used.
2. Knowledge of Infection Control and importance of maintaining cleanliness
3. Similar work experience
4. Knowledge of proper maintenance of working area and safety protocol
5. Knowledge of Occupational Health & Safety

Skills and Abilities

1. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
2. Ability to identify and refer any Risk Management Issues; and to work with minimal supervision.
3. Maintain privacy and confidentiality of all patient or staff information and data

4. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.

MOHMS 789/2018 EXECUTIVE OFFICER – TRANSPORT [AMU]

| | |
|-----------------------|--|
| Role: | Executive Officer-Transport (AMU) |
| Salary Band: | Band E |
| Location: | MOHMS HQ, Dinem House, Level 1, Toorak, Suva |
| Unit/Division: | Asset Management Unit |
| Reports to: | Principle Administrative Secretary-Asset Management Unit |
| Subordinates: | Clerical Officer-Transport, Mechanics, Drivers. |

The Position:

The incumbent will be responsible for the management, coordinate efficient facilitation of transport to staff at headquarters and ensure that all vehicles in the fleet are serviced and repaired on time to meet the transport demands for all health facilities.

Key Duties:

1. Ensure that the vehicles are properly maintained at all times in accordance with the Public Services Transport Regulation and any vehicles defects or accidents are repaired on time.
2. Ensure that all vehicles runs are properly logged and submissions of vehicle quarterly returns are submitted on time.
3. Ensure that processing of fuel card reconciliation and payment is done in a timely manner.
4. Ensure to update vehicle database on all movements of leased vehicles, state owned vehicles and other fleet.
5. Prepare weekly/monthly fleet update reports.

Key Performance Indicators:

1. Vehicles servicing schedules and updated wheel tax fitness with Land Transport Authority.

2. Updated log books and vehicle quarterly returns.
3. Monthly fuel card payments.
4. Updated Master list for fleet at Ministry Of Health and Medical services

The Person

In addition to a Diploma in Management or equivalent, clean driving licence (full licence) holder with a valid Defensive Driving Course, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Sound knowledge and experience in preparation of reports for management.
2. Knowledge and experience in working with private contractors and relevant stakeholders within and outside of government.
3. At least 3-4 years' experience in a specific field relevant to the job.
4. Good understanding of various government policies & regulations e.g. Finance manual, General Orders, Terms & Conditions of GWE, procurement policies related to the duties.

Skills and Abilities

1. Outstanding written and communication abilities inclusive of report writing skills.
2. Demonstrated ability to meet strict deadlines with minimum supervision.
3. Strong organizational skills and have the ability to maintain confidentiality.
4. Possess strong analytical and computer skills especially with MS Word and Excel.
5. Ability to travel extensively and work extensive hours (inclusive of Weekends & Public Holiday) when required.
6. Demonstrated ability to work as part of a dynamic team.