

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 790/2018 | Interns Pharmacist –Labasa Hospital 2(post) | \$19,041.7 -\$24,412.50 |
| MOHMS 791/2018 | Interns Pharmacist –Lautoka Hospital 4(post) | \$19,041.7 -\$24,412.50 |
| MOHMS 792/2018 | Interns Pharmacist –CWM Hospital 6(post) | \$19,041.7 -\$24,412.50 |
| MOHMS 793/2018 | Ward Assistant Female Medical Ward, Labasa Hospital | \$4.60 - \$5.90 |

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|----------------|--|--------------------------|
| MOHMS 794/2018 | Ward Assistant Female Surgical Ward, Labasa Hospital | \$4.60 - \$5.90 |
| MOHMS 795/2018 | Ward Assistant Labour Ward, Labasa Hospital | \$4.60 - \$5.90 |
| MOHMS 796/2018 | Ward Assistant Ante-Natal Clinic, Labasa Hospital | \$4.60 - \$5.90 |
| MOHMS 797/2018 | Ward Assistant Emergency Department, Labasa Hospital | \$4.60 - \$5.90 |
| MOHMS 798/2018 | Electrician – Tamavua Twomey | \$14,428.13 -\$18,497.60 |
| MOHMS 799/2018 | Handyman Tamavua Twomey | \$5.37 - \$\$6.89 |
| MOHMS 800/2018 | Medical Orderly Tamavua Twomey | \$12,081.69 -\$15,489.35 |
| MOHMS 801/2018 | Senior Domestic Assistant Tamavua Twomey | \$12,081.69 -\$15,489.35 |
| MOHMS 802/2018 | Dietician – Ba Mission Hospital | \$19,041.7 -\$24,412.50 |
| MOHMS 803/2018 | Dietician CWM Hospital (2 Posts) | \$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 3rd August 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 790/2018 Interns Pharmacist –Labasa Hospital 2(post)
MOHMS 791/2018 Interns Pharmacist –Lautoka Hospital 4(post)
MOHMS 792/2018 Interns Pharmacist –CWM Hospital 6(post)

| | |
|---------------------------|---|
| Position: | Intern Pharmacist |
| Band/Salary range: | Band E |
| Location: | Divisional Hospitals (CWMH/Lautoka/Labasa) |
| Unit/Division: | Pharmacy/Hospital Services |
| Reports to: | Principal Pharmacists (Registered Pharmacist) |
| Subordinates: | Nil |

POSITION PURPOSE

The intern pharmacist position is a 12-month temporary position in which a pharmacy graduate from a Bachelor of Pharmacy course gains the necessary skills and experience, under the guidance and supervision of an approved registered preceptor, to satisfy the requirements for registration as a Pharmacist in Fiji. The position contributes to optimum patient care by undertaking the functions of a pharmacist, within the scope and

responsibility of an intern pharmacist, and within the relevant regulatory framework.

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. Application of the 7 Competence Standards under the Pharmacy Internship Program
2. Provide courteous, professional & high quality customer counselling on medicines and pharmacy service
3. Verify prescriptions, check for harmful interactions, prepare and dispense medicines under supervision by a registered pharmacist
4. Mix compounds according to a pharmacist’s or doctor’s instructions
5. Participate in continuous pharmacy education

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. Medicine information is provided, readily available, and accessible by members of medical staff and the general public
3. Successful completion of the Pharmacy Internship Program at the end of the 52 weeks.

THE PERSON

In addition to Bachelor of Pharmacy degree, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. Knowledge of legal requirements for registration as a pharmacist in Fiji
2. Good knowledge of pharmacotherapy and the ability to apply this knowledge to practical situations
3. Good understanding of the role of the Hospital Pharmacist and a Community Pharmacist to achieve good healthcare outcomes
4. Knowledge and application of Good Dispensing Practices & Good Pharmaceutical Practices
5. A sound understanding and conscientious application of the Quality Use of Medicines (QUM)

Skills and Abilities

1. Demonstrated ability to work individually and also within a team, to follow instructions and meet agreed timelines
2. Demonstrated ability to support and deliver high quality customer service for medicines and pharmacy services
3. Demonstrate ability to interact with all colleagues in a professional and positive manner to foster good rapport, promote team spirit and ensure two-way communications.
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 793/2018 Ward Assistant Female Medical Ward, Labasa Hospital

| | |
|---------------------------|---|
| Position: | Ward Assistant Female Medical Ward |
| Band/Salary range: | Band A /\$4.60 - \$5.90 |
| Location: | Labasa Hospital |
| Unit/Division: | Unit Manager FMW |
| Liaises with | Registered nurses, Allied health workers and trainee nurses |

POSITION PURPOSE

The function of this position is to provide assistance to the Nursing and other staff in clinical units in the overall functioning of the service. This is a support

role with a scope of duties that encompasses tidying, cleaning, and errands as required.

KEY RESPONSIBILITIES

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

1. Demonstrating accountability and responsibility when carrying out errands in support of patient care.
2. Adherence to ministerial policies, practise guidelines, standard operating procedures, and Fijian Civil Service code of conduct.
3. Provides service in a non-judgmental, non- discriminatory manner that is sensitive to the patient's and family's diversity, preserving their autonomy dignity and rights.
4. Participate in emergency resuscitative procedures.
5. Actively contribute to the Ministry and/or corporate requirements.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All services provided in accordance with approved guidelines, policies and legislative requirements.
2. Execution of responsibilities in a timely and effective manner leading to continuity of quality services.
3. Effective utilization of resources and assets that support meeting hospital work plans, department objectives and budget restraints; including ongoing contribution to nursing care sustainability.
4. Participate in all Ministry or corporate social responsibility.

PERSON SPECIFICATION

In addition to a pass in FSLC or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Ability to communication well (written and spoken).

2. Basic first Aid.
3. Knowledgeable of hospital health and safety procedures.
4. Capable of providing quality customer care.

Skills and Abilities

1. Demonstrate to ability to be part of a healthcare team and be able to work independently with minimum supervision when required.
2. Demonstrate time management skills in organizing tasks in support of patient care and ward activities.
3. Ability to work shift hours and overtime if required.
4. Service orientated approach with the capacity to support the operational process and targets of the entire health organization.

MOHMS 794/2018 Ward Assistant Female Surgical Ward, Labasa Hospital

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|---------------------------|---|
| Position: | Ward Assistant Female Surgical Ward |
| Band/Salary range: | Band A /\$4.60 - \$5.90 |
| Location: | Labasa Hospital |
| Unit/Division: | Unit Manager FSW |
| Liaises with | Registered nurses, Allied health workers and trainee nurses |

POSITION PURPOSE

The function of this position is to provide assistance to the Nursing and other staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning, and errands as required.

KEY RESPONSIBILITIES

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

1. Demonstrating accountability and responsibility when carrying out errands in support of patient care.
2. Adherence to ministerial policies, practise guidelines, standard operating procedures, and Fijian Civil Service code of conduct.
3. Provides service in a non-judgmental, non- discriminatory manner that is sensitive to the patient’s and family’s diversity, preserving their autonomy dignity and rights.
4. Participate in emergency resuscitative procedures.
5. Actively contribute to the Ministry and/or corporate requirements.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All services provided in accordance with approved guidelines, policies and legislative requirements.
2. Execution of responsibilities in a timely and effective manner leading to continuity of quality services.
3. Effective utilization of resources and assets that support meeting hospital work plans, department objectives and budget restraints; including ongoing contribution to nursing care sustainability.
4. Participate in all Ministry or corporate social responsibility.

PERSON SPECIFICATION

In addition to a pass in FSLC or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Ability to communication well (written and spoken).
2. Basic first Aid.
3. Knowledgeable of hospital health and safety procedures.
4. Capable of providing quality customer care.

Skills and Abilities

1. Demonstrate to ability to be part of a healthcare team and be able to work independently with minimum supervision when required.
2. Demonstrate time management skills in organizing tasks in support of patient care and ward activities.
3. Ability to work shift hours and overtime if required.
4. Service orientated approach with the capacity to support the operational process and targets of the entire health organization.

MOHMS 795/2018 Ward Assistant Labour Ward, Labasa Hospital

| | |
|---------------------------|---|
| Position: | Ward Assistant Labour Ward |
| Band/Salary range: | Band A /\$4.60 - \$5.90 |
| Location: | Labasa Hospital |
| Unit/Division: | Unit Manager Labour Ward |
| Liases with | Registered nurses, Allied health workers and trainee nurses |

POSITION PURPOSE

The function of this position is to provide assistance to the Nursing and other staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning, and errands as required.

KEY RESPONSIBILITIES

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

1. Demonstrating accountability and responsibility when carrying out errands in support of patient care.
2. Adherence to ministerial policies, practise guidelines, standard operating procedures, and Fijian Civil Service code of conduct.

3. Provides service in a non-judgmental, non- discriminatory manner that is sensitive to the patient's and family's diversity, preserving their autonomy dignity and rights.
4. Participate in emergency resuscitative procedures.
5. Actively contribute to the Ministry and/or corporate requirements.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All services provided in accordance with approved guidelines, policies and legislative requirements.
2. Execution of responsibilities in a timely and effective manner leading to continuity of quality services.
3. Effective utilization of resources and assets that support meeting hospital work plans, department objectives and budget restraints; including ongoing contribution to nursing care sustainability.
4. Participate in all Ministry or corporate social responsibility.

PERSON SPECIFICATION

In addition to a pass in FSLC or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Ability to communication well (written and spoken).
2. Basic first Aid.
3. Knowledgeable of hospital health and safety procedures.
4. Capable of providing quality customer care.

Skills and Abilities

1. Demonstrate to ability to be part of a healthcare team and be able to work independently with minimum supervision when required.
2. Demonstrate time management skills in organizing tasks in support of patient care and ward activities.
3. Ability to work shift hours and overtime if required.
4. Service orientated approach with the capacity to support the operational process and targets of the entire health organization.

MOHMS 796/2018, Ward Assistant Ante-Natal Clinic Labasa Hospital

| | |
|---------------------------|---|
| Position: | Ward Assistant Ante-Natal intensive care unit |
| Band/Salary range: | Band A /\$4.60 - \$5.90 |
| Location: | Labasa Hospital |
| Unit/Division: | Unit Manager Labour Ward |
| Liaises with | Registered nurses, Allied health workers and trainee nurses |

POSITION PURPOSE

The function of this position is to provide assistance to the Nursing and other staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning, and errands as required.

KEY RESPONSIBILITIES

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

1. Demonstrating accountability and responsibility when carrying out errands in support of patient care.
2. Adherence to ministerial policies, practise guidelines, standard operating procedures, and Fijian Civil Service code of conduct.
3. Provides service in a non-judgmental, non- discriminatory manner that is sensitive to the patient's and family's diversity, preserving their autonomy dignity and rights.

4. Participate in emergency resuscitative procedures.
5. Actively contribute to the Ministry and/or corporate requirements.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All services provided in accordance with approved guidelines, policies and legislative requirements.
2. Execution of responsibilities in a timely and effective manner leading to continuity of quality services.
3. Effective utilization of resources and assets that support meeting hospital work plans, department objectives and budget restraints; including ongoing contribution to nursing care sustainability.
4. Participate in all Ministry or corporate social responsibility.

PERSON SPECIFICATION

In addition to a pass in FSLC or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Ability to communication well (written and spoken).
2. Basic first Aid.
3. Knowledgeable of hospital health and safety procedures.
4. Capable of providing quality customer care.

Skills and Abilities

1. Demonstrate to ability to be part of a healthcare team and be able to work independently with minimum supervision when required.
2. Demonstrate time management skills in organizing tasks in support of patient care and ward activities.
3. Ability to work shift hours and overtime if required.

4. Service orientated approach with the capacity to support the operational process and targets of the entire health organization

MOHMS 797/2018 Ward Assistant Emergency Department, Labasa Hospital

| | |
|---------------------------|---|
| Position: | Ward Assistant Emergency Department |
| Band/Salary range: | Band A /\$4.60 - \$5.90 |
| Location: | Labasa Hospital |
| Unit/Division: | Unit Manager Accident and Emergency Department |
| Liaises with | Registered nurses, Allied health workers and trainee nurses |

POSITION PURPOSE

The position reports to the Medical Superintendent through the Director of Nursing and the Unit Manager for Accident and Emergency for the provision of various activities related to basic nursing duties necessary for the personal needs, comfort and wellbeing of patients.

KEY RESPONSIBILITIES

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

1. Effectively manage allocated tasks in assisting Nurses in providing holistic nursing care.
2. Provide quality customer service.
3. Deliver excellent service in line with the Vision, Mission and Values of the Ministry of Health & Medical Services
4. Facilitate collaboration between all staff within the hospital in providing health care to the community.
5. Actively contribute to the ministry and/ or corporate requirements.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. To practice in accordance to agreed policies and guidelines in providing the best possible quality and care to all patients, contributing to the efficiency and effectiveness of the service.
2. Effective utilization of resources and assets that support meeting hospital work plans, department objectives.
3. Participate in all Ministry or corporate social responsibility.

The person

In addition to FSLC Pass or Basic caregiving / nursing aid works, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Knowledge of basic caregiving for sick patients
2. Basic first aid.
3. Proficient written and oral English, knowledge of vernacular is advantage
4. Knowledge of OHS requirements
5. Sound knowledge of Ministry of Health Code of conduct.

Skills and Abilities

1. Excellence in customer service skills
2. Proper management and delivery of tasks allocated
3. Good time management skills
4. Ability to work in a hospital environment, work overtime and shift.

MOHMS 798/2018 Electrician – Tamavua Twomey

| | |
|-----------------------|-----------------------------------|
| Role: | Electrician. |
| Salary Band | D Step 1-4 (\$7.50 - \$9.61) |
| Location: | Tamavua Twomey Hospital |
| Unit/Division: | Administration - Central Division |
| Reports to: | Executive Officer |
| Subordinates: | nil |

The Position

The position is responsible to provide effective and efficient service in the maintenance and repair of all electrical equipment's and service delivery within the time frame and with the available resources.

Key Result Areas:

1. Plan and scope all electrical works
2. Coordinate and facilitate the electrical maintenance of TTH in terms of its equipment's, lighting fixtures, electrical appliances, standby generator servicing and all other electrical issues.
3. Check and test run of standby generator on a weekly basis
4. Conduct minor air-conditioning repairs and verify air condition services.
5. To ensure preventative maintenance programs is in place and implemented which should include the adherence to OHS compliance.
6. Actively contribute to the Ministries Corporate requirements.

Key Performance Indicator

1. Coordinate and plan purchasing of electrical material in accordance with the relevant guidelines.
2. Effective and efficient repairing of electrical appliances
3. Ensure electrical materials are stored appropriately
4. Active participate in corporate activities of the Ministry.

The Person

In addition to Trade Certificate in Electrical or equivalent with/or similar knowledge and experiences, skills and abilities are required to successfully undertake the role of

Knowledge and Experiences

1. Acquired knowledge of more than five years of experience in maintenance, repairs and new installation of Electrical equipment's.
2. Knowledge of Legislations relevant to Electrical work
3. Knowledge of procurement of electrical materials
4. Basic knowledge of occupational Health and Safety at the work place

Skills and Abilities

1. Demonstrate ability to effectively work within a team
2. Ability to detect, analyze and solve electrical faults and breakdown.
3. Ability to communicate effectively in both oral and written.
4. Demonstrate ability to organize, supervise, assess, plan and schedule maintenance plan and costing.
5. Demonstrate a positive attitude in work assignment and interaction with others

MOHMS 799/2018 Handyman Tamavua Twomey

| | |
|-------------------|-------------------------|
| Position Title: | Handyman |
| Salary Band/Range | B/Step 1 |
| Location: | Tamavua Twomey Hospital |
| Unit/Division: | Administration |
| Report to: | Executive Officer |
| Subordinates: | None |

The Position Purpose:

To provide timely maintenance of minor carpentry and plumbing works for the hospital and the Institutional quarters of Tamavua Twomey Hospital.

Key Responsibilities Area :(KRA)

1. Ensure that hospital and quarter's maintenance is attended to in a safety and timely manner upon request and according to the job sheet.
2. Attend to emergency issues such as burst pipe/line, blocked toilets etc.
3. Repair minor carpentry works – especially door locks, broken chairs, shelves, gauzing
4. Repair of leaking PVC pipes and taps (basic plumbing works)
5. Ensure that all tools under your possession are operated in a proper and safely manner in compliance with OHS regulation.
6. Actively contribute to the Ministries corporate requirements.

Key Performance Indicator (KPI)

1. Effective and timely response to maintenance works and emergency requests of carpentry and plumbing works as per job specifications and in accordance with standard procedures and guidelines
2. Tools properly maintained, stored and used in accordance with standard procedures
3. Participate in corporate activities of the Ministry as and when required in a timely manner.

The Person

In addition to trade qualifications in carpentry, plumbing or equivalent, the following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

1. Possess basic experience in carpentry and plumbing work
2. Experience as a handyman in a similar working environment
3. Basic knowledge of occupational health and Safety at the Workplace

4. Knowledge and experience in the maintenance of carpentry and plumbing tools and equipment.

Skills and Abilities

1. Ability to assess and provide scope of work for task to be undertaken
2. Ability to make accurate estimates of materials for work to be undertaken
3. Ability and skills to carry out the assigned duties
4. Good communication skills
5. Demonstrate ability to effectively work as a team with minimal supervision.

MOHMS 800/2018 Medical Orderly Tamavua Twomey

Post is withdrawn

MOHMS 801/2018 Senior Domestic Assistant Tamavua Twomey

| | |
|-----------------------|------------------------------------|
| Role: | Senior Domestic Assistant |
| Salary Band | Band C [\$12,081.69 - \$15,489.35] |
| Location: | Tamavua Twomey Hospital |
| Unit/Division: | Administration |
| Reports to: | Executive Officer |
| Subordinates: | GWEs |

The Position

The position provides effective day to day management and operation of the Housekeeping Unit in the Hospital. It also actively involved in assisting in the management of the Administration office as determined by the Medical Superintendent.

Key Responsibilities Area: (KRA)

1. Provide support services in the planning, supervising and monitoring of activities in the Housekeeping unit.
2. Ensure all Cleaners are present in their respective wards and departments on time and also to meet the standard required
3. Correct labelling of waste management and right procedures of cleaning is carried out.
4. Consultation on special cleaning required from unit Supervisors and liaising with cleaning services
5. Checking of colour coding for cleaning gears
6. Organizing monthly meetings with Cleaning Services and updating of reports
7. Check all household items needed for each units and submit orders to Stores Department
8. Ensure that Conference Room is clean and ready for any meetings
9. Change rosters for Cleaners at the end of each quarter.
10. Actively participate in corporate activities of the Ministry.

Key Performance Indicator (KPI)

1. Effective, monitoring of Housekeeping activities in all the 3 units.
2. Timely submission of quarterly roster for GWE
3. Timely submission of monthly report and meeting
4. Participate in corporate activities of the Ministry as and when required in a timely manner.

The Person

In addition to Form 7 passed the following Knowledge, Experience, Skills and Abilities is required to successfully perform the duty of the post:

Knowledge and Experience

1. Demonstrated ability to work with minimum supervision.
2. Understanding and proven experience in facilitating and adhering to Health and Safety at Work Place Act, Terms and Condition for Government Wages Earner and other regulations.

3. Ability to work under pressure and meet deadlines.
4. Possess the ability to communicate effectively both orally and written
5. Be computer literate and has to have an analytic mind.
6. An understanding of Constitution of the Republic of Fiji 2013.

Skills and Abilities

1. Ability to plan and organise work in a timely manner
2. Demonstrate ability to work as a team
3. Effective verbal and written communication skills
4. Demonstrate ability to work extra hours

MOHMS 802/2018 **Dietician – Ba Mission Hospital**
MOHMS 803/2018 **Dietician CWM Hospital (2 Posts)**

| | |
|------------------------|-------------------------------------|
| Position Title | Dietician |
| Position Level: | E Band |
| Salary range: | \$19,041.75 - \$24,412.50 |
| Location: | Subdivision/Hospitals |
| Unit/Division: | Public Health and 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

1. Conduct and provide Nutrition Assessment, counseling 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 lifecycle.
3. Ensure compliance to all relevant policies, protocols and guidelines and promote quality improvements in the practice
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

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 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