

## **RE ADVERTISEMENT**

### **MOHMSP 28/2018 - FREE MEDICINE PROGRAM DRIVER**

<b>Role</b>	Driver
<b>Position Level</b>	Band B
<b>Salary Range</b>	\$5.37 - \$6.89
<b>Duty Station</b>	Fiji Pharmaceutical & Biomedical Services
<b>Report To</b>	Clerical Officer
<b>Liaises with</b>	Free Medicine Officers
<b>Subordinates</b>	None

#### **The Position**

The position contributes to the achievement of quality health commodities for the people of Fiji by providing safe driving support and general administration and logistical work.

#### **Key Responsibilities**

1. Ensure proper care and maintenance of vehicles.
2. Ensure sound running of the vehicles assigned and arrange minor repairs where necessary
3. Ensure adherence of safe driving practices
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

#### **Key Performance Indicators**

1. Clean and general up keep of the vehicle
2. Timely and safe delivery of goods and documents
3. Timely submission of vehicle reports and safe keep of its maintenance records

#### **Selection Criteria**

##### **The Person**

In addition to a secondary school qualification, Group 2, 4 and 6, Driving License, Defensive Driving Licence, First Aid training the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

##### **Knowledge and Experience**

1. Similar work experience for 5 years
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

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

1. Ability to drive safely and effectively
2. Ability to communicate well both verbal and written
3. Demonstrate ability to work in a team.
4. Ability to manage time effectively

### **MOHMSP 29/18 NURSE ONCOLOGY**

<b>Role</b>	Nurse Oncology
<b>Duration of Contract</b>	3 years

<b>Position Level</b>	Band F
<b>Salary Range</b>	\$35,000
<b>Duty Station</b>	Lautoka Hospital
<b>Report To</b>	Team Leader Sunflower Ward & Lead Paediatric Oncology Paediatrician, Lautoka
<b>Liases with</b>	Nursing staff
<b>Subordinates</b>	None

### **The Position**

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

### **Principles objective**

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

### **Key Responsibilities**

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

### **Key Performance Indicators**

Performance will be measured through the following indicators:

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

### **Selection Criteria**

#### **The Person**

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

#### **Knowledge and Experience**

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

#### **Skills and Abilities**

1. Proven abilities of good customer care
2. Displays good judgment, pay attention to details and possess the ability to make quick decisions

3. Be able to work well with others (Team work).
4. Strong patient advocate with assertive behavior
5. Displays effective communication skills

### **MOHMS 848/18 - SUPERVISING LABORATORY TECHNICIAN**

<b>Position Title:</b>	Supervising Laboratory Technician
<b>Position Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Duty Station:</b>	CWM Hospital, Lautoka Hospital, Labasa Hospital
<b>Reports to:</b>	Laboratory Superintendent
<b>Liases with:</b>	Consultant Pathologist, Hospital Administration, FPBS Laboratory Logistic Coordinator
<b>Subordinates:</b>	TOHG, Technical Officer, Laboratory Assistant, Phlebotomist

#### **The Position**

Supervise the clinical and administrative Laboratory Services for quality service delivery that is aligned to the Fiji Health System and Ministry of Health & Medical Services objectives.

#### **Key Responsibilities**

The position will achieve its purpose through the following:

1. Actively manage, monitor and assess staff performance to enable laboratory service continuity and delivery of quality services.
2. Actively monitor for adequate reagent and consumable stock for use in the laboratory, operational equipment's and work amenities on daily basis.
3. Provide reports and statistics to Laboratory Superintendent according to the schedule and recommend changes when needed.
4. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
5. 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. Effective and timely management and regular monitoring of staff performance and attendance to enable continuity of services.
2. All reports are submitted within the agreed timeframes and schedule, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
4. All Human Resource management are conducted in compliance with the policy and procedures manual, service standards and applicable legislation.

#### **Selection Criteria**

##### **The Person**

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

##### **Knowledge and Experience**

1. At least 10 years' work experience in a Medical Laboratory;
2. Working knowledge of the laboratory supervisor's function, and how these functions contribute to the achievements of organisations goals;

3. Sound knowledge of personnel filing system, information management, procurement and supply management;
4. Practical, working knowledge and experience in human resource management.
5. Sound knowledge or understanding of the different modalities of technical protocols and best practice principles

**Skills and Abilities**

1. Demonstrated ability to communicate effectively with staff of diverse background in order to achieve daily goals and objectives of the laboratory;
2. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture;
3. Demonstrated organizational skills to assist laboratory Superintendent and Consultant Pathologist in organizing the laboratory process changes when needed;
4. Demonstrated ability to analyse, prioritize and solve complex work problems with available resources;
5. Good computer skills and the capacity to utilize computer programs to support the operations of the laboratory;
6. Service oriented approach with a commitment to supporting the operational goals and values of the organisation;

**MOHMS 849/2018 - TECHNICAL OFFICER HIGHER GRADE, LABORATORY**

**- TECHNICAL OFFICER HIGHER GRADE, QUALITY MANAGER [2 POSTS]**

**- TECHNICAL OFFICER HIGHER GRADE, MICROBIOLOGY**

**- TECHNICAL OFFICER HIGHER GRADE, HAEMATOLOGY**

**TECHNICAL OFFICER HIGHER GRADE, BIOCHEMISTRY**

**- TECHNICAL OFFICER HIGHER GRADE, HISTOLOGY**

**- TECHNICAL OFFICER HIGHER GRADE, CYTOLOGY**

<b>Position Title:</b>	Technical Officer Higher Grade
<b>Position Level:</b>	Salary Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Duty Station:</b>	Lautoka Hospital/ Labasa Hospital
<b>Unit/Division:</b>	Pathology Laboratory/Quality Manager/Microbiology/Haematology/Biochemistry/Histology/Cytology
<b>Reports to:</b>	Laboratory Superintendent
<b>Liaises with:</b>	Laboratory team (Nationally), Clinical team, Divisional Quality Managers
<b>Subordinates:</b>	Technical Officer, Laboratory Assistant

**The Position**

The purpose of this position is to oversee the implementation and sustainability of Laboratory Quality Management Systems in Government clinical laboratories in the Division.

**Key Responsibilities**

The position will achieve its purpose through the following:

1. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of MOHMS. Also provide timely professional advice to customers that are within guidelines.
2. Monitor the respective divisional Laboratory Quality Management System (LQMS) and ensure policies are implemented on a continuous basis.
3. Monitor all internal Quality control procedures.

4. Ensure that the Divisional laboratory participates in appropriate External Quality Assurance (EQA) scheme and Sub Divisional Laboratories participate in National Quality Assurance Program and that corrective action is taken on the results as appropriate.
5. Investigate failures to conform, to quality Standards (non-compliance) and ensure appropriate corrective action is taken.
6. Train all respective Division Laboratory team members in the use of the quality systems. Assist other Divisions with training if requested.
7. 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 policies, standard operating procedures (SOP) and guidelines are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
2. Agreed monitoring and evaluation reports of LQMS audit, sub-divisional supervisory visits, customer satisfaction survey, EQA and 5S audit are
3. Conducted in compliance with the specific requirements, and submitted with recommendation in accordance with the scheduled timeframe.
4. Timely and effective management and regular monitoring of Laboratory Quality Management System to enable continuity of service delivery.
5. All personnel are aware of and compliant with the Laboratory Quality Management System and assessment process.

### **Selection Criteria**

#### **The Person**

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. At least 7 years' work experience in a Medical Laboratory;
2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Must be able to identify and manage resources required to be able to perform assigned duties with due economy and conduct monitoring and evaluation.
5. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and Standard Operating Procedures.

#### **Skills and Abilities**

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turnaround Time;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
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 851/2018 PHLEBOTOMIST**

<b>Role</b>	Phlebotomist
<b>Position Level</b>	Band C
<b>Salary Range</b>	\$12,081.69 - \$15,489.35
<b>Duty Station</b>	CWM Hospital
<b>Report To</b>	Laboratory Superintendent
<b>Liases with</b>	Laboratory Supervising Technical Officer, Quality Manager, Manager Blood Services, Laboratory Superintendent
<b>Subordinates</b>	None

#### **The Position**

The purpose of this position is to provide support for blood collection, handling, and distribution of laboratory samples and registration of samples in the Laboratory Information System (LIS) that contributes to delivery of accurate, reliable results within a short turnaround time. This position is also required to accompany Blood Donor Services for mobile and home to home blood drives.

#### **Key Responsibilities**

1. Ensure patient/blood donor comfort and confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health & Medical Services (MOHMS).
2. Ensure work area is clean at all times and disinfected daily, specimen handling is as per SOP and registration into Laboratory Information System (LIS), liaise with relevant Laboratory sections and disseminate updated information to patients/customers.
3. Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned specific duties in other sections is achieved.
4. Contribute to training, supervision and assessment of new recruits and students
5. Ensure proper handling of samples and registration of sample and test requests into the LIS within the expected turnaround time.

#### **Key Performance Indicators**

1. Demonstrate positive communication in all interactions with staff and patients and provide daily Customer Service questionnaire to clients to assess the services provided.
2. Daily cleaning of work areas and filling of the cleaning work sheets.
3. Ensure updated stocktake and ordering of consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
4. Fortnightly attendance or presentation in the Laboratory Scientific Session; assisting in monthly assessment of students or new recruits
5. Daily usage of Sample Acceptance Criteria and registration of samples in the LIS. Ensuring samples are delivered to various Sections of the laboratory every 20 minutes.

## **Selection Criteria**

### **The Person**

In addition to University qualifications (or equivalent) relevant to Phlebotomy, the applicant should demonstrate the capacity to learn and adapt to successfully perform duties of a Phlebotomist.

### **Knowledge and Experience**

1. Identify and manage resources assigned to a Phlebotomist in a proper manner
2. Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
3. Understand and be receptive to applicable laws of Fiji.

### **Skills and Abilities**

1. Demonstrated ability to effectively work within a team;
2. Good communication skills both written & verbal
3. Ability to work with minimum supervision

## **MOHMS 851/2018 NURSE UNIT MANAGER – INTENSIVE CARE UNIT (CWM HOSPITAL)**

<b>Role</b>	Nurse Unit Manager
<b>Position Level</b>	Band H
<b>Salary Range</b>	\$34,760.31 - \$44,564.50
<b>Duty Station</b>	Intensive Care Unit (ICU)
<b>Report To</b>	East Wing Deputy Director of Nursing
<b>Liaises with</b>	Anaesthetists , Physicians, Nurse Unit Managers, Deputy Director of Nursing
<b>Subordinates</b>	Team Leader, Registered Nurses & Ward Assistants

### **The Position**

Provide overall management and clinical supervision of nursing workforce so as to ensure a safe and effective work environment for the delivery of optimal quality nursing care in the Intensive Care Unit, in accordance with relevant guidelines, scope of nursing practice and national nursing standards

### **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 in the following areas:

1. Provide clinical leadership and manage nurses of the ICU and act as a resource person to advice, educate and support nurses as per business plan, policies, and guidelines within the nursing scope of practice.
2. Coordinate the efficient and effective management of the ward and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care

5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with Intensive care nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

### **Selection Criteria**

#### **The Person**

In addition to a Diploma in Nursing (or equivalent) with a valid registration with the Fiji Nursing Council and a valid practicing licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years of Intensive Care Nursing experience.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the following:
  - a) how to set and operate a respiratory ventilator
  - b) Cardiac arrhythmias, Mega Code or advanced life support, and Infection Prevention and Control.
4. Has broad knowledge and experience on quality improvement systems and their implementations
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts.

#### **Skills and Abilities**

1. Proven ward management experience and ability to effectively manage an Intensive Care Unit to a professional standard.
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

**MOHMS 852/2018 NURSE UNIT MANAGER – ACUTE MEDICAL WARD (CWM HOSPITAL)**

<b>Role</b>	Nurse Unit Manager
<b>Position Level</b>	Band H
<b>Salary Range</b>	\$34,760.31 - \$44,564.50
<b>Duty Station</b>	Acute Medical Ward (AMW)
<b>Report To</b>	East Wing Deputy Director of Nursing
<b>Liases with</b>	Cardiologist, Physicians, Nurse Unit Managers, Deputy Director Of Nursing
<b>Subordinates</b>	Team Leader, Registered Nurses & Ward Assistants

**The Position**

Provide overall management and clinical supervision of nursing workforce so as to ensure a safe and effective work environment for the delivery of optimal quality nursing care in the Acute Medical Ward, in accordance with relevant guidelines, scope of nursing practice and national nursing standards

**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 in the following areas:

1. Provide clinical leadership and manage nurses of the Acute Medical Ward and act as a resource person to advice, educate and support nurses as per business plan, policies, and guidelines within the nursing scope of practice.
2. Coordinate the efficient and effective management of the ward and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care to ensure service continuity
5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with Acute Medical nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.

4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

### **Selection Criteria**

#### **The Person**

In addition to a Diploma in Nursing (or equivalent) with a valid registration with the Fiji Nursing Council and a valid practicing licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years of Acute Medical Nursing experience.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the following:
  - a) Cardiac arrhythmias, Mega Code or advanced life support, and Infection Prevention and Control.
4. Has broad knowledge and experience on quality improvement systems and their implementations
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts.

#### **Skills and Abilities**

1. Proven ward management experience and ability to effectively manage a busy Intensive Care Unit to a professional standard.
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

### **MOHMS 853/2018 NURSE UNIT MANAGER – EMERGENCY DEPARTMENT (CWM HOSPITAL)**

<b>Role</b>	Nurse Unit Manager
<b>Position Level</b>	Band H
<b>Salary Range</b>	\$34,760.31 - \$44,564.50
<b>Duty Station</b>	Emergency Department (ED)
<b>Report To</b>	East Wing Deputy Director of Nursing
<b>Liases with</b>	Emergency Department Physicians, Nurse Unit Managers, Deputy Director of Nursing
<b>Subordinates</b>	Team Leader, Registered Nurses & Ward Assistants

#### **The Position**

To provide overall management and clinical supervision of nursing staff and to coordinate service delivery and patient flow through communication with multidisciplinary teams to ensure that patient assessment and treatment are provided in a timely and efficient manner.

## **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 in the following areas:

1. Provide clinical leadership and manage nurses of the Emergency Department and act as a resource person to advice, educate and support nurses as per business plan, policies, and guidelines within the nursing scope of practice.
2. Coordinate the efficient and effective management of the ward and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care to ensure service continuity
5. Ensure effective records management including the regular update of Patient Information System and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with Emergency Department nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

## **Selection Criteria**

### **The Person**

In addition to a Diploma in Nursing (or equivalent) with a valid registration with the Fiji Nursing Council and a valid practicing licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 5 years' experience in an Emergency Department at a large hospital.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on Cardiac arrhythmias, Mega Code or advanced life support, and Infection Prevention and Control.
4. Has broad knowledge and experience on quality improvement systems and their implementations

5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts

### **Skills and Abilities**

1. Proven ward management experience and ability to effectively manage a busy Emergency department.
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

### **MOHMS 854/2018 NURSE UNIT MANAGER – SUPERVISOR MATERNITY (CWM HOSPITAL)**

### **MOHMS 855/2018 NURSE UNIT MANAGER - BIRTHING UNIT (CWM HOSPITAL)**

### **MOHMS 856//2018 NURSE UNIT MANAGER - LABOUR WARD (CWM HOSPITAL).**

<b>Role</b>	Nurse Unit Manager: Supervisor, Birthing Unit, Labour Ward.
<b>Salary band</b>	H
<b>Salary Range</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duty Station</b>	Maternity Unit, CWM Hospital
<b>Unit/Division</b>	Maternity/CWMH
<b>Reports to:</b>	Deputy Director of Nursing, Maternity Unit
<b>Liases with:</b>	Nurse Unit Managers – West, East, Paediatrics & Clinmical Nurse Educator
<b>Subordinates:</b>	Team Leaders, Registered Midwives, Registered Nurses, Ward Assistants

### **The Position**

Coordinates all aspects of ward activities in the Maternity unit, from supervising nursing staff to monitoring patient care with proactive approach to caseload to ensure that practitioner skills are matched to clinical needs and also provides clinical and managerial leadership to subordinates ensuring that all applicable policies, clinical guidelines and protocols and nursing standard are adhered to.

### **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 in the following areas:

1. Provide clinical leadership and manage midwives and nurses of the maternity and gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit as per business plan, policies, and guidelines within the Midwifery and nursing scope of practice
2. Coordinate the efficient and effective management of the ward and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.

3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care to ensure service continuity
5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with midwifery nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectations

### **Selection Criteria**

#### **The Person**

In addition to a Diploma in Nursing (or equivalent) with a valid registration with the Fiji Nursing Council and a valid practicing licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years' experience in midwifery
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree, Mental Health Decree, HIV Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Neonatal resuscitation and HIV in Pregnancy and Infection Prevention and Control and other related neonatal clinical practices.
4. Has broad knowledge and experience on quality improvement systems and their implementations
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts

#### **Skills and Abilities**

1. Proven ward management experience and ability to effectively manage a busy maternity department.
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.

4. Excellent report writing and the ability to communicate effectively
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

**MOHMS 857/2018 NURSE UNIT MANAGER – MIDWIFERY CLINICAL NURSE EDUCATOR (CWM HOSPITAL)**

<b>Role:</b>	Clinical Nurse Educator - Midwifery
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Duty Station:</b>	Colonial War Memorial Hospital - Maternity Unit
<b>Unit/Division:</b>	Nursing, CWM Hospital
<b>Reports to:</b>	Deputy Director Nursing, Maternity Unit
<b>Liases with</b>	Nurse Unit Manager – West, Paediatrics, Nurse Educator CWMH.
<b>Subordinates:</b>	Registered Nurses, Ward Assistants, Nursing And Medical Students

**The Position**

This position coordinates clinical training and development programs while fostering a preceptor/mentor role; formulating and delivering midwifery educational programs; assessment and demonstration of clinical procedures and competencies to meet the education needs of all nurses in the Maternity unit.

**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 in the following areas:

1. Work in collaboration with the respective Maternity unit Nurse Unit Managers to implement the maternity unit training plan, support the development of core midwifery skills and competencies across the maternity unit.
2. Undertake assessments of midwifery practice using clinical competencies and establish audit and quality improvement
3. Provide effective reports on training and staff development activities and outcomes, along with recommendations for improvements and future programs.
4. Manage the training resources/equipment of the unit to ensure that key deadlines are met.
5. Ensure training and development activities are integrated with staff performance management systems and complement succession planning
6. Actively contribute to all clinical requirements of the Ministry including planning, budgeting and human resource activities where required.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Training and Staff development plans aligned with midwifery core skills are implemented and evaluated within agreed timeframes.
2. The quarterly and annual training reports are submitted within agreed timeframes detailing the return on investment and core learning outcomes achieved across the maternity unit.
3. Policy and procedures for staff development and training are implemented, monitored and reviewed and aligned with the *2018 Civil Service Learning & Development Guideline*.

4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectation

### **Selection Criteria**

#### **The Person**

In addition to a Diploma in Nursing (or equivalent) with a valid registration with the Fiji Nursing Council and a valid midwifery practicing licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years' experience delivering staff development or training in core midwifery skills.
2. Understanding of adult learning principles and approaches to effective staff training and development.
3. Experience in developing, delivering and evaluating training and staff development programs and reporting to management on application of learning outcomes, return on investment and improvements required.
4. An understanding of the HIV decree, child welfare decree, mental health decree, and the Fijian Constitution (2013) and applicable laws of Fiji.

#### **Skills and Abilities**

1. Ability to conduct training needs analysis and compile a training plan.
2. Ability to make professional and timely clinical judgement and decisions
3. Excellent report writing and the ability to communicate effectively
4. Capacity to utilise computer programs to support the operations of the unit;
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

### **MOHMS 858/2018 NURSE UNIT MANAGER – CHILDREN’S WARD (CWM HOSPITAL)**

<b>Role :</b>	Nurse Unit Manager – Children’s Ward
<b>Level :</b>	Band H
<b>Salary Range :</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	CWMH, Suva
<b>Unit/Division:</b>	Nursing Division, Paediatric Unit – CWM Hospital
<b>Reports to:</b>	Deputy Director of Nursing, Paediatric Unit

#### **The Position**

The purpose of this position is to supervise, mentor and monitor the Nursing Practise in the Paediatric Ward to ensure safe patient care is delivered at the highest quality.

#### **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 in the following areas

1. Provide clinical leadership and manage nurses of the paediatrics unit to provide high quality nursing care to patients admitted into the unit as per business plan, policies, and guidelines within the nursing scope of practice
2. Coordinate the efficient and effective management of the ward and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to paediatric nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care to ensure service continuity
5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with paediatric nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectations

### **Selection Criteria**

#### **The Person**

In addition to a Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years' experience as a supervisor in a Paediatric Unit.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree, Mental Health Decree, HIV Decree, Nurses Code of Conduct and other relevant Acts and Legislations.
3. Has sound knowledge and competence on Neonatal resuscitation and HIV in Pregnancy and Infection Prevention and Control and other related paediatrics clinical practices .
4. Has broad knowledge and experience on quality improvement systems and their implementations
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Act

### **Skills and Abilities**

1. Proven ward management experience and ability to effectively manage a busy Maternity department.
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

### **MOHMS 859/2018 NURSE UNIT MANAGER – NEONATAL INTENSIVE CARE UNIT (CWM HOSPITAL)**

<b>Role</b>	Nursing Unit Manager
<b>Band</b>	H
<b>Salary Range</b>	\$34,760.31 - \$44,564.50
<b>Duty station:</b>	Neonatal Intensive Care
<b>Unit/Division</b>	Paediatric Unit - CWM Hospital
<b>Reports To</b>	Deputy Director of Nursing - Paediatric Unit
<b>Subordinates</b>	Clinical Nursing Sisters, Registered Nurses , Medical/ Nurse Interns
<b>Liaises with</b>	Consultants ,Ministry of Health Staff ,

### **The Position**

To provide overall leadership and supervision in the ward so as to ensure that functional activities of nursing management and daily operations of the ward are provided in a safe, efficient and effective manner to all mothers, neonates and their families.

### **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 in the following areas:

1. Provide overall clinical leadership and effectively manage nurses of the Neonatal Intensive Care unit so as to ensure high quality nursing care is provide as per policies, and guidelines within the nursing scope of practice.
2. Coordinate efficient and effective management of the ward and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
3. Facilitate the provision and maintenance of all resources and consumables, and provide reports on productivity, quality and customer service.
4. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with healthcare legislation, policies and protocols including health and safety, healthcare associated infection control, risk management and critical incident reporting.
5. Management patient records including the Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with Neonatal Intensive care nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

### **Selection Criteria**

#### **The Person**

A Diploma in Nursing (or equivalent) with post graduate qualifications in midwifery. A valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

#### **Knowledge and Experience**

1. At least 5 years of Neonatal Intensive Care experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree, Nurses Code of Conduct and other applicable legislations.
3. Has sound knowledge and competence on the following:
  - a. Neonatal Resuscitation, Advanced Pediatric Life Support, Breast Feeding and neonates with HIV.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts.

#### **Skills and Abilities**

1. Proven ward management experience and ability to effectively manage a Neonatal Intensive Care Unit to a professional standard
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

### **MOHMS 860/2018 NURSE UNIT MANAGER – PAEDIATRIC SUPERVISOR (CWM HOSPITAL)**

<b>Role:</b>	Paediatric Supervisor
<b>Level:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50
<b>Duty Station:</b>	Colonial War Memorial Hospital

<b>Unit/Division:</b>	Paediatric/Nursing
<b>Reports to:</b>	Paediatric Deputy Director Nursing
<b>Subordinates:</b>	Team Leaders Pediatrics, Registered Nurses, Medical Students, Trainee Nurses, Intern Nurses, Ward Assistant, Orderlies and Cleaner Servant.

### **The Position**

The purpose of this post is to supervise, guide, mentor and monitor the Nursing/Medical Practise after hours to ensure safe patient care is delivered at the highest quality.

### **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 in the following areas:

1. Ensures overall supervision of the Paediatric Unit ensuring nursing staff coverage is maintained at the highest level and duty of care is delivered to expectation
2. Provides timely and expert advice as a clinical leader after hours, overseeing and coordinating the management of patients referrals, retrievals, admissions and transfer of patient within the Wing;
3. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
4. Ensures effective records management and documentation including nursing care plans are updated as per guideline/policy.
5. Ensures that nursing staff are performing, and that all delegated activities are met.
6. Coordinate efficient and effective management of the Wing and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with Paediatric nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectations

### **Selection Criteria**

#### **The Person**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

### **Knowledge and Experience**

1. At least 5 years of Paediatric Nursing experience.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice and the Fiji Nursing Decree and Nurses Code of Conduct.
3. Has sound knowledge on Neonatal Intensive Care nursing, Advanced Paediatric Life Support, the Child Welfare Decree and relevant neonatal clinical programmes.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts.

### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a busy Paediatric Unit
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

### **MOHMS 861/2018 NURSE UNIT MANAGER – CHILDREN’S OUTPATIENT DEPARTMENT (CWM HOSPITAL)**

<b>Position level</b>	Nurse Unit Manager, Children’s Out Patient Department (CHOP)
<b>Salary Band</b>	Band H
<b>Salary Range</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duty Station</b>	Colonial War Memorial Hospital
<b>Reports to</b>	Deputy Director of Nursing – Paediatrics.
<b>Liases with</b>	Head of Department- Paediatrics
<b>Subordinates</b>	Team Leader Paediatric Nursing, Registered Paediatric Nurses, Nurse Interns, Intern Doctors, Trainee nurses and Doctors, Ward Assistants, Record Clerk, and cleaner servants

### **The Position**

The position manages plans, organize and provide leadership to the nursing staff and other subordinates, while managing resources in the unit for safe, efficient and effective quality care and exceptional customer service to clients.

### **Key Responsibilities**

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

1. Manage and organize the daily operational activities of the Children’s Out Patient Department through efficient and effective team work.

2. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
3. Maintain effective records management ensuring all documentation including quarterly and annual reports.
4. Ensure efficient staffing levels to deliver nursing services required to meet patient demand and expected standards including management of overtime.
5. Coordinate efficient and effective management of the ward and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
6. Actively contribute to the Ministry corporate requirements, including planning, budgeting and human resource activities where required.

### **Key Performance Indicators:**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

### **Selection Criteria**

#### **The Person**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years of Paediatric Nursing experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice and the Fiji Nursing Decree and Nurses Code of Conduct.
3. Has sound knowledge on Neonatal Intensive Care nursing, Advanced Paediatric Life Support, the Child Welfare Decree and relevant neonatal clinical programmes.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts.

#### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a busy Children's Out Patient Department
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.

4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

**MOHMS 862/2018 NURSE UNIT MANAGER – NEW SURGICAL WARD (CWM HOSPITAL)**

<b>Role</b>	Nurse Unit Manager
<b>Position Level</b>	Band H
<b>Salary Range</b>	\$34,760.31 - \$44,564.50
<b>Duty Station</b>	Tailevu / Namosi Ward (New Surgical Ward)
<b>Report To</b>	West Wing Deputy Director of Nursing
<b>Liases with</b>	Team Leader
<b>Subordinates</b>	Team Leader, Registered Nurses & Ward Assistants

**The Position**

To provide overall management and clinical supervision of Nursing Practice to ensure that the delivery of patient care is provided in the most effective and efficient manner with respect to our patients dignity and privacy in a safe environment.

**Key Responsibilities**

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

1. Provide overall clinical leadership and effectively manage nurses of the New Surgical Ward so as to ensure high quality nursing care is provide as per policies, and guidelines within the nursing scope of practice
2. Coordinate efficient and effective management of the ward and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
3. Facilitate the provision and maintenance of all resources and consumables, and provide reports on productivity, quality and customer service.
4. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with healthcare legislation, policies and protocols including health and safety, healthcare associated infection control, risk management and critical incident reporting.
5. Management patient records including the Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.

3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

**Person Specification**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. At least 5 years of full time acute surgical practice experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the following:
  - a. Mega code or basic life support training, acute Medical and Surgical nursing experience.
6. Has broad knowledge and experience on quality improvement systems and their implementation.
7. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts.

**Skills and Abilities**

1. Proven management experience and ability to effectively manage a surgical ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
1. Service oriented approach, with a commitment to supporting the corporate environment of the organization..

**MOHMS 863/2018 NURSE UNIT MANAGER – PAYING WARD (CWM HOSPITAL)**

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duty Station:</b>	Paying Ward- CWMH
<b>Unit/Division</b>	Nursing, CWMH
<b>Report To:</b>	Deputy Director of Nursing-West Wing
<b>Subordinates:</b>	Nurse Unit Managers, Team Leaders, Registered Nurses, Allied workers, Medical nursing interns, Nursing students

**The Position**

The purpose of this position is to provide overall management and clinical supervision for Nursing Practise in the Paying Ward to ensure safe patient care is delivered.

**Key Responsibilities**

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

1. Provide clinical leadership and manage nurses in the Paying Ward and act as a resource person to advice, educate and support nurses as per business plan, policies, and guidelines within the nursing scope of practice.
2. Coordinate the efficient and effective management of the ward and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care
5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

### **Selection Criteria**

#### **The Person**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years of full time Medical and Surgical practice experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Mega code or basic life support training, acute Medical and Surgical nursing experience.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts.

## Skills and Abilities

1. Proven management experience and ability to effectively manage a surgical ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

## **MOHMS 864/2018 NURSE UNIT MANAGER – MEN’S MEDICAL WARD (CWM HOSPITAL)**

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duty Station:</b>	Men’s Medical Ward- CWMH
<b>Unit/Division</b>	Nursing, CWMH
<b>Report To:</b>	Deputy Director of Nursing-West Wing
<b>Subordinates:</b>	Nurse Unit Managers, Team Leaders, Registered Nurses, Allied workers, Medical nursing interns, Nursing students

### **The Position**

The purpose of this position is to provide overall management and clinical supervision for Nursing Practise in the Men’s Medical Ward to ensure safe patient care is delivered.

### **Key Responsibilities**

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

1. Provide clinical leadership and manage nurses in the Men’s Medical Ward and act as a resource person to advice, educate and support nurses as per business plan, policies, and guidelines within the nursing scope of practice.
2. Coordinate the efficient and effective management of the ward and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care
5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities..

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.

2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

## **Selection Criteria**

### **The Person**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 5 years (excluding Internship) of full time Medical nursing experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Mega code or basic life support training and cardiac arrhythmias
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts Must have good communication skills and to possess a good command of spoken and written English.

### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a medical ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

## **MOHMS 865/2018 NURSE UNIT MANAGER –SUPERVISOR WEST WING (CWM HOSPITAL)**

<b>Role:</b>	Nurse Unit Manager- West Wing Supervisor
<b>Salary Band</b>	H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duty station:</b>	Colonial War Memorial Hospital
<b>Unit/Division:</b>	Nursing
<b>Reports To:</b>	Deputy Director of Nursing - West Wing
<b>Subordinates:</b>	Team Leader, Registered Nurses, Trainee Nurses Ward Assistants, Medical Orderlies

### **The Position**

The purpose of this position is to manage staff and resources of the West Wing of CWM Hospital after hours. Hence, this position is responsible for after-hours operational management of the inpatient beds and patient flow related functions for the hospital to ensure a safe and effective flow of inpatient admission throughout the hospital and aims to balance the access demand.

### **Key Responsibilities**

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. Management of West Wing In-patient beds and coordinate with other wing supervisors, of the CWM hospital to organize transfers accordingly whether internally or externally.
2. Oversee all West Wing ward rosters after hours and monitor staff attendance and performance to ensure provision of quality nursing care.
3. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
4. Provide overall clinical supervision and guidance for all nurses for different patient conditions and supervise documentation and management of care.
5. Ensures effective records management and documentation including nursing care plans are updated as per guideline/policy.
6. Ensures that nursing staff are performing, and that all delegated activities are met.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

### **Person Specification**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 5 years of medical and surgical practice experience.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.

3. Has sound knowledge and competence on the Mega code or basic life support training, acute Medical and Surgical nursing experience.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts.

### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

### **MOHMS 866/2018- NURSE UNIT MANAGER, SPECIAL OUTPATIENT DEPARTMENT- LABASA HOSPITAL**

<b>Role:</b>	Nurse Unit Manager
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Special Out-Patient Department
<b>Unit/Division:</b>	Labasa Hospital
<b>Reports to :</b>	Director of Nursing, Labasa Hospital
<b>Liaises with :</b>	Team Leaders, Registered Nurse Enrolled Nurse

### **The Position**

To ensure the delivery of the highest standard of patient care which is clinically effective in a manner which respects people's dignity, and privacy, in a safe environment.

### **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 in the following areas:

1. Provide clinical leadership and manage nurses in the Special Outpatients Department and act as a resource person to advice, educate and support nurses as per business plan, policies, and guidelines within the nursing scope of practice.
2. Coordinate the efficient and effective management of the department and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care
5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities...

## Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

## Selection Criteria

### The Person

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

### Knowledge and Experience

1. At least 5 years' experience in managing an acute ward.
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Mega code or basic life support training, acute Medical and Surgical nursing experience.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts

### Skills and Abilities

1. Proven management experience and ability to effectively manage a ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

## **MOHMS 867/2018- NURSE UNIT MANAGER, OPERATING THEATRE- LABASA HOSPITAL**

<b>Role:</b>	Nurse Unit Manager
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Operating Theatre
<b>Unit/Division:</b>	Labasa Hospital
<b>Reports to :</b>	DON Labasa Hospital

<b>Liaises with :</b>	Team Leaders, Registered Nurse Enrolled Nurse
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### **The Position**

To ensure the delivery of the highest standard of patient care which is clinically effective in a manner which respects people's dignity, and privacy in a safe environment.

### **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 in the following areas:

1. Provide clinical leadership and manage nurses in the Operating Theatre and act as a resource person to advice, educate and support nurses as per business plan, policies, and guidelines within the nursing scope of practice.
2. Coordinate the efficient and effective management of the department and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care
5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

### **Selection Criteria**

#### **The Person**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years' experience in Operating theatre

2. Proven experience and comprehensive understanding of the operating theatre and registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Mega code or basic life support training, acute Medical and Surgical nursing experience.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
5. An understanding of the Constitution of Fiji and applicable employment legislations and Acts.

### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

### **MOHMS 868/2018 NURSE UNIT MANAGER – FEMALE SURGICAL WARD (LABASA HOSPITAL)**

<b>Role:</b>	Nurse Unit Manager
<b>Salary Band</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duty Station:</b>	Female Surgical Ward- Labasa Hospital
<b>Unit/Division</b>	Nursing, CWMH
<b>Report To:</b>	Director of Nursing –Labasa Hospital
<b>Subordinates:</b>	Team Leaders, Registered Nurses, Allied workers, Medical nursing interns, Nursing students, Ward Assistants

### **The Position**

The purpose of this position is to provide overall management and clinical supervision for Nursing Practise in the Female Surgical Ward to ensure provision of quality care.

### **Key Responsibilities**

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

1. Provide clinical leadership and manage nurses in the FSW and act as a resource person to advice, educate and support nurses as per business plan, policies, and guidelines within the nursing scope of practice.
2. Coordinate the efficient and effective management of the ward and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care

5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities..

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

**Selection Criteria**

**The Person**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. At least 5 years (excluding Internship) of full time in Surgical nursing experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change and Infection Prevention and Control.
4. Must have good communication skills and to possess a good command of spoken and written English.

**Skills and Abilities**

1. Proven management experience and ability to effectively manage a surgical ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

**MOHMS 869/2018- NURSE UNIT MANAGER, SHIFT SUPERVISOR- LABASA HOSPITAL**

<b>Role:</b>	Nurse Unit Manager Shift Supervisor
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum

<b>Duty Station:</b>	Labasa Hospital
<b>Unit/Division:</b>	Labasa Hospital
<b>Reports to :</b>	Director of Nursing - Labasa Hospital
<b>Liases with :</b>	Team Leaders, Registered Nurse Enrolled Nurse

### **The Position**

The purpose of this position is to manage staff and resources of the nursing department after hours. Hence, this position is responsible for after-hours operational management of the inpatient beds and patient flow related functions for the hospital to ensure a safe and effective flow of inpatient admission throughout the hospital and aims to balance the access demand.

### **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 in the following areas:

1. Management of in-patient beds and coordinate with other ward supervisors to organize transfers accordingly whether internally or externally.
2. Oversee all ward rosters after hours and monitor staff attendance and performance to ensure provision of quality nursing care.
3. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
4. Provide overall clinical supervision and guidance for all nurses for different patient conditions and supervise documentation and management of care.
5. Ensures effective records management and documentation including nursing care plans are updated as per guideline/policy.
6. Ensures that nursing staff are performing, and that all delegated activities are met.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectations.

### **Selection Criteria**

#### **The Person**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 5 years of general ward shift supervision practical experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Mega code or basic life support training, acute Medical and Surgical nursing experience, and accident and emergency experience.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts.

### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

### **MOHMS 870/2018 –SENIOR NURSE CLINICIAN – TAMAVUA TWOMEY HOSPITAL**

<b>Role:</b>	Senior Nurse Clinician
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duty Station:</b>	Tamavua Twomey Hospital
<b>Unit/Division:</b>	Tamavua Twomey Hospital
<b>Reports to :</b>	Medical Superintendent, Tamavua Twomey Hospital
<b>Liases with :</b>	Team Leaders, Registered Nurse Enrolled Nurse

### **The Position**

The purpose of this position is to manage staff and resources of the nursing department through strategic directions to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services.

### **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 in the following areas:

1. Management of in-patient beds and coordinate with other ward supervisors to organize transfers accordingly whether internally or externally.
2. Oversee all ward rosters after hours and monitor staff attendance and performance to ensure provision of quality nursing care.
3. Maintain a safe and clean environment for staff, patients/clients and visitors by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.

4. Provide overall clinical supervision and guidance for all nurses for different patient conditions and supervise documentation and management of care.
5. Ensures effective records management and documentation including nursing care plans are updated as per guideline/policy.
6. Ensures that nursing staff are performing, and that all delegated activities are met.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

### **Selection Criteria**

#### **The Person**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 5 years of general ward shift supervision practical experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Mega code or basic life support training, acute Medical and Surgical nursing experience, and accident and emergency experience.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts.

#### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

**MOHMS 871/2018 NURSE UNIT MANAGER MALE WARD – ST GILES HOSPITAL**  
**MOHMS 872/2018 NURSE UNIT MANAGER FEMALE WARD – ST GILES HOSPITAL**

Note: THE ABOVE TWO POSITIONS IS ALREADY FILLED, AS SUCH THE POSITIONS WILL BE WITHDRAWN

**MOHMS 873/2018 CLINICAL NURSE EDUCATOR – LAUTOKA HOSPITAL**

<b>Role:</b>	Clinical Nurse Educator
<b>Level:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50
<b>Duty Station:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Nursing / Lautoka Hospital
<b>Reports to:</b>	Manager Nursing Services , Lautoka Hospital
<b>Subordinates:</b>	Training Committee

**The Position**

The position facilitates the planning, implementation and evaluation of learning and development training programs for Registered Nurses.

**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 in the following areas

- 1) Develop and facilitates the implementation of the Nursing Division Training Plan
- 2) Undertake assessments of clinical competencies and establish audit and quality improvement programs
- 3) Provide effective reports on training and staff development activities and outcomes, along with recommendations for improvements and future programs.
- 4) Manage the training resources/equipment so as to ensure that key deadlines are met.
- 5) Ensure training and development activities are integrated with staff performance management systems and complement succession planning
- 6) Actively contribute to all clinical requirements of the Ministry including planning, budgeting and human resource activities where required.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Training and Staff development plans aligned with midwifery core skills are implemented and evaluated within agreed timeframes
2. The quarterly and annual training reports are submitted within agreed timeframes detailing the return on investment and core learning outcomes achieved across the maternity unit.
3. Policy and procedures for staff development and training are implemented, monitored and reviewed and aligned with the *2018 Civil Service Learning & Development Guideline*.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectation

**Selection Criteria**

**The Person**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. Moreover, a formal qualification in adult teaching is desirable. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Proven experience and working knowledge in all aspects of Nursing
2. An understanding of adult learning principles and methods of evaluating training programs.
3. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts

### **Skills and Abilities**

1. Ability to conduct training needs analysis, evaluate training programs and compile a training plan.
2. Ability to make professional and timely clinical judgement and decisions
3. Excellent report writing and the ability to communicate effectively
4. Capacity to utilise computer programs to support the operations of the unit;
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

### **MOHMS 874/2018 SUB DIVISIONAL HOSPITAL MANAGER ROTUMA HOSPITAL**

### **MOHMS 875/2018 SUB DIVISIONAL HOSPITAL MANAGER LOMALOMA HOSPITAL**

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

### **The Position**

To ensure the delivery of the highest standard of patient care which is clinically effective in a manner which respects people's dignity, and privacy in a safe environment.

### **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 in the following areas:

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. Coordinate the efficient and effective management of the department and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care
5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities.

**Key Performance Indicator:**

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectations.

**Selection Criteria**

**The Person**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

**Knowledge and Experience**

1. At least 5 years of general ward shift supervision practical experience
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Mega code or basic life support training, acute Medical and Surgical nursing experience, and accident and emergency experience.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts.

**Skills and Abilities**

1. Proven management experience and ability to effectively manage a ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.

5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate environment of the organization.

**MOHMS 876/2018 CLINICAL NURSE EDUCATOR LABASA HOSPITAL**

<b>Role</b>	Clinical Nurse Educator
<b>Salary Band</b>	Band H
<b>Salary Range:</b>	\$43,296 - \$70,495.80
<b>Duty Station:</b>	Labasa Divisional Hospital
<b>Division</b>	Nursing
<b>Reports To:</b>	Director of Nursing
<b>Subordinates</b>	NUM's, Team Leaders, Registered Nurses, Ward attendants, Orderlies

**Position Purpose**

The position facilitates the planning, implementation and evaluation of learning and development training programs for Registered Nurses.

**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 in the following areas

- 1) Develop and facilitates the implementation of the Nursing Division Training Plan
- 2) Undertake assessments of clinical competencies and establish audit and quality improvement programs
- 3) Provide effective reports on training and staff development activities and outcomes, along with recommendations for improvements and future programs.
- 4) Manage the training resources/equipment so as to ensure that key deadlines are met.
- 5) Ensure training and development activities are integrated with staff performance management systems and complement succession planning
- 6) Actively contribute to all clinical requirements of the Ministry including planning, budgeting and human resource activities where required.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Training and Staff development plans aligned with midwifery core skills are implemented and evaluated within agreed timeframes
2. The quarterly and annual training reports are submitted within agreed timeframes detailing the return on investment and core learning outcomes achieved across the maternity unit.
3. Policy and procedures for staff development and training are implemented, monitored and reviewed and aligned with the *2018 Civil Service Learning & Development Guideline*.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectation

**Selection Criteria**

**The Person**

A Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. Moreover, a formal qualification in adult teaching is desirable. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Proven experience and working knowledge in all aspects of Nursing
2. An understanding of adult learning principles and methods of evaluating training programs.
3. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
4. Has broad knowledge and experience on quality improvement systems and their implementation.
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts

### **Skills and Abilities**

1. Ability to conduct training needs analysis, evaluate training programs and compile a training plan.
2. Ability to make professional and timely clinical judgement and decisions
3. Excellent report writing and the ability to communicate effectively
4. Capacity to utilise computer programs to support the operations of the unit;
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

### **MOHMS 877/2018 MIDWIFE, LAUTOKA HOSPITAL**

### **MOHMS 878/2018 MIFWIFE, KOROVOU HOSPITAL**

### **MOHMS 879/2018 MIDWIFE, NADI HOSPITAL**

### **MOHMS 880/2018 HEALTH INSPECTOR, VECTOR CONTROL**

Role:	Health Inspector Vector Control
Level:	Band F
Salary range:	\$26,283.53 -\$28,883.00
Location:	Vector Control Yard, Suva.
Unit/Division:	Environmental Health
Reports to:	Sub Divisional Medical Officer Central
Subordinates:	Senior Assistant Health Inspectors/Labourers

#### **The Position:**

The purpose of the job is to provide strategic advice and oversee the implementation of Environmental Health services and vector control activities in the different subdivisions, which includes the overall planning, coordination and monitoring of vector control Programs.

Environmental Health contributes to the overall goals of the Ministry of Health and Medical Services by ensuring that factors, circumstances, and conditions in the environment or surroundings of humans that can exert an influence on their health and well-being are assessed, corrected, controlled and prevented through the activities outlined in the Subdivisional Business Plan.

#### **Key Responsibilities**

The roles of the Health Inspector Vector Control involves of a middle management positions at Suva Sub Division as follows:

1. Ensure that proper coordination and management of office resources with a multi-facet approach is maintained as stipulated in the business plan and mandated by other legislative requirements.
2. Responsible for the planning, management, organising, supervising, and controlling of all activities at the vector control yard.
3. Guiding, leading and monitoring\_team in the implementation of technical activities such as vector control contained in the Business plan. Advise to clients and stake holders on legislative/policy approaches designed to protect the environment and public health
4. Ensure that the vector control yard is fully equipment with vector control equipment's to support other subdivisions.
5. Collaborate with other relevant government agencies and NGO's that have equal interest on Vector control Environmental Health in the sub division.

### **Key Performance Indicators**

1. All planned Environmental Health services are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies and reports submitted meet the standard reporting requirements, including analytical trends, analysis of data and recommendations for improvement.
2. All regulatory violations are attended to in a timely manner, in accordance with the Environmental Health Standard Operating Procedures and non-compliances are processed for prosecution.
3. All vector control equipment's and supplies are maintained and supplied to subdivisions in a timely manner.
4. Efficient management of resources, databases, budgetary allocations and assets to support work plans, departmental objectives and budget restraints including an on-going contribution to sustainability.

### **Selection Criteria**

#### **The Person:**

In addition to a minimum qualification of a Bachelor in Environmental Health qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Health Inspector Vector Control.

#### **Knowledge and Experience**

1. At least 5 years of experience as an environmental health.
2. Experience in Entomology and vector control works is desirable.
3. Experience in coordination of post disaster public health responses
4. Strong understanding in the enforcement and litigation procedures
5. Understanding of legislative/policy approaches designed to protect the environment and public health
6. Knowledge and experience in collaborating with government and non-government agencies to successfully implement and address Environmental health and Vector borne disease will be an advantage.

7. Experience in community empowerment and mobilization to alleviate the burden of disease by improving the living conditions of the vulnerable and disenfranchised in partnership with NGOs and other partners.
8. Basic knowledge in Field Epidemiology, and use of Microsoft Office Applications.

**Skills and Abilities:**

1. Skills and Ability to prosecute in any court of Law on behalf of the Central board of Health.
2. Skills in investigating outbreaks of any infectious disease.
3. Ability to offer advice to clients or communities on environmental health issues.
4. Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner.
5. Possess strong and effective communication (Written, Verbal) skills
6. Proven good organizational skills and demonstrates commitment.
7. Skills and ability to manage vector control stocks and supplies.

**MOHMS 881/2018 CLERICAL OFFICER HQ**

<b>Role</b>	Clerical Officer
<b>Position Level</b>	Band C
<b>Salary Range</b>	\$12,081.69 - \$15, 489.35
<b>Duty Station</b>	Asset Management Unit
<b>Report To</b>	Principal Administrative Officer
<b>Liases with</b>	Clerical Officers
<b>Subordinates</b>	None

**The Position**

The principal function of this post is to process payments through Cheque or Electronic Funds Transfer.

**Key Responsibilities**

1. Processing all Cheque and EFT payments in accordance with the relevant legislations.
2. Receiving and Banking all Revenue in relation to Quarantine fees, Health License fees, Notification of Birth and Death fees and building fees.
3. Daily management of Imprest by issuing, balancing and timely replenishment of Imprest.
4. Provide efficient Customer Service to all customers
5. Daily checking of General Ledger 350 and the corresponding Bank Statement.

**Selection Criteria**

**The Person**

In addition to a pass in Fiji Seventh Form Examination or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

**Knowledge and Experience**

1. Knowledge and Experience in processing Payments.
2. Knowledge of Banking Procedures
3. Knowledge and experience in working according to set legislations and guidelines

**Skills and Abilities**

1. Ability to use Microsoft Programmes such as Word, Excel and other Finance Computerised systems.

2. Good Attention to Detail Skills
3. Good written and verbal communication skills.
4. Ability to work as a team with or without supervision.
5. Sound time management and organisational skills

### **MOHMS 882/2018 CLERICAL OFFICER – TAMAVUA TWOMEY HOSPITAL**

<b>Role</b>	Clerical Officer
<b>Position Level</b>	Band C
<b>Salary Range</b>	\$12,081.69 - \$15, 489.35
<b>Duty Station</b>	Tamavua Twomey Hospital
<b>Report To</b>	Executive Officer
<b>Liaises with</b>	GWE
<b>Subordinates</b>	None

#### **The Position**

The position reports directly to the Executive Officer. The Primary role of this position is to be responsible for the administration of leaves, retirements, resignation, transfers, terminations and all other human resources related issues.

#### **Key Responsibilities**

1. Manages all leaves, retirements, resignations, transfers and terminations for all established officers.
2. Prepare monthly absenteeism and late arrival return
3. Facilitate the payment of overtime for nurses by preparing the relevant forms in accordance with the monthly overtime returns received from the sister in-charged.
4. Request for renewal of contractual officers appointment
5. Provide Human Resources advice when needed
6. Attend to any other duties assigned by the Executive Officer or the Medical Superintendent.

#### **Selection Criteria**

##### **The Person**

In addition to an academic qualification relevant to Human Resources, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

##### **Knowledge and Experience**

1. Knowledge of Human Resources and Accounts Policies, 2011 General Order, relevant Human Resources acts and regulations, updated circulars and internal memorandums.
2. Advance knowledge of computer programs, specifically Word and Excel. Access and PowerPoint would be an advantage.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

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

1. Ability to verify reports against existing policies and standard operating procedures.
2. Demonstrated ability to effectively work within a team
3. An excellent written and verbal communication skills
4. Ability to maintain confidentiality of information as appropriate.
5. Ability to prepare reports in accordance with relevant Standard Operating Procedure
6. Ability to interpret and process Accounting work

7. Good Customer Service skills.

**MOHMS 883/2018 CLERICAL OFFICER – RAKIRAKI HOSPITAL**

<b>Role</b>	Clerical Officer
<b>Position Level</b>	Band C
<b>Salary Range</b>	\$12,081.69 - \$15, 489.35
<b>Duty Station</b>	Rakiraki Hospital
<b>Report To</b>	Subdivisional Medical Officer
<b>Liases with</b>	GWE's - 24
<b>Subordinates</b>	None

**The Position**

The position is responsible for the implementation of all financial and HR issues within the subdivision. Ensure that all stations have a timely supply of stores and are well equipped with all tools needed for efficient and effective delivery of service to the community.

**Key Duties**

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

1. Monitor and facilitate all HR and Administration issues within the Sub Divisions.
2. Ensure the availability rations, fuels and stationaries are in stock.
3. Issuing of Purchase Orders to local suppliers and following up on Invoices for payments.
4. Maintain updating of Commitment & Expenditure Ledgers,
5. Ensure that Board of Survey is carried out within the Sub Division once a year.
6. Facilitate the patients on referrals to Lautoka Hospital.
7. Monitor and ensure regular updating of stores and records are well maintained.
8. Updating and Ensure timely submission of Monthly reports.

**Selection Criteria**

**The Person**

In addition to a pass in Fiji Seventh Form Examination or equivalent. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

**Knowledge and Experience**

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing and information management;
3. Knowledge of stores management
4. Experience in the similar field

**Skills and Abilities**

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team

3. Demonstrated ability to communicate effectively with good listening skills;
4. Ability to plan, organize and prioritize work;
5. Ability to work within set timelines.

**MOHMS 884/2018 CLERICAL OFFICER – TAVUA SUB DIVISION HOSPITAL**

<b>Role</b>	Clerical Officer
<b>Position Level</b>	Band C
<b>Salary Range</b>	\$12,081.69 - \$15, 489.35
<b>Duty Station</b>	Tavua Sub Division Hospital
<b>Report To</b>	Sub Divisional Medical Officer
<b>Liases with</b>	GWE
<b>Subordinates</b>	None

**The Position**

The position is responsible for the implementation of all financial and HR issues within the subdivision. Ensure that all stations have a timely supply of stores and are well equipped with all tools needed for efficient and effective delivery of service to the community.

**Key Responsibilities**

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

1. Monitor and facilitate all HR and Administration issues within the Sub Divisions.
2. Ensure the availability rations, fuels and stationaries are in stock.
3. Issuing of Purchase Orders to local suppliers and following up on Invoices for payments.
4. Maintain updating of Commitment & Expenditure Ledgers,
5. Ensure that Board of Survey is carried out within the Sub Division once a year.
6. Facilitate the patients on referrals to Lautoka Hospital.
7. Monitor and ensure regular updating of stores and records are well maintained.
8. Updating and Ensure timely submission of Monthly reports.

**Selection Criteria**

**The Person**

In addition to a pass in Fiji Seventh Form Examination or equivalent; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:.

**Knowledge and Experience**

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. Experience in the similar field or equivalent;
4. Understanding policies procedures and government regulations.

**Skills and Abilities**

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and assist staff when required;
3. Demonstrated ability to communicate effectively with good listening skills;
4. Must be able to work in an environment with many interruptions and deadlines.

5. Ability to follow instructions and meet targets and timeline;
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Ability to plan, organize and monitor work;
8. Demonstrate ability and efficiency to achieve customer expectations.

**MOHMS 885/2018 CLERICAL OFFICER, PURCHASING [CENTRAL]**

<b>Role</b>	Clerical Officer, Purchasing
<b>Position Level</b>	Band C
<b>Salary Range</b>	\$12,081.69 - \$15,489.35
<b>Duty Station</b>	Tamavua
<b>Report To</b>	Accounts Officer
<b>Liases with</b>	GWE
<b>Subordinates</b>	None

**The Position**

The principle function of this job is ensure that timely provision of purchase orders are issued in accordance with financial and procurement regulations and policies and that accurate and updated information is kept for future records and ease of reference.

**Key Responsibilities**

1. Provide accurate and timely purchase orders for service carried out in the Central Division in accordance with financial/procurement regulations
2. Arrangement for Patient Referral Tickets.
3. Reconcile accounts with the debtors (Monthly).
4. Carry out any other duties assigned by the supervisor from time to time

**Selection Criteria**

**The Person**

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**Knowledge and Experience**

1. Sound understanding and knowledge of procurement process
2. Familiar with revenue collection
3. Experience in procuring supplies, stores and services

**Skills and Abilities**

1. Demonstrated ability to effectively work within a team
2. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
3. Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
4. Contribute to the development of work place learning environment
5. Customer Services skills

**MOHMS 886/2018 CLERICAL OFFICER VUNIDAWA HOSPITAL**

<b>Role:</b>	Clerical Officer
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<b>Level:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35
<b>Duty Station:</b>	Vunidawa Hospital
<b>Unit/Division:</b>	Corporate Services – SDMO Naitasiri
<b>Reports to:</b>	SDMO Naitasiri
<b>Liases with</b>	GWEs
<b>Subordinates:</b>	None

### **The Position**

The position is responsible for the facilitation and coordination of administrative work on human resource and finance functions within the sub division.

### **Key Responsibilities**

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

1. Provide Human Resources and Finance support and advise to the Sub-Divisional Medical Officer Naitasiri.
2. Ensure that support staff and subordinates are performing and all delegated duties are met.
3. Identify and co-ordinate all maintenance and stores requirements and activities.
4. Organize and arrange all logistic for site visit and meetings with your subordinates.
5. Compile and submit Human Resources and Finance Reports.
6. Activity contribute to the Ministry Corporate requirements, including planning and budgetary and selection activities when required

### **Key Performance Indicators**

1. All agreed Human Resources and Financial support services, functions and advice are delivered within agreed time frame and in accordance with relevant processes, legislations and policies.
2. Effective and Timely Management, Regular monitoring of staff performance and attendance to enable quality service delivery.
3. Effective and Timely Management of maintenance, stores and logistics requirement.
4. All reports are submitted within the agreed time frames and meet the required standard reporting requirements including any recommendations for improvement

### **Selection Criteria**

#### **The Person:**

In addition to a pass in Form Seven (7) or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 3 years of experience in a similar role
2. A good understanding of human resource management functions, managing finance and asset management in accordance with relevant legislations
3. Some experience in supervising a small team of workers
4. An understanding of the Constitution of Republic of Fiji

#### **Skills and abilities**

1. Sound organizing and time management skills.
2. Demonstrated ability to lead and work effectively in a team.
3. Ability to monitor and assess worker's performance
4. Ability to adhere to strict deadlines when tasks are assigned.

5. Good communication and interpersonal skills
6. Excellent customer service skills

**MOHMS 887/2018 CLERICAL OFFICER – BILLS CLERK [CENTRAL]**

<b>Role:</b>	Clerical Officer
<b>Level:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35
<b>Duty Station:</b>	Vunidawa Hospital
<b>Unit/Division:</b>	Corporate Services – SDMO Naitasiri
<b>Reports to:</b>	SDMO Naitasiri
<b>Liases with</b>	GWEs
<b>Subordinates:</b>	None

**The Position**

The position is responsible for facilitating and monitoring of payment vouchers (bills and payments) in the Central Eastern Health Services (CEHS) in accordance with finance management act, regulation and policies.

**Key Responsibilities**

- a. Update master file for Government Wage Earners in accordance with Terms and Condition of employment for Government Wage Earners 2010.
- b. Process of payments for Central and Eastern Health Services in accordance with finance management act and instruction.
- c. Monitoring on provisions on collection of Government revenue and lodgement from Sub Divisional Hospital in line with financial instructions 2010.
- d. Timely compilation and submission of reports and returns on revenue from Sub Divisional Hospitals.
- e. Any other tasks delegated by the Accounts Officer at Central Eastern Health Services.

**Selection Criteria**

**The Person**

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**Knowledge and Experience**

1. Sound understanding and knowledge of financial Acts, General Orders, and relevant Circulars.
2. Familiar with revenue collection and Financial Management Information System (FMIS).
3. Sound Knowledge of Government Payroll System
4. Experience in organizing the finance requirements for a team
5. Ability to demonstrate that all the settlements are completed on time

**Skills and Abilities**

1. Effective development core competencies skills, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team
3. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

4. Demonstrate ability to organize and prioritize tasks effectively and efficiently at all levels of the organization
5. Team building, problem solving and work independently within the team
6. Contribute to the development of work place learning environment
7. Provide quality Customer Services through giving prompt attention to the public and staffs
8. Ability to handle pressure

**MOHMS 888/2018 CLERICAL OFFICER [ACCOUNTS], CWM HOSPITAL**

<b>Role:</b>	Clerical Officer
<b>Level:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35
<b>Duty Station:</b>	CWM Hospital
<b>Unit/Division:</b>	Accounts Unit
<b>Reports to:</b>	Senior Accounts Officer
<b>Liases with</b>	GWEs
<b>Subordinates:</b>	None

**This Position**

This position deals with timely payments of all purchases (vendor payments for the LPOs).

**Key Responsibilities**

The position will achieve its purpose through the following:

1. Prepare payment vouchers for all hospital payments for various companies vendors
2. Processing of vouchering in the FMIS system using Accounts Payable Modules
3. Provide an input to implement and ensure compliance with MOH Finance Manual and Finance Instructions.
4. Provide assistance to supervisor and managers ,staff , patients within the Hospital guidelines and procurement regulations
5. Activity contribute to all corporate requirement for the hospital and including planning, budget reporting activities where required
6. Undertake all required activities to ensure that all companies are paid on time

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Liaise with all department and companies on pending invoices for Open payables
2. Maintain and update the companies excel creditors accounts
3. All payment vouchers are process , certify and sent to HQ accounts for EFT payments and file away copies in all companies files
4. Print and generate report for the weekly meeting

**Selection Criteria**

**The Person**

In addition to a pass in Fiji Seventh form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**Knowledge and Experience**

1. At least 3 years' experience working in a similar role;

2. Practical, working knowledge of all aspects and functions of accounts management
3. Understanding of the Fijian Constitution (2013) and applicable labour laws of Fiji.
4. Practical knowledge of using any accounting system.
5. Experience working within a customer service delivery environment

### **Skills and Abilities**

1. Excellent interpersonal, organization skills, customer service skills and both oral & written communications skills
2. Ability to follow guidelines and meet set timeframes with regards to relevant accounting activities;
3. Demonstrated ability to work cooperatively within a team;
4. Demonstrated ability to maintain confidentiality;
5. Ability to utilise computer programs to support the operations of the organisation;
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **MOHMS 889/2018 CLERICAL OFFICER, SALARIES [HQ]**

<b>Role:</b>	Clerical Officer
<b>Level:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35
<b>Duty Station:</b>	CWM Hospital
<b>Unit/Division:</b>	Accounts Unit
<b>Reports to:</b>	Senior Accounts Officer
<b>Liases with</b>	GWEs
<b>Subordinates:</b>	None

### **The Position**

The primary role of the post (*Salary Clerk 5*) is to ensure that salaries for all established officers ranging from **EDP 33819-34986** are paid accurately and on time with accordance with relevant Human Resource and Finance regulations and policies

### **Key Responsibilities**

1. Ensure that salaries, allowances and deductions for all established officers ranging from **EDP 33819-34986** are paid accurately and on time with accordance with relevant Human Resource and Finance regulations.
2. Maintain proper salaries allowances and deduction records for all established officers ranging from **EDP 33819-34986**.
3. Provide courteous Customer service through Counter service, telephone and Email.
4. Any other duties assigned by the supervisor as and when needed.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Efficient, timely and accurate entry of deductions and allowances as per the Annual pay calendar.
2. Personal files received for processing of salary are done within the Pay period.
3. Inputs such as the FSO Forms are filed as soon as received by the Assistant Accounts Officer within the pay period.

4. Manual Payments are received; vouchers are prepared then submitted to the Supervisor for verification then submitted to Ministry of Economy for approval of payment in an accurate and timely manner.
5. Timely and professional response to queries (counter, telephone and Emails)

### **Selection Criteria**

#### **The Person**

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

#### **Knowledge and Experience**

1. At least 2 years' experience in processing Salaries & Wages.
2. Good sound knowledge of Microsoft Office applications and Email.
3. Knowledge of Payroll functions and procedures.
4. Good understanding of the Fijian Constitution 2013.
5. Knowledge of operating office machines

#### **Skills and Abilities**

1. Excellent interpersonal skills
2. Effective oral and verbal communication skills
3. Customer service oriented
4. Demonstrated ability to work as a team
5. Ability to analyse and solve problems
6. Demonstrated ability to show attention to detail and high level of accuracy
7. Ability work under pressure and meet deadlines.
8. Ability to create good working relationship with internal and external clients

### **MOHMS 890/2018 TYPIST (RADIOLOGY), LAUTOKA HOSPITAL**

<b>Role:</b>	Typist
<b>Level:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35
<b>Duty Station:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Radiology Unit
<b>Reports to:</b>	Superintendent, Radiology
<b>Liases with</b>	Radiology Officers
<b>Subordinates:</b>	None

#### **The Position**

- The position reports to the Consultant Radiologist through the Superintendent Radiographer
- Maintain confidentiality of all correspondences and all patients' medical reports.
- Take part in continuous quality improvement projects undertaken in the department.

#### **Key Duties**

1. Typing all official patients Radiological reports
2. Typing correspondences as and when advised by Superintendent Radiographer/Consultant Radiologist

3. Recording of minutes during staff meetings or any other meeting when advised.
4. Daily data entry into PATIS PLUS
5. Ensuring filing of documents is up to date.
6. Typing patients medical reports as and when required from other medical officers.
7. Assists in the reception desk when required
8. Maintain cleanliness of all departmental PCs
9. Perform any other duties delegated by Superintendent Radiographer/Consultant Radiologist

### **Selection Criteria**

#### **The Person**

In addition to relevant academic qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

#### **Knowledge and Experience**

1. Be computer literate and have a good knowledge of modern office equipment and its usage
2. Knows all administrative positions within the institution and their respective roles
3. Be familiar with medical terms used in medical reports
4. Good Knowledge on word processing and all types of filing systems
5. Familiar with channel of communication
6. Must be Customer Orientated
7. Understand the relevant legislations governing terms and conditions of employment, OHS and Industrial Relations.
8. Understand the Fijian Constitution (2013) and applicable laws of Fiji.

#### **Skills and Abilities**

1. Uphold the PSC values and Code of Conduct at all times.
2. Ability to plan and organise work , taking into consideration its importance
3. Ability to maintain efficiency and competencies
4. Must have a high level of interpersonal skills to handle sensitive and confidential information.
5. Must be able to work in an environment with many interruptions and deadlines
6. Ability to maintain standard protocols of the Department.
7. Service orientated approach, with a commitment to supporting the operational/corporate environment of the organisation.
8. Ability to understand and carry out detailed written and oral instructions.

### **MOHMS 891/2018 BIOMEDICAL ATTENDANT, LAUTOKA HOSPITAL**

<b>Role</b>	Biomedical Attendant
<b>Position Level</b>	Band B
<b>Salary Range</b>	\$5.37 - \$6.89
<b>Duty Station</b>	Lautoka Hospital
<b>Report To</b>	Biomedical Department
<b>Liases with</b>	Biomedical Officer In Charge
<b>Subordinates</b>	Nil

#### **The Position**

The position under minimum supervision performs a variety of routine tasks associated with the installation, service and calibration of a diverse range of Biomedical Equipment according to Australian Standards.

### **Key Responsibilities**

1. Assist in the completion of preventative maintenance for a diverse range of Biomedical Equipment according to prescribed standards and provide reports upon completion.
2. Install, repair and service a diverse range of Biomedical Equipment according to specifications and perform electrical safety test on biomedical instruments „,mina specialized test equipment.
3. Maintain all mandatory documentation from receiving, sending, dispatching, reporting and continuously updating of Biomedical Equipment Inventory Database.
4. Provide basic user training of healthcare staff in the use and care of biomedical equipment which includes operation demonstration and maintenance
5. Provide weekly reports on all assigned tasks to biomedical officer in charge.

### **Key Performance Indicators**

1. Assigned preventative maintenance of biomeidcal equipment complted and reports submitted to biomedical officer in charge
2. User training provided to healthcare staff and report provided to biomedical officer in cahрге
3. Weekly reports on all assigned tasks submitted to biomedical officer in charge.

### **Selection Criteria**

#### **The Person**

In addition to a university qualifications [or equivalent] relevant to Biomedical/Electronics, the following knowledge, experience, skills and abilities are required to successfully undertake the role:

#### **Knowledge and Experience**

1. Have had at least 12 months experience and understanding of electromechanical, electronic and equipment functions, operation and safety
2. Basic computer knowledge is desirable
3. Understanding the implication of new information for both current and future problem solving in technical and operation monitoring
4. Basic knowledge of medical terminology

#### **Skills and Abilities**

1. Ability to read colour codes on wiring, electrical components and work in a sterile environment
2. Ability to comprehend and follow both written and oral instructions
3. Ability to work as and when required [nights, weekends and holidays if necessary]
4. Ability to maintain, update and ensure accuracy of records
5. Demonstrate ability to analyse and resolve problems in a resource constrained environment
6. Demonstrate ability to integrate and understanding of basic Schematics, components functions and circuit operations
7. Ability to work effectively within a team

### **MOHMS 892/2018 DRIVER, FIJI CENTRE FOR COMMUNICABLE DISEASE**

#### **CONTROL**

<b>Role:</b>	Driver
<b>Salary Band</b>	Band B
<b>Salary range:</b>	\$5.37 - \$6.89

<b>Duty Station:</b>	Tamavua
<b>Unit/Division</b>	Mataika House, FCCDC
<b>Report To:</b>	FCCDC Clerical Officer
<b>Subordinates:</b>	Nil

### **The Position**

The position is jointly responsible for planning and organizing of transport services through liaising with the Clerical Officer with daily running of the vehicle.

### **Key Responsibilities**

1. Responsible for transporting FCCDC staff and laboratory samples as and when required.
2. Assist the Clerical Officer to ensure vehicle registration and general servicing is updated according to schedule
3. Comply with the Land Transport Regulations
4. Carrying out driving instructions without delay
5. Carry out service on a daily basis to maintain vehicle safety and cleanliness
6. Report any vehicle irregularities to immediate Supervisor
7. Ensure that the vehicle running sheets are recorded on a daily basis with the relevant authorizing signatures
8. Prepare and submit running sheets and fuel receipts and submit timely to the immediate supervisor.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Full compliance with Land Transport Regulations and Ministry Instruction Policy
2. Vehicles are well maintained, clean and fully operational.
3. All vehicle records are updated and submitted within agreed timeframes.

### **Selection Criteria**

#### **The Person**

In addition to a Form 6 qualification and a valid Certificate of Defensive Driving Course and Driving License, the following knowledge, experience, skills and abilities are required to successfully undertake the role:

#### **Knowledge and Experience**

1. At least 2-3 years' experience as a driver;
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

#### **Skills and Abilities**

1. Excellent communication skills both verbal and written
2. Analytical thinking while driving and ability to work with minimum supervision
3. Capable of working according to the given timelines
4. The ability of being initiative in acting quickly and decisively in a crisis to create opportunities or avoid problems
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

**MOHMS 892/2018 COOK, TAMAVUA TWOMEY HOSPITAL**

<b>Role:</b>	Cook
<b>Salary Band</b>	Band B
<b>Salary range:</b>	\$5.37 - \$6.89
<b>Duty Station:</b>	Tamavua/Twoomey Hospital
<b>Unit/Division</b>	Kitchen / Central
<b>Report To:</b>	Dietitian
<b>Subordinates:</b>	Nil

### **The Position**

The purpose of this role is to prepare quality and nutritious meals for all patients and only staff who are entitled to meals in accordance with the Meals Circular. The incumbent is also responsible for maintaining a clean and hygienic work environment and maintains safe practices in operating kitchen equipment at all times. The position reports to the Dietitian.

### **Key Responsibility Areas**

1. Quality and nutritious diets/meals are prepared according to specific dietary requirements
2. Food service operating procedures are followed resulting in less complaints and food wastages
3. Usage of proper cleaning materials and consistency in cleaning is maintained.
4. Meals served are on time and well presented.
5. Appropriate standards are followed at receiving and storage.
6. Maintain proper usage of equipment and report accidents and faulty equipment.

### **Key Performance Indicators**

1. Effective preparation of meals which are timely and well presented in compliance to Food Service operations and specific dietary requirements.
2. Adhere to approved standards of stock management, Food Safety & Hygiene and OHS regulations.
3. Ensure proper usage, maintenance and timely reporting of faulty and breakages of kitchen equipment.

### **Selection Criteria**

#### **The Person**

In addition to Form six (6) level qualification and a Certificate in Cookery or equivalent with 4 years' experience working in similar field. The following knowledge, experience, skills and abilities are required to successfully perform the duty of the post.

#### **Knowledge and Experience**

1. Knowledge of quality food preparation and presentation methods
2. Must have knowledge of food safety and hygiene
3. Experience in cooking in a similar environment
4. Basic knowledge of occupational health and safety in the workplace

#### **Skills & Abilities**

1. Ability to work effectively within a team
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time
3. Demonstrate a high standard of personal appearance and good personal hygiene
4. Demonstrate ability to work under minimal supervision
5. Effective verbal and written communication skills
6. Effective time management skills

**MOHMS 893/2018 HOSPITAL ATTENDANT, TAMAVUA TWOMEY HOSPITAL (6 POSTS)**

<b>Role:</b>	Hospital Attendant
<b>Salary Band</b>	Band A
<b>Salary range:</b>	\$4.60 - \$5.90
<b>Duty station:</b>	Tamavua Twomey Hospital
<b>Unit/Division:</b>	Administration – Central Division
<b>Reports To:</b>	Executive Officer
<b>Subordinates:</b>	None

**The Position:**

To assist and provide quality patient care at Rehabilitation Hospital at all times.

**Key Responsibilities Area**

1. Consistent excellent patient care
2. Assist in the dressing, feeding, manicure and pedicure of patient
3. Reposition and transfer patients from wheelchair to bed and bed to wheelchair
4. Ensure beddings are clean and dry at all times
5. Assisting patients to the physiotherapy session, clinic at CWM Hospitals, Giles Hospital and also when they discharged.
6. Provide basic care and assist patients with daily activities
7. Actively contribute to the Ministries corporate requirements.

**Key Performance Indicators**

1. Effectively and timely of bathing , dressing, feeding, manicure and pedicure of patients
2. Effectively and timely repositioning and transfer of patients and assisting when they discharged
3. Patient beddings and linen are clean at all times
4. Participate in all corporate activities of the Ministry in a timely manner when required.

**Selection Criteria**

**The Person**

In addition to a Form 6 level qualification or equivalent and the following knowledge, Experience, Skills and Abilities are required to successfully undertaken the role of this position.

**Knowledge and Experience**

1. Knowledge and experience in caring for patients with special needs
2. Knowledge of patient safety and care
3. Basic knowledge of occupational Health and Safety at the work place
4. Understanding of the 2013 constitution

**Skills and Abilities**

1. Demonstrate ability to work as a team
2. Effective verbal and written communication skills
3. Ability to plan and organise work on a daily basis
4. Excellent customer service skills.

**MOHMS 894/2018 ELECTRICIAN, CENTRAL DIVISION**

<b>Role:</b>	Electrician
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<b>Salary Band</b>	Band D
<b>Salary range:</b>	\$7.50 - \$9.61
<b>Duty station:</b>	Central Health Services Divisional Office
<b>Unit/Division:</b>	General Services/Central Division
<b>Reports To:</b>	Executive Officer – General Services
<b>Subordinates:</b>	None

### **The Position**

The position is responsible for the effective day to day operations, maintenance and repairs of all Electrical works and fixtures, equipment's, operating and backup generators in health facilities located in the Central Division.

### **Key Performance Indicators:**

1. Coordinate and plan purchasing of electrical materials in accordance with relevant guidelines.
2. Effective and efficient repairing of electrical and scoping services.
3. Ensure electrical materials are stored appropriately.

### **Key Result Areas:**

1. Coordinate and facilitate the electrical maintenance of all health facilities in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing, and all other electrical issues.
2. Assist in the planning of labour requirement, duration, and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
3. Establish and maintain liaison with administration and professional staff regarding maintenance programs.
4. To ensure preventive maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
5. Train and supervision of Trade Assistant and Trainees

### **Selection Criteria**

#### **The Person**

In addition to a Trade Certificate qualification in Electrical OR equivalent, a valid FEA Wireman's License and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position:

#### **Knowledge and Experience**

1. Acquired knowledge of more than five [5] years of experience in maintenance, repairs and new installations of Electrical equipment's.
2. Knowledge and experience of electrical wiring and repair of electrical steam operated equipment's, Generators and pumps, Laundry machines, wiring installation and electrical fixtures.
3. Knowledge of procurement of materials, preparing and maintaining reports
4. Practical knowledge of Occupational Health and Safety
5. Knowledge of proper maintenance of working area and safety protocol

#### **Skills and Abilities**

1. Ability to detect, analyse and solve Electrical faults and breakdown.

2. Ability to perform physical work and repair of underground electrical cabling and laying of new wiring works.
3. Ability to work under pressure and meet deadlines
4. Ability to communicate effectively in both oral and written communication
5. Demonstrated ability to organise, supervise, assess, plan, schedule maintenance work and costing.
6. Takes a problem-solving approach when faced with challenging or difficult situations.
7. Demonstrates a positive attitude in work assignment and interaction with others

**MOHMS 895/2018 TRADE ASSISTANT A, CENTRAL DIVISION**

<b>Role:</b>	Trade Assistant A
<b>Salary Band</b>	B
<b>Salary range:</b>	\$5.37 - \$6.89
<b>Duty station:</b>	Central Health Services Divisional Office
<b>Unit/Division:</b>	General Services/Central Division
<b>Reports To:</b>	Executive Officer – General Services
<b>Subordinates:</b>	None

**The Position**

The position is responsible for the effective day to day operations of the equipment and furnishings in terms of servicing and repairing to the Central Division.

**Key Performance Indicators:**

1. Coordinate and facilitate servicing of air conditioning, refrigerator and other related equipment.
2. Ensure that workshop maintain cleanliness.
3. Coordinate purchasing of servicing materials in accordance with relevant guidelines.
4. Effective and efficient repairing services is provided as required.

**Key Result Areas**

1. Assist and participate in activities of personnel engaged in the maintenance of equipment and furnishings to include repair and service of Air conditioning, blowers, freezers, coolers and other refrigeration works.
2. Ensuring that the Air Conditioning units, freezers, coolers and other related equipment or machinery is in operational conditional and note down break downs.
3. Ensuring that the establish preventive maintenance program is maintained and liaise with administration and professional staff regarding its schedule
4. Ensure that the OHS Regulations is maintained at all times in the workplace both internal and external.
5. Ensure the working and workshop environment is kept clean and tidy at all times

**Selection Criteria**

**The Person**

In addition to a Trade certificate in Air Conditioning and minimum experience of 2 years, the following knowledge, experiences, skills and abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Work requires broad knowledge of maintenance methods and procedures involved in the maintenance of Air Conditioning units, freezer, coolers etc.
2. Minimum of 2 years of experience in basic general maintenance and repair in RAC

3. Skills and knowledge in electrical works would be an advantage.
4. Basic knowledge of Occupational Health & Safety

### **Skills and Abilities**

1. Ability to assist in carrying out fault finding techniques as to solve Electrical faults and breakdown.
2. Ability to communicate orally and in written.
3. Identifies and utilizes resources effectively and responsibly.
4. Ability to work in a team

### **MOHMS 896/2018 CLEANER, LEVUKA HOSPITAL**

<b>Role:</b>	Cleaner
<b>Salary Band</b>	Band A
<b>Salary range:</b>	\$4.60 - \$5.90
<b>Duty station:</b>	Levuka Hospital
<b>Unit/Division:</b>	Eastern Health Services Division
<b>Reports To:</b>	Clerical Officer
<b>Subordinates:</b>	None

### **The Position**

The position is responsible for maintaining the cleanliness within Levuka Hospital.

### **Key Responsibilities**

1. Ensure cleanliness of premises
2. Ensure proper and safe usage of appropriate cleaning agents
3. Develop repairs and maintenance works schedule.
4. Ensure effective stock management.
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

### **Key Performance Indicators**

1. Clean and a safe working environment for all
2. Ensure that cleaning and working stock are well maintained
3. Actively participate in all corporate functions

### **Selection Criteria**

#### **The Person**

In addition to a Form 6 level qualification and the following knowledge, experience, skills and abilities are required to successfully undertake the role:

#### **Knowledge and Experience**

1. Similar work experience
2. Knowledge and practical usage of basic cleaning procedures, chemicals and equipment
3. Basic knowledge of Occupational Health and Safety at Workplace
4. Knowledge of proper maintenance of working area and safety protocol

#### **Skills and Abilities**

1. Ability to plan and organize work on a daily basis
2. Good verbal and written communication skills
3. Good customer service skills

4. Ability to work effectively in a team

**MOHMS 897/2018 PLUMBER, CENTRAL DIVISION**

<b>Role:</b>	Plumber
<b>Salary Band</b>	Band D
<b>Salary range:</b>	\$7.50 - \$9.61
<b>Duty station:</b>	Central Health Services Divisional Office
<b>Unit/Division:</b>	General Services/Central Division
<b>Reports To:</b>	Executive Officer – General Services
<b>Subordinates:</b>	None

**The Position**

The position is responsible for the effective day to day operations, maintenance and repairs of all Plumbing works in health facilities located in the Central Division.

**Key Performance Indicators**

1. Effective and efficient providing of plumbing work services.
2. Coordinate purchasing of plumbing materials using relevant guidelines.
3. Ensure that plumbing materials are stored appropriately.

**Key Result Areas:**

1. Maintain repair works for all plumbing related works.
2. Establish and maintain liaison with administration and professional staff regarding plumbing maintenance programs.
3. Plan and organize time, cost and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
4. Maintain the workshop upkeep and proper storage of plumbing materials
5. To ensure preventive plumbing maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
6. Train and supervision of Trade Assistant and Trainees

**Selection Criteria**

**The Person**

In addition to a Trade Certificate qualification in Plumbing or equivalent and the following Knowledge, Experience, Skills and Abilities to successfully undertake the role of the position

**Knowledge and Experience**

1. Vast experience in similar role
2. Knowledge of working with tools for plumbing and experience with materials needed for maintenance, repairs and installation
3. Knowledge of Occupational Health & Safety
4. Knowledge of proper maintenance of working area and safety protocol

**Skills and Abilities**

1. Ability to meet deadlines within a timeframe
2. Ability to communicate effectively both verbal & written and work within a team.
3. Demonstrated ability to plan, organize plumbing work schedule effectively
4. Identifies and utilizes resources effectively and responsibly.
5. Takes a problem-solving approach when faced with challenging or difficult situations

## **MOHMS 898/2018 DRIVER, LAUTOKA HOSPITAL**

<b>Role:</b>	Driver
<b>Salary Band</b>	Band B
<b>Salary range:</b>	\$5.37 - \$6.89
<b>Duty station:</b>	Lautoka Hospital
<b>Unit/Division:</b>	General Services
<b>Reports To:</b>	GWE Clerk
<b>Subordinates:</b>	Nil

### **The Position**

The position is jointly responsible for planning and organizing of transport services through liaising with the Clerical Officer with daily running of the vehicle.

### **Key Responsibilities**

1. Responsible for transporting FCCDC staff and laboratory samples as and when required.
2. Assist the Clerical Officer to ensure vehicle registration and general servicing is updated according to schedule
3. Comply with the Land Transport Regulations
4. Carrying out driving instructions without delay
5. Carry out service on a daily basis to maintain vehicle safety and cleanliness
6. Report any vehicle irregularities to immediate Supervisor
7. Ensure that the vehicle running sheets are recorded on a daily basis with the relevant authorizing signatures
8. Prepare and submit running sheets and fuel receipts and submit timely to the immediate supervisor.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Full compliance with Land Transport Regulations and Ministry Instruction Policy
2. Vehicles are well maintained, clean and fully operational.
3. All vehicle records are updated and submitted within agreed timeframes.

### **Selection Criteria**

#### **The Person**

In addition to a Form 6 qualification and a valid Certificate of Defensive Driving Course and Driving License, the following knowledge, experience, skills and abilities are required to successfully undertake the role:

#### **Knowledge and Experience**

1. At least 2-3 years' experience as a driver;
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

#### **Skills and Abilities**

1. Excellent communication skills both verbal and written

2. Analytical thinking while driving and ability to work with minimum supervision
3. Capable of working according to the given timelines
4. The ability of being initiative in acting quickly and decisively in a crisis to create opportunities or avoid problems
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

**MOHMS 899/2018 RECORDER, SAVUSAVU HOSPITAL**

<b>Role:</b>	Recorder
<b>Salary Band</b>	Band B
<b>Salary range:</b>	\$5.37 - \$6.89
<b>Duty station:</b>	Savusavu Hospital
<b>Unit/Division:</b>	Northern Health Services Division
<b>Reports To:</b>	Executive Officer
<b>Subordinates:</b>	None

**The Position**

The position is responsible for maintaining, organizing and effectively providing medical records for patient's at all times to all clients.

**Key Responsibilities**

1. Receiving and registering of all cases and referral from other health facilities, public and private into the system (PATIS)
2. Creating of new folders for new patients.
3. Creating appointments in PATIS (Patient Information System)
4. Retrieving, Sorting, Culling and Filing of patient's medical folders for services using terminal digit filing system.
5. Collect discharged patients medical folders from the wards
6. Coding of patient folders
7. Data entry of patient information into computerized patient information systems
8. Ensure timely communication of information.
9. Collaborate with all staff and promote excellent patient service
10. Monitor flow of folders and fast track medical records folders
11. Organise and review data for accuracy and completeness
12. Maintain patient confidentiality and privacy

**Selection Criteria**

**The Person**

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

**Knowledge and Experience**

1. Experience in a similar work environment
2. Knowledge of basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services
4. Knowledge of standard operating procedures in the arrears of records service delivery

### **Skills and Abilities**

1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

### **MOHMS 900/2018 RECORDER, NABOUWALU HOSPITAL**

<b>Role:</b>	Recorder
<b>Salary Band</b>	Band B
<b>Salary range:</b>	\$5.37 - \$6.89
<b>Duty station:</b>	Nabouwalu Hospital
<b>Unit/Division:</b>	Northern Health Services Division
<b>Reports To:</b>	Executive Officer
<b>Subordinates:</b>	None

### **The Position**

The position is responsible for maintaining, organizing and effectively providing medical records for patient's at all times to all clients.

### **Key Responsibilities**

1. Receiving and registering of all cases and referral from other health facilities, public and private into the system (PATIS)
2. Creating of new folders for new patients.
3. Creating appointments in PATIS (Patient Information System)
4. Retrieving, Sorting, Culling and Filing of patient's medical folders for services using terminal digit filing system.
5. Collect discharged patients medical folders from the wards
6. Coding of patient folders
7. Data entry of patient information into computerized patient information systems
8. Ensure timely communication of information.
9. Collaborate with all staff and promote excellent patient service
10. Monitor flow of folders and fast track medical records folders
11. Organise and review data for accuracy and completeness

### **Selection Criteria**

#### **The Person**

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

#### **Knowledge and Experience**

1. Experience in a similar work environment
2. Knowledge of basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services
4. Knowledge of standard operating procedures in the arrears of records service delivery

### **Skills and Abilities**

1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

### **MOHMS 901/2018 ASSISTANT ACCOUNTS OFFICER, NAKASI HEALTH CENTRE (2 POSTS)**

<b>Role:</b>	Assistant Accounts Officer
<b>Salary Band</b>	Band F
<b>Salary range:</b>	\$22,528.7 - \$28,883.00
<b>Duty station:</b>	Central Divisional Office
<b>Unit/Division:</b>	Finance Unit
<b>Reports To:</b>	Accounts Officer
<b>Subordinates:</b>	Clerical Officer

### **The Position**

The position is responsible for processing revenue collection, payment of GWE Salaries and Goods and services in accordance with the Government Machinery, applicable laws, relevant policies and regulations.

### **Key Responsibilities**

1. Process revenue collection in accordance with the Finance Act, Finance Instructions and the Finance manual.
2. Facilitate payment of salaries, wages and allowances.
3. Facilitate payment of goods, services, and bills
4. Conduct reconciliation of accounts for payment and wages
5. Manage imprest and ensure that imprest is replenished on weekly basis
6. Supervise and assist subordinates to enable output is achieved
7. Provide advice to management and subordinates as and when required
8. Checking on reports in the finance information system on the Open Payables and also close PO in the finance information system
9. Responsible for updating and editing of master files for newly appointed government wage earners and ensure that GWE employees receive wages appropriately.
10. Checking wages edits report after punching of hours in the system.

### **Key Performance Indicators**

1. Ensure the timely provision of required documents for verification purpose
2. Ensure effective and efficient processing of wages and other payments to avoid delay
3. Thorough checking of documents for final approval into the system
4. Strict monitoring of staff performance

### **Selection Criteria**

#### **The Person**

In addition to university qualification in Accounting/Finance/Commerce, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Knowledge and experience in using of government machinery or similar Computerised system.
2. Good understanding of the Fijian Constitution [2013] and applicable laws, policies and regulations
3. Experience in the similar working environment, particularly for payment of goods and services, salaries and wages.

### **Skills and Abilities**

1. Demonstrated ability to lead and supervise subordinates
2. Demonstrated skills and ability to use Microsoft Applications and other computer programmes
3. Sound oral and written communication skills
4. Demonstrated resourcefulness and ability to work under pressure to meet deadlines
5. Demonstrated ability to work as a team

### **MOHMS 902/2018 ASSISTANT ACCOUNTS OFFICER, MAKOI BIRTHING UNIT (2 POSTS)**

<b>Role:</b>	Assistant Accounts Officer
<b>Salary Band</b>	Band F
<b>Salary range:</b>	\$22,528.7 - \$28,883.00
<b>Duty station:</b>	Central Divisional Office
<b>Unit/Division:</b>	Finance Unit
<b>Reports To:</b>	Accounts Officer
<b>Subordinates:</b>	Clerical Officer

### **The Position**

The position is responsible for processing revenue collection, payment of GWE Salaries and Goods and services in accordance with the Government Machinery, applicable laws, relevant policies and regulations.

### **Key Responsibilities**

1. Process revenue collection in accordance with the Finance Act, Finance Instructions and the Finance manual.
2. Facilitate payment of salaries, wages and allowances.
3. Facilitate payment of goods, services, and bills
4. Conduct reconciliation of accounts for payment and wages
5. Manage imprest and ensure that imprest is replenished on weekly basis
6. Supervise and assist subordinates to enable output is achieved
7. Provide advice to management and subordinates as and when required
8. Checking on reports in the finance information system on the Open Payables and also close PO in the finance information system
9. Responsible for updating and editing of master files for newly appointed government wage earners and ensure that GWE employees receive wages appropriately.
10. Checking wages edits report after punching of hours in the system.

### **Key Performance Indicators**

1. Ensure the timely provision of required documents for verification purpose

2. Ensure effective and efficient processing of wages and other payments to avoid delay
3. Thorough checking of documents for final approval into the system
4. Strict monitoring of staff performance

## **Selection Criteria**

### **The Person**

In addition to university qualification in Accounting/Finance/Commerce, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Knowledge and experience in using of government machinery or similar Computerised system.
2. Good understanding of the Fijian Constitution [2013] and applicable laws, policies and regulations
3. Experience in the similar working environment, particularly for payment of goods and services, salaries and wages.

### **Skills and Abilities**

1. Demonstrated ability to lead and supervise subordinates
2. Demonstrated skills and ability to use Microsoft Applications and other computer programmes
3. Sound oral and written communication skills
4. Demonstrated resourcefulness and ability to work under pressure to meet deadlines
5. Demonstrated ability to work as a team

## **MOHMS 903/2018 CLERICAL OFFICER [FINANCE & ASSET MANAGEMENT], VALELEVU HEALTH CENTRE**

<b>Role:</b>	Clerical Officer
<b>Salary Band</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35
<b>Duty station:</b>	Valelevu Health Centre
<b>Unit/Division:</b>	Finance & Asset Management
<b>Reports To:</b>	Executive Officer
<b>Subordinates:</b>	None

### **The Position**

The position is responsible for ensuring the proper and prudent use of finances and assets in the delivery of health services at the Health Centre.

### **Key Responsibilities**

1. Monitor the use of vehicles and prepare monthly returns for vehicles and revenue collected.
2. Daily revenue collection and bank lodgements.
3. Ensure that payroll is updated regularly
4. Facilitate general services on transport, infrastructure, stationery, transfers.
5. Raising of purchase orders and providing quotations
6. Ensure that all health facilities have adequate supply of stationery and supplies

### **Key Performance Indicators**

1. All agreed Human Resources and Financial support services, functions and advice are delivered within agreed time frame and in accordance with relevant processes, legislations and policies.
2. Effective and Timely Management, Regular monitoring for purchasing of building materials for maintenance.
3. Effective and Timely provision of Board of Survey report and follow up recommendations from Ministry of Economy.
4. All reports are submitted within the agreed time frames and meet the required standard reporting requirements including any recommendations for improvement

### **Selection Criteria**

#### **The Person**

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

#### **Knowledge and Experience**

1. Good understanding of government machinery, applicable laws, policies and regulations.
2. Experience in a similar working environment
3. Experience in organizing fleet logistics and travel arrangements

#### **Skills and Abilities**

1. Ability to work within a team
2. Good planning and organizing skills
3. Good time management skills
4. Good communication skills both written and oral
5. Good problem solving skills and to think critically when analysing situations.

### **MOHMS 904/2018 CLERICAL OFFICER [GWE], LAUTOKA HOSPITAL**

<b>Role:</b>	Clerical Officer
<b>Salary Band</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35
<b>Duty station:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Human Resource
<b>Reports To:</b>	Executive Officer
<b>Subordinates:</b>	None

#### **The Position**

Support and assist the Executive Officer in the supervision and control of GWEs' administration.

#### **Key Responsibilities**

1. Maintaining and updating of personal files for all the government wage employees at Lautoka Hospital
2. Prepare weekly timesheet and annual performance assessment for all GWEs' at Lautoka Hospital are prepared and submitted in a timely manner

3. Preparing, maintaining and submitting the approved monthly GWE Establishment return, including vacancy return ensuring its accuracy at all times.
4. Ensure timely processing of appointments of GWE's as per recommendation of Head of Department in concurrence with the Medical Superintendent.

## **Selection Criteria**

### **The Person**

In addition to a pass in Fiji Seventh Form Examination or any relevant tertiary qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

### **Knowledge and Experience**

1. At least 3 years' experience working in a similar role;
2. Practical, working knowledge of all aspects and functions of accounts management
3. Understanding of the Fijian Constitution (2013) and applicable labour laws of Fiji.
4. Practical knowledge of using any accounting system.
5. Experience working within a customer service delivery environment

### **Skills and Abilities**

1. Excellent interpersonal, organization skills, customer service skills and both oral & written communications skills
2. Ability to follow guidelines and meet set timeframes with regards to relevant accounting activities;
3. Demonstrated ability to work cooperatively within a team;
4. Demonstrated ability to maintain confidentiality;
5. Ability to utilise computer programs to support the operations of the organisation;
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

## **MOHMS 905/2018 DRIVER, LAUTOKA HOSPITAL (2 POST)**

<b>Role:</b>	Clerical Officer
<b>Salary Band</b>	Band B
<b>Salary range:</b>	\$5.37 - \$6.89
<b>Duty station:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Human Resource
<b>Reports To:</b>	Executive Officer
<b>Subordinates:</b>	None

### **The Position**

The position is jointly responsible for planning and organizing of transport services through liaising with the Executive Officer with daily running of the vehicle.

### **Key Responsibilities**

1. Responsible for transporting staff as and when required.
2. Assist to ensure vehicle registration and general servicing is updated according to schedule
3. Comply with the Land Transport Regulations
4. Carrying out driving instructions without delay
5. Carry out service on a daily basis to maintain vehicle safety and cleanliness
6. Report any vehicle irregularities to immediate Supervisor

7. Ensure that the vehicle running sheets are recorded on a daily basis with the relevant authorizing signatures
8. Prepare and submit running sheets and fuel receipts and submit timely to the immediate supervisor.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Full compliance with Land Transport Regulations and Ministry Instruction Policy
2. Vehicles are well maintained, clean and fully operational.
3. All vehicle records are updated and submitted within agreed timeframes.

### **Selection Criteria**

#### **The Person**

In addition to a Form 6 qualification and a valid Certificate of Defensive Driving Course and Driving License, the following knowledge, experience, skills and abilities are required to successfully undertake the role:

#### **Knowledge and Experience**

1. At least 2-3 years' experience as a driver;
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

#### **Skills and Abilities**

1. Excellent communication skills both verbal and written
2. Analytical thinking while driving and ability to work with minimum supervision
3. Capable of working according to the given timelines
4. The ability of being initiative in acting quickly and decisively in a crisis to create opportunities or avoid problems
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.