



JOB DESCRIPTIONS FOR ADVERTISEMENT IN FIJI SUN SATURDAY, 3RD NOVEMBER, 2018

MOHMS 907/18: SENIOR PHARMACY OFFICER, LAUTOKA HOSPITAL
MOHMS 908/18: ENIOR DENTAL OFFICER, ORAL SURGERY [LAUTOKA & CWM HOSPITAL] [COPY OF ADVERT WILL BE PUT UP ON MONDAY 5/11/2018]

MOHMS 909/18: TECHNICAL OFFICER (LABORATORY)

Role:	Technical Officer (Laboratory)
Salary Band:	Band E
Salary:	\$19,041.75 - \$24,412.50 per annum
Duty Station:	Labasa Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Technical Officer High Grade
Subordinates:	None

The Position

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

Key Responsibilities

The position will achieve its purpose through the following:

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

Key Performance Indicators

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

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

Skills and Abilities

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

MOHMS 910/18: PHLEBOTOMIST

Role:	Phlebotomist
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35 per annum
Duty Station:	Labasa Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Technical Officer High Grade
Subordinates:	None

The Position

The purpose of this position is to provide support for blood collection, handling, 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 911/18: ASSISTANT STATISTICIAN

Role:	Assistant Statistician
Salary Band:	Band E
Salary:	\$19,041.75 - \$24,412.50 per annum
Duty Station:	Labasa Hospital
Unit/Division:	Medical Records Unit
Reports to:	Hospital Administrator
Subordinates:	Hospital Recorders

The Position

The Assistant Statistician administers the day to day management operation of the Medical Records Unit in terms of quality medical records services for all clients, ensuring client satisfaction in the process of quality customer care, maintaining highest data integrity, comply with and use procedures, policies, regulations and standards which impact upon the position and working towards achieving the goals and objectives of the unit.

Key Responsibilities

- Ensure the timely provision of medical records functions for all our clients in accordance to procedures and policies
- Generate, manage and maintain an effective records management system
- To Maintain highest data integrity, timely data collation and submission in line with unit and organisation objectives
- Manage and monitor staff performance to ensure a quality delivery of services
- Participate in all Corporate Social responsibility Activities planned.

Key Performance Indicators

- All medical records services and functions are achieved within agreed timeframes
- Effective and timely management of medical records data



- Effective and timely management and monitoring of staff performance and attendance to enable business continuity and delivery of quality services
- Actively contribute to the Ministry and/or corporate requirements

Selection Criteria

The Person

In addition to having a recognized undergraduate qualification in either Population Studies or Health Information Systems or Statistics from university/tertiary level

Or equivalent, with the incumbent must also have the following; Knowledge, Experience, Skills and Abilities:

Knowledge and Experience

- Sound knowledge of Medical Records management and Records Management System
- Able to analyse, interpret and present reports
- Understanding the relevant legislation and authorities governing Health and Health Information Systems.
- At least 3-5 years experiences in a similar field
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

- Capacity to utilise computer programs to support the operation of the morbidity and mortality.
- Demonstrated organizational and good management skills to assist management and coordinate subordinates to meet tight deadlines
- Demonstrated ability to work cooperatively and effectively within a team environment
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
- Demonstrated ability to communicate in order to ascertain information and reporting needs.

MOHMS 912/18: NATIONAL RHEUMATIC HEART DISEASE NURSE COORDINATOR

Role:	National Rheumatic Heart Disease Nurse Coordinator
Salary Band:	Band H
Salary:	\$34,760.31 to \$44,564.50 per annum
Duty Station:	Namosi House, Suva
Unit/Division:	Wellness Division
Reports to:	National Advisor Wellness
Subordinates:	Nil

The Position

The National Rheumatic Heart Disease Nurse Coordinator position represents a unique career opportunity for an individual to extend their experience as a public health professional whilst at the same time contributing to an important public health challenge in Fiji and the achievement of Ministry National Strategic Plan and Child Health Strategy targets in relation to Rheumatic Heart Disease (RHD)

The post aims to implement and support the delivery of a:

- A comprehensive national register-based Rheumatic Heart Disease secondary prevention programme
- Implementation of National Acute Rheumatic Heart Fever/Rheumatic Heart Disease guidelines for the clinical care of patients with acute rheumatic fever/Rheumatic Heart Disease;



- A model for Rheumatic Heart Disease early case detection including a national case detection programme; and
- Primary prevention guidelines including ongoing national health promotion and awareness.

Key Responsibilities

1. Provide leadership, strategic direction and mentoring to the three divisional coordinators
2. Preparation of annual plans, National level data collection and reporting including consolidation of divisional data.
3. Ensuring adequate Benzathine supply and resolution of supply issues at national level as required
4. Overall quality assurance and monitoring of Rheumatic Heart Disease curriculum in undergraduate and post- graduate courses
5. Support the integration of Rheumatic Heart Disease with Non Communicable Disease and, where appropriate, other public health programmes, and Rheumatic Heart Disease advocacy including ministerial briefings and general media
6. Provide overall coordination of the national technical advisory committee for Rheumatic Heart Disease.

Key Performance Indicators

1. National and divisional adherence reports submitted to Divisional Medical Officer's, Divisional Health Sister, Health Research & Analysis Unit and National Advisor Wellness and National Advisor Family Health on a monthly and quarterly basis and annual Rheumatic Heart Disease activity reports prepared and submitted to National Advisor Wellness
2. Annual work plans prepared and submitted to National Advisor Wellness and Technical advisory committee meetings arranged and minuted each quarter
3. Conduct at least one nurse or Medical Officer training and Represent Rheumatic Heart Disease program during national all relevant Ministry stakeholder meetings – at least one each quarter
4. Ensure Acute Rheumatic Fever/Rheumatic Heart Disease is formally integrated into the under graduate and post graduate curriculums at all institutions that offer nurse and medical officer training
5. Ensure that at least 90% of pharmaceutical commodities and consumables are available at all times.

Selection Criteria

The Person

In addition to a Diploma in Nursing or equivalent, Registered Nurse with a valid practising Licence with the following knowledge, experience, skills, and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Comprehensive understanding and the use of information and reporting systems in Fiji;
2. Proven experience as a trainer and supervisor (within a Project environment)
3. Knowledge of Word, Excel, general principles and practice of monitoring and evaluation, data collection and entry
4. Demonstrated knowledge and experience in the planning, implementation of any programs;



Skills and Abilities

1. Extensive project management skills including preparation of work plans and time plans;
2. Demonstrated computer literacy, including Word, Excel and email;
3. Ability to work independently and to a timeline is critical for this leadership role.
4. Demonstrated ability to work autonomously and as part of a team and in a leadership capacity;
5. Demonstrated ability to write reports, including, donor reports, annual and monthly activity reports, and submitting in a timely manner;
6. Demonstrated ability to effectively manage and prioritize workload to achieve project outcomes in a timely way;
7. Ability and willingness to travel frequently within Fiji.

MOHMSP 913/18: EXECUTIVE OFFICER, SIGATOKA HOSPITAL

Role:	Executive Officer
Salary Band:	Band E
Salary:	\$19,041.75 - \$24,412.50 per annum
Duty Station:	Sigatoka Hospital
Unit/Division:	Corporate Services, Sigatoka Hospital
Reports to:	SDMO
Subordinates:	Clerical Officer, Typist, GWE's

The Position

The Executive Officer will provide the highest standard of support services to the Subdivisional Medical team.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide Human Resource and Finance Support and advice to the subdivision
2. Ensure that support staffs perform all delegated tasks and are met within the given timeframe.
3. Prepare and submit Human Resource, Finance and General Services reports according to the standard reporting structures and in a timely manner
4. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements

All relevant Health facilities in the Western Health Services are compliant with the Health and Safety at Work Act and its related regulations and policies.

3. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.



Selection Criteria

The Person

In addition to a diploma in Human Resource Management, Public Administration, Industrial and Employee Relations or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Experience working within a service delivery environment governed by legislation or any similar field.
2. Understanding of the relevant legislations governing terms and conditions of employment, OHS, industrial relations
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
4. Experience in the use of computers, office equipment and the Microsoft Office suite of software.
5. Understanding and experience in all aspects of ordering procuring and managing stock and inventory

Skills and Abilities

1. Demonstrated ability to work independently, in a team environment,
2. Proven organizational skills with ability to determine competing priorities and plan, organize work activities to meet agreed goals
3. Proven ability to effectively supervise staff, allocating and monitoring work.
4. Demonstrated ability to multitasking, manage conflict and change
5. possess excellent interpersonal and communications skills and a strong customer service orientation

MOHMSP 914/18: EXECUTIVE OFFICER, BA MISSION HOSPITAL

Role:	Executive Officer
Salary Band:	Band E
Salary:	\$19,041.75 - \$24,412.50 per annum
Duty Station:	Sigatoka Hospital
Unit/Division:	Corporate Services, Sigatoka Hospital
Reports to:	SDMO
Subordinates:	Clerical Officer, Typist, GWE's

The Position

The Executive Officer will provide the highest standard of support services to the Subdivisional Medical team.

Key Responsibility Areas:

The position will achieve its purpose through the following:

1. Provide Human Resource and Finance Support and advice to the subdivision
2. Ensure that support staffs perform all delegated tasks and are met within the given timeframe.
3. Prepare and submit Human Resource, Finance and General Services reports according to the standard reporting structures and in a timely manner
4. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicator:



Performance will be measured through the following indicators:

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements
3. All relevant Health facilities in the Western Health Services are compliant with the Health and Safety at Work Act and its related regulations and policies.
4. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Human Resource Management, Public Administration, Industrial and Employee Relations /or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Executive Officer.

Knowledge and Experience

1. Proven understanding and experience of administration work or similar
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to work and lead a team effectively.
2. Very good Time management skills.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Ability to participate in all Corporate functions.
8. Service oriented approach with a commitment to supporting the operation and corporate environment of the organisation.

MOHMSP 915/18: EXECUTIVE OFFICER, LAUTOKA/YASAWA

Role:	Executive Officer
Salary Band:	Band E
Salary:	\$19,041.75 - \$24,412.50 per annum
Duty Station:	Lautoka/Yasawa Subdivision
Unit/Division:	Corporate Services, Western Health Services
Reports to:	SDMO Lautoka/Yasawa
Subordinates:	Clerical Officer, Typist, GWE's

The Position

The position is responsible for the monitoring and 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 the tools needed for efficient and effective delivery of services to the community.

Key Responsibilities

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



1. Overall Monitoring and assist in all Corporate Issues which includes Human Resources, Accounts and General Services of the Lautoka/ Yasawa subdivisions.
2. Monitoring and Updating of Personal Files
3. Ensure timely submission of Monthly Reports
4. Coordinate and ensure the availability of fuels, stores stationaries and rations are in stock at all times
5. Assist the Clerical Officer in issuing of LPO's upon SDMO's endorsement to local suppliers and follow up on invoices for payments
6. Assist in the Process of payments for bills and services provided in the subdivision
7. Ensure the Board of Survey is carried out within the subdivision is carried out once a year
8. Monitoring and Ensure the updating of all records/ registers/inventories and stores are well maintained in the subdivision
9. Supervise the preparation of Bank Lodgement process
10. Arrangements of patients on referrals to Lautoka Hospital
11. Daily monitoring and coordination of all official runs of the sub-divisions.

Selection Criteria

The Person

In addition to University qualifications relevant to Business Studies, Human Resource Management, Public Administration, Industrial and Employee Relations /or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Executive Officer:

Knowledge and Experience

1. Understanding of General Orders, Financial Management Act, Finance Instructions, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.
2. Understanding and experience in all aspects of ordering procuring and managing stock and inventory
3. Experience on delegation of duties within the department
4. Knowledge and Experience in Mentoring and Coaching staff

Skills and Abilities

1. Demonstrated ability to be efficient in time management for meeting deadlines
 2. Service oriented approach, with a commitment to supporting department business plan
 3. Ability to have discretion in dealing with confidential information
 4. Capacity to utilize basic computer programs to support operations of the department/ health facility
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MOHMS 916/18: EXECUTIVE OFFICER, ASSET MANAGEMENT UNIT (AMU), CWM HOSPITAL

Role:	Executive Officer
Salary Band:	Band E
Salary:	\$19,041.75 - \$24,412.50 per annum
Duty Station:	CWM Hospital
Unit/Division:	Corporate Services, CWMH
Reports to:	Administrative Officer, CWMH
Subordinates:	Labourers (10)

The Position:

The position is responsible for managing and co-ordinating the proper management and control of all assets, procurement and also maintains the Fixed Asset register.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure compliance to the Finance regulations and policies in the administration of the CWMH Asset through timely updating of the Asset register for the hospital; conduct annual Board of Survey within the hospital; and coordinate of Special Board of Survey as and when required.
2. Compile and monitor CWMH procurement plan and conduct review on monthly basis and maintain the Master Inventory Ledger.
3. Coordinate with Biomedical and the Hospital Services in ensuring appropriate standard operating procedure and contract services /maintenance agreements are in place for the equipment.
4. Manage the administration of the groundsmen services in ensuring the cleanliness of the hospital premises.
5. Oversee and administer the transport fleet for CWMH in coordination with the Head Driver.
6. All reports are submitted within the agreed timeframes and meet the standard reporting requirement.

Key Performance Indicator:

Performance will be measured through the following indicators:

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements
3. All relevant Health facilities in the Western Health Services are compliant with the Health and Safety at Work Act and its related regulations and policies.
4. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Human Resource Management, Public Administration, Industrial and Employee Relations /or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Executive Officer.

Knowledge and Experience

1. Proven understanding and experience of administration work or similar
2. Advanced computer literacy, in particular use of Microsoft Applications.



3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to work and lead a team effectively.
2. Very good Time management skills.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Ability to participate in all Corporate functions.
8. Service oriented approach with a commitment to supporting the operation and corporate environment of the organisation

MOHMS 917/18 EXECUTIVE OFFICER – TRANSPORT, ASSET MANAGEMENT UNIT, HEAD QUARTERS

Role:	Executive Officer, Transport
Salary Band:	Band E
Salary:	\$19,041.75 - \$24,412.50 per annum
Duty Station:	MOHMS HQ, Dinem House, Level 1, Toorak, Suva
Unit/Division:	Asset Management Unit, HQ's
Reports to:	Principle Administrative Secretary-Asset Management Unit
Subordinates:	Clerical Officer-Transport, Mechanics, Drivers

The Position:

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

Key Duties:

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

Key Performance Indicators:

1. Vehicles servicing schedules and updated wheel tax fitness with Land Transport Authority.
2. Updated log books and vehicle quarterly returns.
3. Monthly fuel card payments.
4. Updated Master list for fleet at Ministry Of Health and Medical services

The Person



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

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 918/18 ACCOUNTS OFFICER – SALARIES, HEAD QUARTERS

Role:	Accounts Officer, Salaries
Salary Band:	Band F
Salary:	\$22,528.74 - \$28,883.00 per annum
Duty Station:	MOHMS HQ, Dinem House, Level 1, Toorak, Suva
Unit/Division:	Salaries Section/Headquarters
Reports to:	Senior Accounts Officer
Subordinates:	Assistant Accounts Officer, Clerical Officers

The Position:

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

Key Responsibilities:

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

1. Ensure timely processing of wages, salaries and other payments in accordance to the financial practises.
2. Ensure timely authorization of salaries and wages inputs are updated systematically and edit verifications are uploaded accordingly.
3. Oversee the efficient and effective management of wages / salaries section ensuring staffs meeting the deadlines.
4. Provide timely and expert advice on all wages and salaries matters to the Senior Management.
5. Ensure wages and salaries financial reports and reconciliations are timely submitted to senior managers for decision making.
6. Counsel, guide and Develop internal (Wages /Salaries/FNPF) programme to ensure adherence to policies, finance instructions and agreed policies.



7. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

Key Performance Indicators:

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

Person Specification:

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

Knowledge and Experience

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

Skills and Abilities

1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts
2. Demonstrated ability to carry out set tasks in order to meet set deadlines
3. Demonstrated ability to maintain confidentiality
4. Ability to provide support and guidance through the appropriate interpretation of relevant guidelines, acts, regulations to the management
5. Capacity to utilize computer programs to support the financial operations
6. Service oriented approach, with commitment to supporting the operational and corporate environment of the organization.

MOHMS 919/18 SENIOR ACCOUNTS OFFICER – CWM HOSPITAL

Role:	Accounts Officer, Salaries
Salary Band:	Band F
Salary:	\$22,528.74 - \$28,883.00 per annum
Duty Station:	MOHMS HQ, Dinem House, Level 1, Toorak, Suva
Unit/Division:	Salaries Section/Headquarters
Reports to:	Senior Accounts Officer
Subordinates:	Assistant Accounts Officer, Clerical Officers

The Position

The position ensures all payment and revenue are properly accounted for under Financial Instructions, manage and monitor budget for cost centre, provide advice to management in terms of budgeting and funding.

Key Responsibilities

1. Prepare the yearly cash flow for Hospital
2. Prepare budget baseline for the Hospital



3. Prepare monthly financial report to Hospital budget committee and Management
4. Present the monthly reports
5. Advise the management on utilisations and forecasted plans
6. Prepare monthly trust reconciliations for four [4] trust accounts
7. Approve Po Line Limit \$2000 sign purchases
8. Monitor and certify of all payments and postings
9. Select voucher using FMIS AP410 AP415 PO401 GL874 GL675
10. Closed open payable in the system using PO479 PO478 PO481
11. Run bank Statement on line for BSP accounts
12. Answer and Attend to Audit queries
13. Prepare audit report and submit to management
14. Attend Exit Audit finance meeting with MOH/MOE/OAG
15. Provide training to GWE new staff, revenue staff, account department in the regards to processes and policy
16. Prepare virement request for additional funding
17. Coordinating with Clinical and Support HOD on budgeting, funding and training
18. Any duties assigned by the supervisor General Manager or Medical Superintendent

Key Performance Indicator

Performance will be measured through the following indicators:

1. Specific, Measurable, Attainable, Relevant, Time Bound
2. Effective and Efficient communications
3. Time submission of monthly report
4. Achieve target through monitoring
5. Evaluate performance Assessment for subordinate staff

Selection Criteria

The Person

In addition to a Bachelor's degree in Accounting or equivalent the following knowledge, experience, skills and abilities are required to successfully undertake the role:

Knowledge & Experience

1. Knowledge and experience in using of Financial Management Information System [FMIS] or similar Computerised Financial management system.
2. Experience in similar work environment for 3 years
3. Effective team player

Skills & Abilities

1. Ability to communicate effectively both written and verbal
 2. Demonstrate ability to compile, write and present reports
 3. Effective computer skills
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MOHMS 920/18: CLERICAL OFFICER, POST PROCESSING UNIT [MIT]

Role:	Clerical Officer
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35 per annum
Duty Station:	Post Processing Unit
Unit/Division:	Human Resources/ Corporate
Reports to:	Principal Administrative Officer
Subordinates:	Nil

The Position

The position is responsible for the timely advertisement and processing of vacancies within the cadres of Medical Imaging, Procurement, Physiotherapist, Community Health & Counsellor and assist in any other duties assigned by the supervisor.

Key Responsibilities

1. Ensure timely submission of job descriptions of vacant positions within the assigned cadres.
2. Act as Secretariat and provide advice to the Selection Panels
3. Assist in provision of record information pertaining to P2P for the assigned Cost Centre in line with Reforms within the Public Service
4. Provide advice to PAS (PPU), Selection Panel, National Advisors through provision of Monthly reports with updates on vacancies, HRIS, Pay updates, etc.
5. Any other responsibility assigned by the Supervisors

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. Working knowledge and experience of using a recruitment process that is the same or similar to the Open Merit Recruitment and Selection Process.
2. Knowledge and understanding of Chapter 6 of the 2013 Constitution of the Republic of the Fiji Islands
3. Knowledge of the Employment Relations Act and its subsidiary regulations
4. Knowledge of the Public Service Act and its subsidiary regulations
5. Experience in Human Resource Recruitment and Selection
6. Working knowledge and experience in developing Job Descriptions
7. Experience in staff establishment management
8. Experience in provision of Secretariat services

Skills and Abilities

1. Demonstrated skills in Planning and organising
2. Team building skills
3. Ability to work under pressure



4. Computing and innovative skills
5. Analytical skills
6. Demonstrated ability to prepare reports and contribute/develop policies
7. Effective communication skills

MOHMS 921/18: CLERICAL OFFICER, FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES

Role:	Clerical Officer
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35 per annum
Duty Station:	Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Human Resources/ Corporate
Reports to:	Administrative Officer
Subordinates:	Nil

The Position

The position is responsible for ensuring the proper and prudent use of assets in the delivery of health services at Fiji Pharmaceutical & Biomedical Services Centre.

Key Duties

1. Monitor the use of vehicles and prepare monthly returns for vehicles.
2. Facilitate general services on transport, infrastructure, PPE
3. Ensure that all units have adequate supply of stationery and supplies
4. Conduct of BOS annually
5. Facilitate the extensions of temporary relieving and acting appointments

Selection Criteria

The Person

In addition to relevant tertiary qualification in Human Resource, Management & Public Administration or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of this position:

Knowledge and Experience

1. An understanding of the use of standard operating procedures and policies in administration
2. Some experience in the use of computer programs such as MS Word and MS Excel
3. Knowledge and Experience in monitoring vehicle records and maintenance upkeep.

Skills and Abilities

1. Ability to work within a team
2. Good planning and organising skills
3. Good time management skills
4. Ability to dispense simple administrative works

MOHMS 922/18: CLERICAL OFFICER, MACUATA SUB DIVISION

Role:	Clerical Officer
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35 per annum
Duty Station:	Northern Health Services Divisional Office
Unit/Division:	Macuata Sub Division
Reports to:	Executive Officer, Macuata [SDMO]
Subordinates:	Nil



The Position:

The position reports to the SDMO through the Executive Officer for the delivery of clerical duties to the staff and administrative support to the divisional office corporate services department.

Key Responsibilities:

1. Facilitate revenue collection and reporting.
2. Process sub – divisional LPOs and payments (SOBs)
3. Processing of monthly bills/ Payments
4. Processing of GWE timesheet, checking of overtime and meals
5. Issuing of dry stores to the Health facilities upon request
6. Checking and processing of subsistence allowance for the sub divisional staff
7. Updating of vehicle log book
8. Checking and processing of overtime and on call allowance for sub divisional staff
9. Provide budgetary expenditure reports to sub – divisional management
10. Assist in supervising GWEs work performances
11. Prepare weekly wages reconciliation
12. Arrange vehicle maintenance and servicing
13. Update sub – divisional inventory (asset) records
14. Filing of records

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. Awareness of the ERP 2007, OHS regulation 1996 and relevant financial management regulations
2. Contributed to report and memorandum writing
3. Familiarity with payroll reconciliations and control of budgetary allocations
4. Participated in employees or workers supervision
5. Involved in basic banking activities

Skills and Abilities:

1. Validated ability to effectively work in Team
2. Demonstrate reliable computing skills
3. Willing and able to travel on land and sea (maritime)
4. Express good communication (Written & Oral) skills

MOHMS 923/18: CLERICAL OFFICER, SUVA SUB DIVISION

Role:	Clerical Officer
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35 per annum
Duty Station:	Suva Sub Division
Unit/Division:	Administration
Reports to:	Sub Divisional Medical Officer
Subordinates:	Nil

The Position



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

Key Responsibilities

1. Update and facilitate any human resource issue pertaining to sub divisional staff
2. Prepare monthly returns for both line & GWE establishment, quarters, vehicle, absence, later arrival, and revenue.
3. Facilitate general services on transport, infrastructure and stationery.
4. Facilitate payments and purchases in accordance with finance management act regulations and policies
5. Keep updating the sub division of all changes made through circulars and memorandums.

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 924/18: COOK, TAVEUNI HOSPITAL

Role:	Cook
Salary Band:	Band B
Salary:	\$5.37 - \$6.89 per hour
Duty Station:	Taveuni Hospital
Unit/Division:	Northern Division
Reports to:	Supervisory Dietician
Subordinates:	Nil

The Position

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

Key Responsibilities

1. Reports directly to the Chief Cook on a day to day basis.
2. Responsible for preparing and cooking a well-balanced nutritious meal for all inpatients and staffs according to the menu
3. Ensure food items to be used for day is available



4. Responsible for cooking for other visiting teams to the hospital
5. Ensure to be transparent with work and punctuality

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 925/18: CLEANER, TAVEUNI HOSPITAL

Role:	Cleaner
Salary Band:	Band A
Salary:	\$4.60 - \$5.90 per hour
Duty Station:	Taveuni Hospital
Unit/Division:	Tauveuni Sub Division
Reports to:	Clerical Officer
Subordinates:	Nil

Key Responsibility Area

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

Key Performance Indicator:

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



Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities:

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

MOHMS 926/18: LABORATORY ATTENDANT, CWM HOSPITAL

Role:	Laboratory Attendant
Salary Band:	Band A
Salary:	\$4.60 - \$5.90 per hour
Duty Station:	CWM Hospital
Unit/Division:	Pathology Unit
Reports to:	Laboratory Superintendent
Subordinates:	Nil

The Position

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

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure proper handling of human corpses for post mortem and embalming requests within agreed timeframes and/or service standards.
2. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Manage and maintain an effective and efficient records management system to ensure timely access of documents.
2. All services are delivered within agreed timeframes, and compliant with relevant processes and policies.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

Selection Criteria

The Person

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



Knowledge and Experience

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

Skills and Abilities

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

MOHMS 927/18: DENTAL ASSISTANTS, CWM HOSPITAL

Role:	Dental Assistant
Salary Band:	Band B
Salary:	\$5.37 - \$6.89 per hour
Duty Station:	CWM Hospital
Unit/Division:	Dental Division
Reports to:	Principal Dental Officer
Subordinates:	Nil

The Position

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

Key Responsibilities

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

Key Performance Indicators

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



- Participate in Dental activities of the Ministry.

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 928/18: FITTER A, LABASA HOSPITAL COPY OF ADVERT WILL BE PUT UP ON MONDAY 5/11/2018]

MOHMS 929/18: CUSTOMER RELATIONS OFFICER, LABASA HOSPITAL

Role:	Ward Assistant [Customer Relation Officer]
Salary Band:	Band A
Salary:	\$4.60 - \$5.90 per hour
Duty Station:	Labasa Hospital
Unit/Division:	Labasa Hospital
Reports to:	Sister In Charge
Subordinates:	Nil

The Position

The position is responsible for assisting nursing officers with planning, organizing of patients care such as transportation, support care and housekeeping.

Key Responsibilities

- Damp dusting and carbolising of beds, cabinets and ledges
- Cleaning of Dressing/Procedure room [Blood clots and human waste]
- Rinsing of dirty linen and disposing linen to the linen chute. Cleaning of sluice room.
- Taking non-sterile instruments to CSSD for autoclaving
- Transport –incubator to Operating Theatre
 - Patients to treatments units using trolleys, wheel chairs or assisting them to walk
- Taking blood samples to Laboratory e.g. urine, sputum, stool, bloods
 - Pharmacy Orders
 - Surgical households and stationery orders to the stores
- Serving meals and feeding conscious patients
- Help the registered nurse in giving personal hygiene in assisting them to the wash room – help in sponging of patients



9. Collect folders from Records clerk and returned
10. Serves beds pans and urinals and disposes of same s directed
11. Cleaning of equipment/machines after use by patients
12. Assists registered nurses in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by Doctors and Nurses
13. Observes the condition of patients and reports to the Nurse in charge, as necessary
14. Assist in cleaning, sterilization, storing and preparing treatment trays and other Supplies used in the unit
15. Any other duties, as directed by a registered nurse, which reasonable accord with the training and experience of the job holder and the jobs purpose.
16. Miscellaneous i.e doing photocopying, faxing and delivering of letters/notes to administration

Selection Criteria

The Person

The following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

1. Good knowledge of medical terminology
2. Experience in handling confidential documents and numeric filing systems
3. Knowledge in customer service such as phonetic
4. Basic knowledge of Occupational Health and Safety at workplaces

Skills and Abilities

1. Ability to effectively use computer applications such as spread sheets, word processing and data base software
2. Demonstrate ability to communicate (verbal, written) effectively
3. Demonstrate ability to work effectively as a team
4. Ability to manage time effectively
5. Demonstrate ability to work extra hours

MOHMS 930/18: HOSPITAL ATTENDANT [OPERATING THEATRE], LABASA HOSPITAL

Role:	Hospital Attendant
Salary Band:	Band A
Salary:	\$4.60 - \$5.90 per hour
Duty Station:	Labasa Hospital,
Unit/Division:	Anaesthesia and Operating Theatre, Northern Division
Reports to:	Senior Sister – OT
Subordinates:	None

The Position

The **Anaesthetic Assistant** is a suitably trained individual, who is dedicated to assisting the anaesthetist from induction of anaesthesia through to immediate recovery of the patient. They are members of the perioperative team, which provides, in addition to assisting the anaesthetist, assistance for the surgeon, nurse during and after anaesthesia.



While this work is predominantly performed in operating theatre suite, trained assistance is required wherever anaesthesia is administered which included areas such as Diagnostic Imaging, Emergency Departments, Maternity Units, Psychiatric Units and also outside the hospital during Outreach or Surgical Flying Squads. These areas are often isolated from the main operating theatre complex, and consequently the requirement for trained assistance is particularly important.

Key Responsibilities

1. Setting up the respective operating rooms everyday focusing on the anaesthesia workstations, intubation/airway devices, fibre-optic endoscopes, physiologic monitors, infusion devices, operating table and its accessories.
2. Performing a routine check to ensure safety of all anaesthetic equipment, drugs and consumables supplies and stock in the respective operating rooms.
3. Maintaining an infections control environment in the operating room through cleanliness in accordance to the quality assurance program and measures to minimise operating room pollution.
4. Providing regular updates on maintenance, damages, replacements, purchasing of anaesthetic equipment, drugs and consumables.
5. Assisting the anaesthetist in all the services provided in the operating room and any location outside of the operating room where anaesthesia and related services will be provided.
6. Maintain an anaesthesia inventory for all supplies, maintenance and stock updates and quality assurance activities.
7. Provide assistance to any overseas visiting anaesthetist, surgical and the nursing team in the operating theatre.
8. Actively contribute to training and human resource development programs in the operating theatre.

Selection Criteria

The Person

In addition to an Anaesthesia CSN recognised training certificate and qualifications (or equivalent) relevant to the role the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Anaesthetic Assistant:

Knowledge and Experience

- Experience working in an Anaesthetic Unit with limited resources.
- Experience in assisting the resuscitation of patients with life-threatening emergencies, participating in an emergency response, and supporting team members in management of very sick patients.
- Experience in and understanding of staff development; adult learning principles; and approaches to effective staff training.
- Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care policies and medico-legal compliance.

Skills and Abilities

- Good procedural and organisational skills.
- Demonstrated satisfactory communication skills.
- Demonstrated good personal reliability to work under pressure in a resource constraint facility/environment and cope with adverse outcomes in a multidisciplinary workplace.
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.



- Service oriented approach, with a commitment to supporting the operational environment of the anaesthesia and operating theatre team.

MOHMS 931/18: STORES ATTENDANT, LABASA HOSPITAL

Role:	Stores Attendant
Salary Band:	Band A
Salary:	\$4.60 - \$5.90 per hour
Duty Station:	Labasa Hospital
Unit/Division:	Stores Unit
Reports to:	Storeman In Charge
Subordinates:	Nil

The Position

The position contributes to planning, delivery and monitoring effective inventory management and Supply chain activities in Labasa Hospital, Ministry of Health & Medical Services.

Key Responsibilities

1. Receives incoming delivery of goods and materials and accepts items based on quality and condition.
2. Determines minimum stock requirements; monitors inventory; reorders as necessary to maintain minimum levels.
Enters data into computerized inventory system and produces routine reports.
3. Recognizes items and materials that require special handling or storage requirements and treats with appropriate care (perishable, volatile, toxic, etc.).
4. Performs inventory counts; participates in monitoring facilities and in maintaining building security.
5. Duplication of forms

Selection criteria**The Person**

In addition to relevant qualification or training in stores, inventory management or similar; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Stores Attendant:

Knowledge and Experience

1. Knowledge and understanding of health supply chain
Experience in inventory control, storeroom or warehouse.
2. Understanding of inventory management
3. Knowledge of basic computer operations and ability to learn and use computerized inventory control systems.
4. Understand OHS legislation and requirements

Skills and Abilities

1. Ability to perform under pressure
 2. Ability to work as part of a team, with or without supervision
 3. Ability to interpret and follow oral and written instructions.
 4. Sound time management and organizational skills
 5. Ability to communicate (written and verbal) effectively
-



MOHMS 932/18: WARD ASSISTANT, LABASA HOSPITAL

Role:	Ward Assistant
Salary Band:	Band B
Salary:	\$5.37 - \$6.89 per hour
Duty Station:	Labasa Hospital
Unit/Division:	Labasa Hospital
Reports to:	Sister In Charge
Subordinates:	Nil

The Position

The position is responsible for assisting nursing officers with planning, organizing of patients care such as transportation, support care and housekeeping.

Key Responsibilities

1. Damp dusting and carbolising of beds, cabinets and ledges
2. Cleaning of Dressing/Procedure room [Blood clots and human waste]
3. Rinsing of dirty linen and disposing linen to the linen chute. Cleaning of sluice room.
4. Taking non-sterile instruments to CSSD for autoclaving
5. Transport –incubator to Operating Theatre
6. -Patients to treatments units using trolleys, wheel chairs or assisting
7. them to walk
8. Taking blood samples to Laboratory e.g. urine, sputum, stool, bloods
 - Pharmacy Orders
 - Surgical households and stationery orders to the stores
9. Serving meals and feeding conscious patients
10. Help the registered nurse in giving personal hygiene in assisting them
11. to the wash room – help in sponging of patients
12. Collect folders from Records clerk and returned
13. Serves beds pans and urinals and disposes of same s directed
14. Cleaning of equipment/machines after use by patients
15. Assists registered nurses in preparing and assembling equipment and
16. supplies in preparation for various diagnostic or treatment procedures
17. by Doctors and Nurses
18. Observes the condition of patients and reports to the Nurse in charge, as necessary
19. Assist in cleaning, sterilization, storing and preparing treatment trays and other Supplies used in the unit
20. Any other duties, as directed by a registered nurse, which reasonable accord with the training and experience of the job holder and the jobs purpose.
21. Miscellaneous i.e doing photocopying, faxing and delivering of letters/notes to administration

Selection Criteria

The Person

The following knowledge, experience, skills and abilities is required to successfully perform the duty of the post.

Knowledge and Experience

1. Good knowledge of medical terminology



2. Experience in handling confidential documents and numeric filing systems
3. Knowledge in customer service such as phonetic
4. Basic knowledge of Occupational Health and Safety at workplaces

Skills and Abilities

1. Ability to effectively use computer applications such as spread sheets, word processing and data base software
2. Demonstrate ability to communicate (verbal, written) effectively
3. Demonstrate ability to work effectively as a team
4. Ability to manage time effectively
5. Demonstrate ability to work extra hours

MOHMS 933/18: RECORDER, LABASA HOSPITAL (2 POSTS)

Role:	Recorder
Salary Band:	Band B
Salary:	\$5.37 - \$6.89 per hour
Duty Station:	Labasa Hospital
Unit/Division:	Labasa Hospital
Reports to:	Sister In Charge
Subordinates:	Nil

The Position

The primary function of the position is to provide high quality medical records service delivery for all clients.

Key Responsibilities

1. Work with medical records team for delivery of effective and efficient services to all clients
2. Able to use Patient Information System software effectively and efficiently for delivery of services
3. Retrieve and file patient records in a timely manner for efficient delivery of services and continuity of quality patient health care
4. Maintain data integrity at all-time whilst using the Patient Information System software
5. Provide quality customer care services delivery to all clients
6. Provide effective reports to the Head of Departments for compilation of monthly/quarterly/annual report
7. Actively contribute towards continuous improvement on service delivery.

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

MOHMS 934/18: CENTRAL STERILE SUPPLY DEPARTMENT ATTENDANT, LABASA HOSPITAL

Role:	Central Sterile Supply Department Attendant
Salary Band:	Band A
Salary:	\$4.60 - \$5.90 per hour
Duty Station:	Labasa Hospital
Unit/Division:	CSSD/Northern
Reports to:	Nurse Unit Manager Oncology/CSSD
Subordinates:	Nil

The Position

The position contributes to the delivery of CSSD services.

Key Responsibilities

1. Provides effective disinfection and sterilisation services
2. Cleaning, packing and labelling of all instruments and equipment required for use by OT and Wards
3. Maintain a clean and safe working environment in accordance to OHS and Infection Control Policies
4. To maintain constant supply of autoclaved items (trays, delivery bundles, swabs, OT gowns, instruments, dressing packs, special packs) to the wards on a daily basis

Key Performance Indicators

Performance will be measured through the following indicators:

1. To perform in accordance to agreed CSSD standard procedure and policies in providing the best quality services to all wards and other health facilities contributing to the efficiency and effectiveness of the service.
2. Proper utilization of resources and assets to support hospital work plans, department objectives and budgets restrain including ongoing contribution to the hospital services sustainability.
3. Accountable for professional development of self-using contemporary practice in the delivery of standard of services.
4. Participate in all ministry or corporate social responsibilities.

Selection Criteria

The Person

In addition to a FSLC education or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of CSSD Attendant:

Knowledge and Experience

1. Good knowledge of sterilisation and infection control standards
2. Background experience within the medical services
3. General knowledge of instrument care and understanding of infection control and OHS standards
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.



Skills and Abilities

1. Excellent time management skills
2. Demonstrates effective communication skills
3. Ability to work in collaboration as a team.
4. Auditory and visual skills required.
5. Ability to write legibly.
6. Ability to lift/push/pull heavy weight objects and equipment.
7. Demonstrate use of decision making framework in the work place.
8. Comply with the use of procedure manuals, policies, regulations and standards of practice in place.
9. Able to sit, stand for prolonged periods, frequently walking and reaching(overhead, extensive and repetitive)

MOHMS 935/18: LEADING HAND, LABASA HOSPITAL [COPY OF ADVERT WILL BE PUT UP ON MONDAY 5/11/2018]

MOHMS 936/18: JOINER, LABASA HOSPITAL [COPY OF ADVERT WILL BE PUT UP ON MONDAY 5/11/2018]

MOHMS 937/2018: X-RAY ATTENDANT, LABASA HOSPITAL

Role:	X-Ray Attendant
Salary Band:	Band A
Salary:	\$4.60 - \$5.90 per hour
Duty Station:	Labasa Hospital
Unit/Division:	Radiology
Reports to:	MIT Higher Grade, Supervising MIT & Senior MIT
Subordinates:	Nil

The Position

To position is responsible for filing of returned x-ray bags and assist MIT in special procedures at Labasa Radiology department.

Key Responsibilities

1. Daily completion of filing of all xray films.
2. Look for old xray bags as per request.
3. Update old records.
4. Cutting of xray folders.
5. Data entry into Patis system
6. Assist MIT in special procedures
7. Assist darkroom technician with getting stock supply from stores.
8. Receive radiology requests forms.
9. To perform any other departmental duties when called upon by the Senior MIT.

Key Performance indicator

1. Ensure all X-ray bags are filed appropriately.
2. To assists in all Special procedures

Selection Criteria

The Person

In addition to a form 6 pass or equivalent, the following Knowledge, Experience, Skills and abilities is required to successfully perform the pole of the post.

**Knowledge and Experience:**

1. Knowledge of a filing system
2. Basic knowledge of patient prep is required, pass out prep-kits and go over the directions with patients of all ages.
3. Knowledge of computer to get information regarding patients of all ages and to print off additional patient reports
4. No previous experience is required

Skills and Abilities:

1. Ability to set x-ray bags in numerical order
2. Ability to file x-ray bag in numerical order.
3. Ability to work as team
4. Good communication skills-written and oral

MOHMS 938/18: LAUNDRY HAND, LABASA HOSPITAL

Role:	Laundry Hand
Salary Band:	Band A
Salary:	\$4.60 - \$5.90 per hour
Duty Station:	Labasa Hospital
Unit/Division:	Radiology
Reports to:	MIT Higher Grade, Supervising MIT & Senior MIT
Subordinates:	Nil

The Position

The position reports directly to the Laundry In charge and indirectly to Senior Administrative Officer.

Key result areas

1. Ensure timely provision of Laundry services within agreed timeframes and adhering to relevant policies and guidelines.
2. Actively contribute to the hospital and/or corporate requirements.

Key Performance Indicators

1. All Laundry services are delivered within agreed timeframes.
2. Participate in all hospitals corporate activities

Selection Criteria**The Person**

In addition to attainment of Fiji School Leaving Certificate education (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Laundry Hand:

Knowledge and Experience

1. Knowledge of laundry machines and its usage
2. Knowledge of infection control guidelines
3. At least 2 years working experience in a similar field (laundry or cleaning)

Skills and Abilities

1. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation
2. Effective Communication (verbal & Written) skills



3. Ability to maintain confidentiality and work collaboratively to achieving goals
4. Ability to lift/push heavy loads, stand long hours and work overtime
5. Good time management skills

MOHMS 939/18: PACKER, FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES

Role:	Packer
Salary Band:	Band B
Salary:	\$5.37 - \$6.89 per hour
Duty Station:	Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Warehouse
Reports to:	Stock Controller
Subordinates:	Nil

The Position

The position contributes to the provision of health to the people of Fiji.

Key Responsibilities

1. Properly distribute all items from the warehouse after checking and packing
2. Check that correct items are selected by the clients and sign the picking slip for the items to be packed
3. Ensure to return the items back to warehouse which may be chosen in excess and to always keep record of such transaction
4. Ensure that all items received from the Bulk and Issue Stores are thoroughly checked and that the right quantity, batch, and item description are being chosen
5. Ensure that all cartons are properly labeled, carton numbered, name of customer, picking slip number and other details are stated on top of the carton
6. Ensure that all cartons have the "Sealed Stickers" this is a must and shall be followed at all times
7. Should notify warehouse / Team Leader- Bulk and Issue if the items chosen are wrong or does not match with the quantity as per the Picking Slip
8. Liaise with the customer service for consolidated deliveries, always notify all the stake holders on the delivery schedule
9. Respond to all queries in regards to distribution and problems which can bring along improvement in the operations of the warehouse
10. Carry out all additional duties as assigned by immediate supervisor or warehouse manager

Selection Criteria**The Person**

In addition to the following Knowledge, Experience, Skills and Abilities a relevant Academic Qualifications is required to successfully undertake this role

Knowledge and Experience

- Detailed knowledge of documentation requirements.
- Application techniques in order to prepare and verify shipping documents for safety and destination coding, classifications, and hazardous material handling criteria.
- Experience in a similar work environment
- Sound knowledge on basic principles of quality customer care competencies for efficient delivery of warehouse services

Skills and Abilities



- Ability to communicate effectively both verbally and written
- Demonstrated ability to effectively work within a team, adhere instructions and comply;
- Ability to carry out repetitive tasks quickly and carefully
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 940/18 ADMINISTRATIVE OFFICER – POST PROCESSING UNIT, HEAD QUARTERS

Role:	Administrative Officer
Salary Band:	Band F
Salary:	\$22,528.74 - \$28,883.00 per annum
Duty Station:	MOHMS HQ, Dinem House, Ground Floor, Toorak, Suva
Unit/Division:	Post Processing Unit/Headquarters
Reports to:	Senior Administrative Officer
Subordinates:	Executive Officers (x2), Clerical Officers

The Position

The position is responsible for facilitating the processing of vacancies for the Nursing Cadre in accordance with the Open Merit Recruitment and Selection (OMRS) process.

Key Responsibilities:

1. Process Nursing Vacancies in accordance with the Open Merit Recruitment and Selection process, MOHMS Recruitment Policy and Standard Operating Procedures.
2. Provide advice to MOHMS Senior Management, HR Management and PPU staff on PPU matters through provision of Monthly reports with updates on vacancies, HRIS, Pay updates and Ministry's Budget Submission (Personal Emoluments for SEG 1 and 2).
3. Assist with the preparation of Planning/Reporting documents, Standard Operating Procedures, templates and Process Improvements for the PPU

Key Performance Indicators:

1. All vacancies processed are in accordance with the revised OMRS Guidelines
2. Provide accurate Human Resource information for salaries and wages as and when required by Director Human Resources

Selection Criteria**The Person**

In addition to an undergraduate degree relevant to Human Resources, Management or Public Administration, Industrial Relations, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

1. Proven understanding and experience of at least three (3) years in Human Resources Management.
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in preparing reports according to specific standards
4. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
5. Experience in supervising a team.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.



Skills and Abilities

1. Demonstrated ability to work and lead a team effectively.
2. Very good Time management skills.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Ability to participate in all Corporate functions.
- 8.

MOHMS 941/18 ACCOUNTS OFFICER – FPBS

Role:	Accounts Officer
Salary Band:	Band F
Salary:	\$22,528.74 - \$28,883.00 per annum
Duty Station:	Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Accounts Section/FPBS
Reports to:	Senior Accounts Officer
Subordinates:	Assistant Accounts Officer, Clerical Officers

The Position

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

Key Responsibilities:

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

1. Ensure timely processing of wages, salaries and other payments in accordance to the financial practises.
2. Ensure timely authorization of salaries and wages inputs are updated systematically and edit verifications are uploaded accordingly.
3. Oversee the efficient and effective management of wages / salaries section ensuring staffs meeting the deadlines.
4. Provide timely and expert advice on all wages and salaries matters to the Senior Management.
5. Ensure wages and salaries financial reports and reconciliations are timely submitted to senior managers for decision making.
6. Counsel, guide and Develop internal (Wages /Salaries/FNPF) programme to ensure adherence to policies, finance instructions and agreed policies.
7. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

Key Performance Indicators:

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



Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts
2. Demonstrated ability to carry out set tasks in order to meet set deadlines
3. Demonstrated ability to maintain confidentiality
4. Ability to provide support and guidance through the appropriate interpretation of relevant guidelines, acts, regulations to the management
5. Capacity to utilize computer programs to support the financial operations
6. Service oriented approach, with commitment to supporting the operational and corporate environment of the organization.

MOHMS 942/18 - EXECUTIVE OFFICER – HUMAN RESOURCES UNIT, CWMH

Role:	Executive Officer
Salary Band:	Band E
Salary:	\$19,041.75 - \$24,412.50 per annum
Duty Station:	CWM Hospital
Unit/Division:	Corporate Services, CWMH
Reports to:	Administrative Officer, CWMH
Subordinates:	Clerical Officers (10)

The Position

The position is responsible for managing and providing the highest standard of human resource support services and ensuring that the organizational goals are achieved.

Key Responsibility Areas:

The position will achieve its purpose through the following:

1. Provide Human Resource and Finance Support and advice to the subdivision
2. Ensure that support staffs perform all delegated tasks and are met within the given timeframe.
3. Prepare and submit Human Resource, Finance and General Service's reports according to the standard reporting structures and in a timely manner
4. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicator:

Performance will be measured through the following indicators:

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards



2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements
3. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Human Resource Management, Public Administration, Industrial and Employee Relations /or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Executive Officer.

Knowledge and Experience

1. Proven understanding and experience of administration work or similar
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to work and lead a team effectively.
2. Very good Time management skills.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Ability to participate in all Corporate functions.
8. Service oriented approach with a commitment to supporting the operation and corporate environment of the organisation.

MOHMS 943/18 – SENIOR BIOMEDICAL ENGINEER (CWM HOSPITAL/ LAUTOKA HOSPITAL/LABASA HOSPITAL/FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES)

Role:	Senior Biomedical Engineer
Salary Band:	Band H
Salary:	\$34,760.31 - \$44,564.50 per annum
Duty Station:	CWM Hospital/Lautoka Hospital/Labasa Hospital/ Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Biomedical Division
Reports to:	Direct Reporting: The Medical Superintendent CWMH, Lautoka, Labasa and National Biomedical Coordinator. Indirect Reporting: Divisional Medical Officers, Director FPBS Administrative Officer, CWMH
Subordinates:	Biomedical Technicians (ES03, ES05, ES06, Volunteers)

The Position

The purpose of the Senior Biomedical Engineer is to assist the National Biomedical Coordinator in the management and coordination of all technical works conducted by the Biomedical Engineering Unit through the coordination of special projects and by performing specialized technical tasks



involved in the installation, maintenance, servicing, modification, troubleshooting and calibration of complex and specialized biomedical equipment.

Key Responsibilities

1. Coordinate and monitor all routine, complex and specialized tasks associated with the installation, servicing and repair of a diverse range of Biomedical Equipment which includes but not limited to Surgical, Dental, Radiology, Laboratory, Ophthalmic, Medical and Urology Equipments according to Australian Standards [AS3551].
2. Develop, implement and monitor annual preventative maintenance plan for all Biomedical Equipment in conjunction with the National Biomedical Coordinator.
3. Perform routine and also special audits as directed by management on various biomedical equipment and provide reports on findings with recommendations.
4. Provide support and assistance to the divisional biomedical supervisors to organize Divisional Biomedical Committee meetings and provide regular updates to the National Biomedical Committee.
5. Assist the National Biomedical Coordinator in the procurement of biomedical equipment by providing technical specifications, recommendations and general feedback on equipment already available in the health facilities.
6. Provide advice and recommendations on the training needs for the biomedical technicians to the National Biomedical Coordinator.
7. Ensure training and assistance is provided to the users of the biomedical equipment on a regular basis and encourage proper use of equipment to minimize downtimes.
8. Ensure the National Biomedical Equipment Inventory is constantly updated and maintained accurately with information relating to the status of all biomedical equipment in all MoHMS facilities.
9. Perform special tasks and provide reports as requested by Management and National Biomedical Coordinator.
10. Provide regular updates and reports to National Biomedical Coordinator on equipment availability and functionality in the health facilities.

Key Performance Indicators

1. Annual preventative maintenance plan is developed and implemented to achieve the targeted percentage availability of functional Biomedical Equipment in all Ministry of Health & Medical Services facilities.
2. Quarterly meetings of the Divisional Biomedical Committee are organized for the Central, Eastern, Western and Northern Divisions with updates submitted to the National Biomedical Committee.
3. Annual Equipment Audit is conducted and Biomedical Equipment Inventory is accurately updated and maintained for all Biomedical Equipment in the MoHMS.
4. Monthly reports on all operational activities of the divisional biomedical departments are submitted to the National Biomedical Coordinator.

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Biomedical / Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

Knowledge and Experience



1. At least 3-5 years' work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spread sheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

Skills and Abilities

1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to lead a department, unit or group also to instruct, direct, motivate and evaluate employees
6. Ability to work efficiently in any given time frame

MOHMS 944/18 – BIOMEDICAL TECHNICAL OFFICER, FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES

Role:	Biomedical Technical Officer
Salary Band:	Band G
Salary:	\$28,605.45 - \$38,140.60 per annum
Duty Station:	Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Biomedical Division
Reports to:	Director FPBS
Subordinates:	Nil

The Position

The purpose of the Biomedical Technical Officer is to work under no supervision, modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment. May also direct, coordinate, and evaluate the work of lower level technicians.

Key Responsibilities

1. Responsible for ensuring that any biomedical equipment required for service delivery is made available to the health facilities through constant and regular monitoring. All needs of biomedical equipment by the health facilities need to be captured and requested for purchase promptly.
2. Attend to any breakdowns and ensure that all faults are rectified promptly and also perform a variety of complex and specialized tasks associated with the routine preventative maintenance, installation, service and calibration of a diverse range of biomedical equipment according to Australian Standards [AS3551].



3. Ensure that users of equipment are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
4. Provide weekly and monthly reports and updates to the Senior Biomedical Engineer.

Key Performance Indicators

1. Quarterly audits performed and biomedical equipment inventory is updated for all the health facilities in all divisions.
2. Annual preventative maintenance is carried out for all the health facilities
3. User Training is performed on a monthly basis for all biomedical equipment.
4. Monthly report on equipment availability is submitted to National Biomedical Coordinator through Senior Biomedical Engineer.

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Biomedical/ Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

Knowledge and Experience

1. At least 3-5 years work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spreadsheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

Skills and Abilities

1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
 2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
 3. Ability to maintain confidential information.
 4. Must possess sound analytical and problem solving skills in a resource constraint environment.
 5. Ability to lead a department, unit or group also to instruct, direct, motivate and evaluate employees
 6. Ability to work efficiently in any given time frame
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MOHMS 945/18 – BIOMEDICAL TECHNICAL OFFICER, CWM/LAUTOKA & LABASA HOSPITAL

Role:	Biomedical Technical Officer
Salary Band:	Band G
Salary:	\$28,605.45 - \$38,140.60 per annum
Duty Station:	CWM/Lautoka & Labasa Hospital
Unit/Division:	Biomedical Division
Reports to:	The Medical Superintendent & Senior Biomedical Engineer
Subordinates:	Nil

The Position

The purpose of the Biomedical Technical Officer is to work under no supervision, modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment. May also direct, coordinate, and evaluate the work of lower level technicians.

Key Responsibilities

1. Responsible for ensuring that any biomedical equipment required for service delivery is made available to the health facilities through constant and regular monitoring. All needs of biomedical equipment by the health facilities need to be captured and requested for purchase promptly.
2. Attend to any breakdowns and ensure that all faults are rectified promptly and also perform a variety of complex and specialized tasks associated with the routine preventative maintenance, installation, service and calibration of a diverse range of biomedical equipment according to Australian Standards [AS3551].
3. Ensure that users of equipment are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
4. Provide weekly and monthly reports and updates to the Senior Biomedical Engineer.

Key Performance Indicators

1. Quarterly audits performed and biomedical equipment inventory is updated for all the health facilities in all divisions.
2. Annual preventative maintenance is carried out for all the health facilities
3. User Training is performed on a monthly basis for all biomedical equipment.
4. Monthly report on equipment availability is submitted to National Biomedical Coordinator through Senior Biomedical Engineer.

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Biomedical/ Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

Knowledge and Experience

1. At least 3-5 years work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.



5. Substantial knowledge of email, database management, spreadsheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

Skills and Abilities

1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to lead a department, unit or group also to instruct, direct, motivate and evaluate employees
6. Ability to work efficiently in any given time frame

MOHMS 946/18 – SUPERVISING DENTAL TECHNICIAN, LABASA HOSPITAL

Role:	Supervising Dental Technician
Salary Band:	Band G
Salary:	\$28,605.45 - \$38,140.60 per annum
Duty Station:	Labasa Hospital
Unit/Division:	Dental Unit
Reports to:	Senior Dental Officer/Principal Dental Officer
Subordinates:	Dental Technicians

The Position

The Supervising Dental Technician oversees and ensures that high quality laboratory prosthetic services are delivered in accordance with the Oral Health Business Plan.

Key Responsibilities:

1. Actively manage/monitor and assess staff performance to enable delivery of quality prosthetic services.
2. Plans/ Organize and conducts outreach prosthetic tours(Districts and Maritime)
3. Identify/Propose area of training need/staff development.
4. Manage/Ensure equipment and procurement of adequate supply of prosthetic material/ resources and consumables ensuring timely delivery of service.
5. Monitor and analyse data collection process and review for accuracy on professional level report.
6. Actively contribute to the Ministry and/or corporate requirement.

Key Performance Indicators

1. Effective and timely management and monitoring of staff performance and attendance to enable business continuity and delivery of quality service in line with the Oral Health Business Plan.
2. Plan and participate in organization and delivery of prosthetic outreach services in accordance with the Oral Health Business Plan under agreed timeframes.
3. Effective and timely management of maintenance, stores, logistic request and requirements.



4. All reports are submitted within agreed timeframes to ensure quality data analysis and reporting for the betterment of prosthetic and orthodontic services in line with the Oral Health Business Plan.

Selection Criteria

The Person

In addition to Certificate of Dental Technology or equivalent with a valid Annual Practising License registration the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and experience

1. Sound knowledge and 5 years minimum experience in a similar role
2. Sound knowledge with relevant legislations.
3. Proven knowledge of relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to contemporary dental technology practice.
4. Maintain privacy and confidentiality of all patient or staff information and data.
5. Demonstrate experience in professional level communications (written, oral and interpersonal)

Skills and Abilities

1. Demonstrate ability to lead and accountability for all actions and use approved clinical practice guidelines and evidence-base data in working with dental prosthetics, appliances and providing orthodontic services.
2. Demonstrate technical competence in line with the recognized scope of practice for dental technologist and to meet targets.
3. Demonstrate ability to use high level analysis and solve complex issues and problems in often resource constrained environments and budgets.
4. Demonstrate ability to manage and work effectively and cooperatively and ensure expected standards met

MOHMS 947/18 – DENTAL HYGIENIST, CWM HOSPITAL - [COPY OF ADVERT WILL BE PUT UP ON MONDAY 5/11/2018]

MOHMS 948/18 – NURSE UNIT MANAGER, NAKASI HEALTH CENTRE

Role:	Nurse Unit Manager
Salary Band:	Band H
Salary:	\$34,760.31 - \$44,564.50
Duty Station:	Nakasi Health Centre
Unit/Division:	Nursing Division
Reports to:	Sub Divisional Medical Officer
Subordinates:	Ward Sister & Staff Nurse

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered.

Key Responsibilities

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

1. Provide leadership, management and supervision of the General Ward Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.



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

Key Performance Indicator:

1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services.
3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.
4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Selection Criteria

The Person

A Diploma in Nursing (or equivalent), Post-graduate qualification in Nursing/ Management/ Public health/ Midwifery, registered with the Fiji Nursing Council and holds a valid practicing licence, the following knowledge, experience, skills and abilities are required for the position

Knowledge and Experience

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

Skills and Abilities

1. Makes sound judgement calls ensuring institutional and clients' interests are upheld at all times.
2. Demonstrates strong supervisory attributes
3. Exhibits excellent communication skills
4. Demonstrated ability to effectively work within a team;
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the training /operational / corporate environment of the organisation.
7. Manages human resources effectively.



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

MOHMS 948/18 – TEAM LEADER PUBLIC HEALTH, NAKASI HEALTH CENTRE

Role:	Team Leader
Salary Band:	Band G
Salary:	\$28,605.45 - \$38,140.60
Duty Station:	Nakasi Health Centre
Unit/Division:	Nursing Division Central
Reports to:	Nurse Unit Manager
Subordinates:	Staff Nurse

The Position

The purpose of the team leader position is to support the Sub Divisional Hospital Nurse Manager providing daily clinical leadership in the respective units and ensuring the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines

Key Responsibilities

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

1. Provide clinical leadership for nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the Sub Divisional Hospital Nurse Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
3. Supervise and monitor care provided by junior staff and learners and to contribute to the development of relevant policies and ensure accurate documentation and effective communication.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Effectively ensures documentation and records management of patients and nursing care plans as per guideline/policy.
7. Actively supports the Sub Divisional Hospital Nurse manager to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicator

Performance will be measured through the following indicators:

1. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Collaborates with the Sub Divisional Hospital Nurse Manager to deliver effective and timely reporting of monthly CMRIS and Nurses monthly, quarterly and Annual Report: are provided and outcomes are action in a timely and effective manner.



4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

Selection Criteria

The Person

In addition to a Diploma of Nursing, being registered nurse with the Fiji Nursing Council, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. 3 to 5 years of clinical experience
2. Holds a Post Graduate Qualification in Midwifery/Public Health
3. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
4. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
5. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
6. Must have good communication skills and to possess a good command of spoken and written English.

Skills and Abilities

1. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills;
 2. Demonstrate ability to actively contribute to ministry requirements
 3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
 4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
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