



## **JOB DESCRIPTIONS FOR ADVERTISEMENT IN FIJI SUN, SATURDAY, 15 SEP 2018**

### **MOHMSP 24/18: PAEDIATRIC ONCOLOGY COMMUNITY OUTREACH NURSE**

#### **Corporate Information**

<b>Role:</b>	Pediatric Oncology Community Outreach Nurse
<b>Position Type</b>	Project Position
<b>Salary Band:</b>	Band F
<b>Salary:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Duty Station:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Paediatric Unit, Lautoka Hospital
<b>Reports to:</b>	Team Leader Sunflower Ward & Pediatric Oncology Pediatricians
<b>Subordinates:</b>	None

#### **Position Purpose**

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

#### **Key Responsibilities**

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

#### **Key Performance Indicators**

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

#### **Person Specification**

In addition to:

- A diploma in nursing or equivalent;
- A registered nurse with a valid practicing license, and
- A valid driving license,

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

#### **Knowledge and Experience**

1. Successful experience as a registered nurse of 5 years with at least 2 years' experience in the area of pediatrics in a health facility.



2. Proven experience in the area of community engagement with sound knowledge of public health nursing
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

1. Proven abilities of good customer care
2. Displays good judgment, pay attention to details and possess the ability to make quick decisions
3. Good report writing skills and ability to communicate effectively
4. Demonstrated ability to work independently with minimum supervision
5. Ability to work well with others and to meet targets within the required time frame

**MOHMSP 25/18: CLERK OF WORKS (2 positions)**

**Corporate Information**

<b>Role:</b>	Clerk of works
<b>Position Type</b>	Project position
<b>Salary Band:</b>	Band F
<b>Salary:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Duty Station:</b>	Navosa Hospital (1), Colonial War Memorial Hospital (1)
<b>Unit/Division:</b>	Asset Management/Head Quarters
<b>Reports to:</b>	Principal Assistant Secretary, Asset Management Unit
<b>Subordinates:</b>	None

**Position Purpose**

The position is responsible to oversee the construction works on a timely and quality manner and also provide regular progressive reports to the client. The incumbent will be required to be on-site to supervise work according to construction schedules and work plan

**Key Responsibilities**

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

1. Oversee construction works and ensure strict compliance with drawing specifications
2. Monitor project progress and submit reports to client, project administrator and project manager within the agreed time lines.
3. Identify environmental risks and ensuring compliance to Environmental Impact Assessment guidelines
4. Ensure that working environment is in compliance with occupational health and safety regulations
5. Ensure that all incoming/outgoing supply of building materials are properly recorded in frequency, quality and quantity on a daily basis
6. Record all concrete supply including checks on concrete slump testing and frequency of concrete cylinder testing
7. Ensures that variations are well recorded and work are well coordinated on site
8. Ensure that constructional personnel on site are recorded on a daily basis



**Key Performance Indicator**

1. Timely and consistent submission of all reports
2. Proper and safer site management
3. Proper recording of incoming/outgoing building supply and construction personnel on a daily basis
4. Ensure that variations are properly documented

**Person Specification**

In addition to a tertiary qualification in Buildings or equivalent, the following Knowledge, Experience, Skills and abilities are required to successfully carry out the duty of the post.

**Knowledge and Experience**

1. At least 10 years’ of knowledge and experience as building supervisor or work in a similar role
2. Fully conversant with Fiji National Building Code regulations, by-laws and standards
3. Proven experience in project planning
4. Working knowledge of Occupational Health & Safety regulations at the workplace
5. Working knowledge of Microsoft such as Microsoft Project, Word and Excel

**Skills and Abilities**

1. Proven ability to read and interpret building plans
2. Proven ability to work as part of a diverse team
3. Strong ability to communicate verbally and in written
4. Ability to work in a resource constraint environment.
5. Proven ability to resolve conflict through mediation

**MOHMSP 26/18: BIOMEDICAL TECHNICIAN - FIJI ISLANDS OXYGEN PROJECT**

**Corporate Information**

<b>Role:</b>	Biomedical Technician – Fiji Islands Oxygen Project
<b>Appointment Type</b>	Project Position – 12 months duration
<b>Salary Band:</b>	G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Duty Station:</b>	Colonial War Memorial Hospital
<b>Unit/Division</b>	Biomedical Department/CWMH
<b>Reports to:</b>	Biomedical Officer In Charge
<b>Subordinates:</b>	None

**Position Purpose**

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



### **Key Responsibilities**

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

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

### **Key Performance Indicators**

1. Assigned preventative maintenance of biomedical equipment completed and reports submitted to biomedical officer in charge within the required time frame.
2. User training provided to healthcare staff and report provided to biomedical officer in charge in a timely manner
3. Weekly reports on all assigned tasks submitted to biomedical officer in charge.

### **Person Specification**

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

### **Knowledge and Experience**

1. Have had at least 12 months experience and understanding of electromechanical, electronic and equipment functions, operation and safety.
2. Basic knowledge of email, database management, spreadsheet and word processor applications with understanding of work related documents.
3. Understanding the implication of new information for both current and future problem solving in technical and operation monitoring.
4. Basic knowledge of physiology, anatomy and medical terminology.

### **Skills and Abilities**

1. Good report writing skills with an attention for details and the ability to communicate effectively
  2. Demonstrate ability to analyze and resolve problems in a resource constrained environment
  3. Demonstrated ability to integrate and understanding of basic schematics, components functions and circuit operations.
  4. Ability to work effectively under pressure with people from diverse backgrounds.
  5. Ability to improve one's knowledge and skills on an on-going basis.
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## **MOHMS 804/18: DENTAL OFFICER**

### **Corporate Information**

<b>Role:</b>	Dental Officer
<b>Salary Band</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duty Station:</b>	Nabouwalu Hospital
<b>Reports to:</b>	Sub-divisional Medical Officer
<b>Liaises with</b>	Divisional Dental Officer, Unit Staff, hospital and relevant stakeholders
<b>Subordinates:</b>	Dental Therapist, Dental Hygienist

### **Position Purpose**

The position is responsible for the implementation and achievement of the Annual operational Oral Health Business Plan through effective leadership and management, ensuring efficient delivery of dental services as per the strategic direction of Ministry of Health and Medical Services.

### **Key Responsibilities**

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

1. Effectively manage the dental clinic and the dental health team, and ensure timely reporting.
2. Provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases to the Divisional Hospitals.
3. Plan, co-ordinate and implement outreach and integrated programs to kindergartens, schools, workplace and community in the catchment area as per health facility business plan.
4. Collate and analyse relevant data in order to prepare and submit clinical and other relevant reports on a monthly basis.
5. Actively participate in the corporate activities of the Ministry.

### **Key Performance Indicators**

1. Clinical targets are achieved as per Business Plan
2. Oral health/clinical dental records, programs and are provided in accordance with approved dental clinical practice and infection control procedures and guidelines
3. Oral health reports are provided within the agreed time line and is in accordance with reporting standards
4. Active participation in corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to a Bachelor of Dental Surgery or equivalent, registered and with a valid Annual License to Practice, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of the post.



**Knowledge and Experience**

1. Demonstrated knowledge and experience in the practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontics, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
2. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
3. Sound knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.

**Skills and Abilities**

1. Demonstrated the ability to effectively manage a dental clinic team.
2. Excellent report writing skills and the ability to communicate effectively.
3. Demonstrated ability to effectively work within a team and meet targets within agreed timelines.
4. Demonstrate ability to analyse and contribute solutions to complex problems, especially in a resource constrained environment.
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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**MOHMS 805/18: INSTRUCTOR DENTAL THERAPIST**

**Corporate Information**

<b>Position Title:</b>	Instructor Dental Therapist
<b>Salary Band:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duty Station</b>	Lautoka Hospital
<b>Reports to:</b>	Principal Dental Officer
<b>Liases with</b>	Oral Health Staff, hospital staff and relevant stakeholders
<b>Subordinates:</b>	Dental Therapists, Dental Hygienists, Dental Technicians, Dental Attendants

**Position Purpose**

The primary role of the incumbent is to facilitate the implementation of oral health programs as stated in the unit business plan and supervision of clinical staff) in the Department of Oral Health and to ensure that the department provides high quality patient care and contributes to the development of a high professional workforce in the department.

**Key Responsibilities**

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

1. Provide general supervision, and monitor performance of the Dental Therapists, and Hygienists.
2. Provide clinical assessment, diagnosis and treat patients including the identification and referral of oral pathology and complex surgical cases to the Dentist
3. Assist in oral health outreach services.



4. Compile, collate, analyse data and prepare unit reports
5. Ensure that the operatory instruments and equipment are maintained and serviced.
6. Actively participate in the corporate activities of the Ministry

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Dental assessments, diagnostics and treatments are provided in accordance with approved dental clinical practice and infection control procedures and guidelines.
2. Oral health community programs are delivered as per Unit Plan, with outcomes and achievements reported in a timely manner
3. Audits and reports are done and compiled respectively within agreed timelines and in accordance with reporting requirements
4. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to a Diploma in Dental Therapy or a Bachelor in Oral Health and be registered as a dental practitioner with a valid Annual Practice Licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role .

### Knowledge and Experience

1. At least 8 years' experience as a Dental Therapist
2. Practical and working knowledge and experience of all aspects and functions of oral health procedures, protocols, service standards, clinical practice guidelines and regulations.
3. Understand and demonstrate good standard of practice and care to patients.
4. Working knowledge of Occupational Health & Safety regulations and relevant legislations

### Skills and Abilities

1. Demonstrated clinical competency within the scope of practice of Dental Therapist.
2. Excellent report writing skills with effective communication skills
3. Demonstrated ability to work cooperatively within a team environment and achieve set targets;
4. Capacity to utilise computer programs to support the operations;
5. Customer focussed approach with commitment to supporting the operational goals of the organization.

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## **MOHMS 806/18: DENTAL THERAPIST**

### **Corporate Information**

<b>Role:</b>	Dental Therapist
<b>Level:</b>	Band G
<b>Salary range:</b>	\$28, 605.45 - \$47,675.75 per annum
<b>Duty Station</b>	Lautoka Hospital
<b>Reports to:</b>	Instructor Dental Therapist
<b>Liaises with</b>	Oral Health Staff, hospital staff and relevant stakeholders
<b>Subordinates:</b>	Dental Hygienist



### **Position Purpose**

To provide Oral Health care services to patients in the clinic, special schools, prisons, Senior Citizen Home and communities. The incumbent is expected to perform preventive, conservative and curative services as per dental therapist scope of practice.

### **Key Responsibilities**

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

1. Provide clinical assessment, diagnosis and treatment to patients as per Clinical Practice and Infection Control Guidelines.
2. Assist with the preparation and delivery of comprehensive Oral Health Community Outreach programs
3. Participate in the monitoring and evaluation activities of all oral health programs implemented.
4. Maintain clinic and resources stores to agreed standards
5. Participate in collection of data and the writing of monthly reports.
6. Actively participate in the corporate activities of the Ministry

### **Key Performance Indicators**

1. Clinical and Outreach Programs Targets are achieved as per the Unit Plan and in accordance with approved dental clinical practice and infection control procedures
2. Clinic and stores are maintained at the required standards with sufficient stores in place to ensure continuity of service.
3. Reports are submitted within the required time frame and in accordance with reporting standards.
4. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to a Diploma of Dental Therapy or Bachelor in Oral Health, registered with the Fiji Dental Council and holds a valid Annual License, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

### **Knowledge and Experience**

1. Practical and working knowledge and experience of all aspects and functions of oral health procedures, protocols, service standards, clinical practice guidelines and regulations
2. Working knowledge of the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
3. Sound knowledge of Occupational Health & Safety Regulations including Infection Control Procedures.





### **Skills and Abilities**

1. Demonstrated technical competence in line with the recognised scope of practice for dental therapists and effective capacity to carry out oral health promotion activities and programs.
2. Ability to work effectively within a team and achieve agreed targets within the required timeline.
3. Good report writing skills with the ability to communicate effectively with people from diverse backgrounds
4. Customer focussed approach with commitment to supporting the operational goals of the organization.

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## **MOHMS 807/18: EXECUTIVE OFFICER – GENERAL SERVICES**

### **Corporate Information**

<b>Role:</b>	Executive Officer – General Services
<b>Salary Band</b>	Band E
<b>Salary range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Duty Station</b>	Northern Health Service
<b>Reports to:</b>	Senior Administrative Officer
<b>Subordinates:</b>	Government Wage Earners

### **Position Purpose**

To coordinate the activities of the General Service Unit which include asset management and assist with human resource activities in a timely manner.

### **Key Responsibilities**

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

1. Ensure that all maintenance works are carried out within scope of works and budget allocation
2. Supervise movement of vehicles and facilitate transport requests within the Northern Division
3. Assist with human resources activities such as recruitment and selection.
4. Monitor work performance of Government Wage Earners under the General Service Unit
5. Provide progress report within the agreed timelines.
6. Actively contribute to the corporate requirements of the Ministry where required.

### **Key Performance Indicators**

1. All agreed human resource, Finance and General services support services, functions and advice are delivered within agreed time frames and meet specific requirements.
2. Effective and timely management of fleet movement to enable business continuity and delivery of quality services.
3. Reports are submitted within the agreed timeframe and in accordance with reporting structures.
4. Active contribution to corporate requirements of the Ministry as and when required.



### **Person Specification**

In addition to tertiary Diploma Level qualification (or equivalent) relevant to Human Resource Management, Public/Business Administration or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Proven experience in a similar role
2. Working knowledge of project management
3. Working knowledge of Human Resource functions such as recruitment and selection, performance management & discipline
4. An understanding of the Constitution of Fiji and other relevant employment legislations.

### **Skills and Abilities**

1. Ability to plan & prioritise work on a daily basis
2. Ability to work cooperatively within a team environment to achieve set targets
3. Good report writing skills and the ability to communicate effectively.
4. Ability to use Microsoft applications
5. Customer focussed approach with commitment to supporting the operational goals of the organization

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### **MOHMS 808/18: PLUMBER**

#### **Corporate Information**

<b>Role:</b>	Plumber
<b>Salary Band:</b>	Band D
<b>Salary Range:</b>	\$14,428.13 - \$18,497.60 per annum
<b>Duty Station</b>	Western Health Services Office - Lautoka
<b>Reports to:</b>	Executive Officer- General Services

### **Position Purpose**

Responsible for the effective day to day operations, maintenance and repairs of all plumbing works in health facilities.

### **Key Responsibilities**

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

1. Ensure plumbing works are conducted as planned and in compliance with the required specifications and occupational health and safety regulations
2. Develop a costed plan for maintenance work,
3. Maintain the workshop upkeep and proper storage of plumbing materials
4. Actively contribute to the corporate requirements of the Ministry where required.



### **Key Performance Indicators**

1. All authorized scheduled maintenance plans are effectively delivered within agreed timeframes.
2. Plumbing maintenance work and working environment are in compliance with Occupational Health & Safety Regulations and in line with necessary procedures and regulations.
3. All plumbing maintenance scoping and reports produced within agreed timeframes.
4. Active contribution to corporate requirements of the Ministry as and when required

### **Person Specification**

In addition to a Trade Certificate in Plumbing or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake the role of the position:

### **Knowledge and Experience**

1. At least 3 years' experience in a similar work environment;
2. Experience and knowledge of plumbing works and maintenance, repairs and installations;
3. Knowledge of working with tools for plumbing and materials needed for maintenance;
4. Sound knowledge of Occupational Health & Safety Regulations

### **Skills and Abilities**

1. Demonstrated ability to plan, organize plumbing work schedule effectively;
2. Ability to communicate effectively and work within a team;
3. Ability to utilise resources effectively and responsibly;
4. Customer focussed approach with commitment to supporting the operational goals of the organization

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## **MOHMS 809/18: CLERICAL OFFICER – LEDGERS AND PAYMENTS**

### **Corporate Information**

<b>Role:</b>	Clerical Officer, Ledger and Payments
<b>Salary Band:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duty Station</b>	Head Quarters
<b>Reports to:</b>	Assistant Accounts Officer, Ledgers & Payments
<b>Subordinates:</b>	None

### **Position Purpose**

The primary role of the post is to generate & maintain record of commitment and expenditure reports, posting of monthly journal vouchers into Financial Management Information System, processing of per diem vouchers for payments and monitoring of online bank statement for Head Quarters Drawings account.



### **Key Responsibilities**

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

1. Ensure the timely processing of payment vouchers in accordance with financial regulations in a timely manner.
2. Regularly update general ledger and ensure posting are accurate.
3. Conduct reconciliation of Drawing Account on a regular basis.
4. Participate in the corporate activities of the Ministry

### **Key Performance Indicators**

1. Efficient and timely processing of payments in accordance with Finance regulations
2. Timely and correct posting of journals
3. Reports submitted in accordance with reporting standards by the due date
4. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to the completion of Secondary School Education level or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Proven experience in similar work environment
2. Practical, working knowledge of an accounting information system
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

### **Skills and Abilities**

1. Demonstrated ability to plan, organize work schedule effectively;
2. Ability to communicate effectively and work within a team in order to meet strict deadlines.
3. Good analytical skills with an attention for detail and accuracy of data.
4. Customer focussed approach with commitment to supporting the operational goals of the organization

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## **MOHMS 810/18: CLERICAL OFFICER – POST PROCESSING**

### **Corporate Information**

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duty Station</b>	Human Resource Division, Head Quarters
<b>Reports to:</b>	Senior Administrative Officer – Post Processing Unit

### **Position Purpose**

To assist with human resource support functions with regard to staff establishment management, and recruitment and selection in the Ministry in a timely manner.



**Key Responsibilities**

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

1. Assist with the provision human resource support functions with regard to recruitment and selection, and staff establishment management in a timely manner.
2. Assist with compiling of reports with regard to recruitment and selection, and staff establishment.
3. Actively contribute to all corporate functions of the Ministry.

**Key Performance Indicators**

1. Human resource support functions with regard to recruitment and selection and staff establishment is provided in a timely manner in accordance with relevant legislations, policies and guidelines.
2. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
3. Active participation in corporate activities of the Ministry as and when required.

**Person Specification**

In addition to successful completion of secondary school or equivalent, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of this post:

**Knowledge and Experience**

1. Understanding and some experience in Human Resource Management in particular recruitment and selection and post processing
2. Proven experience in the use of Microsoft applications such as MS Word, and MS Excel
3. Knowledge of the Constitution of Fiji

**Skills and Abilities**

1. Good report writing skills with the ability to communicate effectively
2. Good analytical skills with an attention for detail and accuracy of data and information
3. Demonstrated ability to work within a team and ensure that targets are met within the agreed timelines
4. Ability to maintain confidentiality of information
5. Service oriented approach when dealing with situations and capable of participating in corporate activities of an organisation

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**MOHMS 811/18: CLERICAL OFFICER – PLANNING**

**Particulars of the position**

<b>Role:</b>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Duty Station:</b>	Planning and Policy Unit, Head Quarters
<b>Reports to:</b>	Director – Planning & Policy Development
<b>Subordinates:</b>	None



### **The Position**

The position assists in all planning activities including providing secretarial support for the development of annual plans. The post holder is to undertake designated activities to assist in collation of progress reports for the compilation of annual reports. This position further provides quality administrative and secretarial support for all policy and planning activities in the division.

### **Key Responsibilities**

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

1. Assist in providing timely support in the organisation and coordination of annual planning activities
2. Liaise with program managers in collecting quarterly business plan updates
3. Assist in collation and analysis of necessary information from various programs and departments for the compilation of annual reports
4. Provide administrative and secretarial support for planning and policy activities
5. Assist in dissemination, monitoring & evaluation of Annual Operational Plan
6. Actively contribute to all corporate functions of the Ministry

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely support is provided to all annual planning activities;
2. Administrative tasks are accomplished carefully and thoroughly, with appropriate attention to detail resulting in timely completion of designated tasks.
3. Effective and timely logistical arrangements for meetings and workshops within the timeline.
4. Active participation in corporate activities of the Ministry as and when required

### **Person Specification**

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

#### **Knowledge and Experience**

1. Knowledge and understanding of office administration
2. Understanding of annual planning cycle
3. Basic knowledge and some experience in monitoring & evaluation related activities

#### **Skills and Abilities**

1. Ability to plan, organise and work in a timely manner
2. Demonstrated ability to work effectively within a team environment
3. Ability to collate information and analyse data for report writing
4. Ability to use computer programs such as MS Word, MS Excel
5. Service oriented approach when dealing with situations and capable of participating in corporate activities of an organisation



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## **MOHMS 812/18: DRIVER**

### **Corporate Information**

<b>Position Title:</b>	Driver
<b>Salary Band:</b>	Band B
<b>Wage Rate:</b>	\$5.37 - \$6.89/hr
<b>Duty Station:</b>	Tamavua Twomey Hospital
<b>Reports to:</b>	Executive Officer
<b>Subordinates:</b>	None

### **Position Purpose:**

To provide safe, secure and timely transportation services to the staff.

### **Key Responsibilities**

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

1. Ensure that passengers are transported safely and comfortably
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, records and reports are in order and submitted in a timely manner
4. Actively contribute to the corporate functions of the Ministry.

### **Key Performance Indicators**

1. Passengers reach at their respective destinations safely, comfortably and within the agreed time of arrival.
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports
3. Daily maintenance and cleanliness of vehicle to ensure vehicle is in excellent working condition.
4. Active participation in corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to completion of secondary school or equivalent, a Group 6 Driving License, and a Defensive Driving Certificate, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 3 years work experience in a similar environment with a clean driving record
2. Sound knowledge and experience in vehicle maintenance and cleanliness
3. Sound knowledge of Occupational Health and Safety and relevant road legislations
4. Understanding of Fijian Constitution(2013)



### **Skills and Abilities**

1. Ability to communicate (verbal and written) effectively
2. Ability to work effectively in a team
3. Ability to plan and manage daily work effectively
4. Customer focussed approach with commitment to supporting the operational goals of the organization

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## **MOHMS 813/18: ASSISTANT CARPENTER**

### **Corporate Information**

<b>Role:</b>	Assistant Carpenter
<b>Salary Band</b>	Band B
<b>Wage Rate</b>	\$5.37 - \$6.89/hr
<b>Duty Station:</b>	Western Health Services Office
<b>Reports to:</b>	Executive Officer General Services
<b>Subordinates:</b>	Nil

### **Position Purpose**

The position assists the carpenter in carrying out regular minor maintenance work to the health infrastructures.

### **Key Responsibility Areas:**

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

1. Ensure maintenance work is carried out as per work plan and in accordance with safety and building regulations.
2. Assist supervisor in carrying out the scope of works and development of maintenance plan for health facilities.
3. Ensure all OHS rules and regulations are adhered to at all times;
4. Ensure safe keeping of all working tools and materials.
5. Actively contribute to the corporate functions of the Ministry.

### **Key Performance Indicators:**

Performance will be measured through the following:

1. All carpentry maintenance plans are delivered within agreed timeframes and compliant with necessary procedures and regulations
2. Work tools are maintained and stored appropriately.
3. Active participation in corporate activities of the Ministry as and when required

### **Person Specification**

In addition to the completion of Secondary School or Trade Certificate in Carpentry or (equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.





### **Knowledge and Experience**

1. At least 3 years' experience of carpentry and maintenance works
2. Sound knowledge on building maintenance and carpentry works
3. Sound knowledge of safe operation of basic hand and power tools
4. Knowledge of workplace safety and safe lifting and handling procedures

### **Skills and Abilities**

1. Ability to operate required equipment in a safe and responsible manner;
2. Ability to analyze situation and act accordingly to provide best practical outcome;
3. Demonstrated ability to work as a team and assist staff when required;
4. Service oriented approach, with a commitment to supporting the operational environment of the organization.

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### **MOHMS 814/18: COOK (9 positions)**

#### **Corporate Information**

<b>Role:</b>	Cook
<b>Salary Band:</b>	Band B
<b>Wage Rate:</b>	\$5.37 - \$6.89/hr
<b>Duty Station</b>	Colonial War Memorial Hospital (9)
<b>Reports to:</b>	Dietician
<b>Subordinates:</b>	Kitchen Hands

#### **Position Purpose**

The primary responsibility of the position is to prepare, cook and serve food, complying with all applicable sanitation, health and personal hygiene standards and following established food production and procedures.

#### **Key Responsibilities**

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

1. Ensure meals are prepared and served according to planned menus, dietary requirements or nutritional restrictions and served in a timely manner
2. Maintain a clean and sanitary work area.
3. Manage stock and equipment that is assigned to the unit.
4. Report any breaches of Occupational Health and Safety and Food Preparation Standards.
5. Actively contribute to the Ministry's corporate functions/activities.

#### **Key Performance Indicators**

1. Meals are prepared and served in a consistent and timely manner according to menus, dietary requirements and food standards
2. Work area is clean and hygienic at all times with compliance Occupational Health & Safety Standards with breaches reported and addressed in a timely manner.



3. Stock is maintained at an optimal level to ensure continuity of services
4. Active participation in the corporate activities of the Ministry as and when required.

**Person Specification**

In addition to the completion of Secondary School Education or a Certificate in Catering/ Baking or Certificate in Cookery III and IV or equivalent, the following Knowledge, Experience, Skills and Abilities are required for the successful candidate to take up the position.

**Knowledge and Experience**

1. At least 3 years of work experience in similar field.
2. Working knowledge in providing and maintaining high standard of nutritious, safe and quality meals
3. Sound knowledge of Occupational Health & Safety requirements and Food Preparation Standards
4. An understanding of inventory and stores management.

**Skills and Abilities**

1. Demonstrated ability to communicate effectively
2. Ability to analyse situation and with an attention for detail to ensure accuracy of information
3. Demonstrated ability to work as a team and achieve set targets
4. Customer focussed approach with commitment to supporting the operational goals of the organization

**MOHMS 815/18: WARD ASSISTANT (22 positions)**

**Corporate Information**

<b>Role:</b>	Ward Assistant
<b>Salary Band</b>	Band B
<b>Wage Rate</b>	\$5.37 - \$6.89/hr
<b>Duty Station</b>	Colonial War Memorial Hospital (21); Labasa Hospital (1)
<b>Reports to:</b>	Team Leader
<b>Subordinates:</b>	Nil

**Position**

To assist nurses with non-clinical duties including patient care, patient movement within the health facility, ward housekeeping, and food service.

**Key Responsibilities**

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

1. Assist with patient care in accordance with patient safety and care regulations and in compliance with occupational health & safety standards.
2. Ensure that patient bedding, linen and surrounding is clean at all times.



3. Assist with the carriage of patients within the health facility.
4. Actively contribute to the Ministry corporate activities

**Key Performance Indicators**

1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
4. Active participate in corporate activities of the Ministry as and when required.

**Person Specification**

In addition to the satisfactory completion of secondary education, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Work experience in a similar environment providing patient care to the sick or aged.
2. Experience in basic housekeeping duties
3. Sound knowledge of Occupational Health & Safety at the workplace and patient care and safety regulations

**Skills and Abilities**

1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively.
3. A good team player and able to work with minimum supervision.
4. Customer focussed approach with commitment to supporting the operational goals of the organization

**MOHMS 816/18: TELEPHONE ATTENDANT**

**Corporate Information**

<b>Role:</b>	Telephone Attendant
<b>Salary Band</b>	Band B
<b>Wage Rate:</b>	\$5.37 - \$6.89/hr
<b>Duty Station</b>	Colonial War Memorial Hospital
<b>Reports to:</b>	Clerical Officer
<b>Subordinates:</b>	Nil

**Position Purpose**

To ensure all telephone communications both internally and externally are dealt with efficiently and effectively.



**Key Responsibilities**

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

1. Communicate telephone message both internal and external for the hospital and monitor calls accordingly
2. Page for staff during emergencies
3. Report telecommunication faults and complaints to relevant authorities
4. Actively contribute to the Ministry corporate activities

**Person Specification**

In addition to completion of Secondary School education or similar, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

**Experience and Knowledge**

1. At least one year’s experience in similar role.
2. Working knowledge and experience in telephone etiquette.
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

**Skills and Abilities**

1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player.
4. Customer focussed approach with commitment to supporting the operational goals of the organization

**MOHMS 817/18: RECORDER (7 positions)**

**Corporate Information**

<b>Role:</b>	Recorder
<b>Salary Level:</b>	Band B
<b>Wage Rate:</b>	\$5.37 - \$6.89/hr
<b>Duty Station:</b>	Colonial War Memorial Hospital (5); Labasa Hospital (2)
<b>Unit/Division:</b>	Medical Records Department
<b>Reports to:</b>	Assistant Statistician

**Position Purpose**

The primary role of this position is to be responsible for organizes data for patient medical records, review medical records and patient health information for accuracy and completeness in a hospital setting, ward and clinical environment.



**Key Responsibilities**

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

1. Maintain patients’ medical folders using of manual and Patient Information System.
2. Create records for new patients and computer index and maintain filing statistics
3. Provide customer care service and responding to customer queries.
4. Facilitate the distribution and retrieval of patient folders and laboratory reports to/from responsible medical officers;
5. Request relevant information from various departments as required by medical officers
6. Actively contribute to the Ministry corporate activities

**Key Performance Indicators**

1. Patient records are updated on a regular basis.
2. Filing index and statistics are well maintained
3. Efficient distribution and retrieval of patient folders and the proper filing of folders as per filing system
4. Actively contribute to the Ministry corporate activities as and when required.

**Person Specification**

In addition to the completion of Secondary School or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Working knowledge of Medical Records and Patient Information in a clinical setting or similar environment
2. Experience with basic computer skills such as Microsoft Office
3. Sound knowledge of filing and recording system
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

1. Sound administrative skills including the ability to communicate effectively
2. Ability to effectively work within a team;
3. Ability to act appropriately with matters of confidentiality
4. Able to effectively and sensitively manage complaints.
5. Customer focussed approach with commitment to supporting the operational goals of the organization

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**MOHMS 818/18: CLEANER (2 positions)**

**Corporate Information**

<b>Role:</b>	Cleaner
<b>Salary Band:</b>	Band A
<b>Wage Rate:</b>	\$4.60 - \$5.90/hr
<b>Duty Station</b>	Ba Mission Hospital (1), Sigatoka Hospital (1)
<b>Reports to:</b>	Executive Officer
<b>Subordinates:</b>	None



**Position Purpose**

The position provides efficient and effective cleaning services.

**Key Responsibilities**

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

1. Ensure the general upkeep and cleanliness of health facility is well maintained at all times;
2. Ensure that all cleaning equipment are operated in accordance with safety standards
3. Ensure the proper disposal of waste on a daily basis;
4. Report any minor damages to supervisors whilst carrying out duties in a timely manner
5. Actively contribute to the ministry’s corporate functions and activities.

**Key Performance Indicators**

1. Cleanliness of the health facility is maintained in compliance with standard procedures and regulations in a timely manner
2. Cleaning equipment are well maintained and stored appropriately.
3. Minor damages are addressed in a timely manner
4. Actively contribute to the Ministry corporate activities as and when required

**Person Specification**

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**Knowledge and Experience**

1. At least 3 years’ experience in a similar work environment;
2. Basic knowledge of the usage of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures;
3. Knowledge in providing and maintaining high quality customer care;
4. Knowledge of Occupational Health & Safety requirements;

**Skills and Abilities**

1. Ability to plan and organize work on a daily basis
2. Effective verbal and written communication skills
3. Ability to work with minimum supervision with an attention for details
4. Customer focussed approach with commitment to supporting the operational goals of the organization

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**MOHMS 819/18: LABOURER (3 positions)**

**Corporate Information**

<b>Role:</b>	Labourer (3 Posts)
<b>Salary Band:</b>	Band A
<b>Wage Rate</b>	\$4.60 - \$5.90/hr
<b>Duty Station:</b>	Ba Mission Hospital (1), Nadi Hospital (1), Sigatoka Hospital (1)
<b>Reports to:</b>	Executive Officer
<b>Subordinates:</b>	Nil



**The Position**

The position is responsible for maintaining the cleanliness of the hospital environment.

**Key Responsibilities:**

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

1. Ensure the removal and disposal of waste from all hospital premises in compliance with OHS standards;
2. Ensure the beautification of the health facility and quarters are maintained
3. Ensure that all equipment/ tools are well serviced and maintained
4. Ensure to clean and maintain mortuary & generator room;
5. Actively contribute to the ministry’s corporate functions and activities.

**Key Performance Indicators:**

1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarter’s compound is properly maintained in a timely manner
3. Participate in all corporate functions as and when required

**Person Specification**

In addition to the completion of Secondary School or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Proven working experience as a Laborer or similar duties
2. Basic knowledge of OHS requirements.
3. Knowledge of Fire Safety procedures and equipment use.

**Skills and Abilities**

1. Ability to communicate effectively:
2. A good team player
3. Ability to complete task within the agreed time line.
4. Ability to operate required equipment in a safe and responsible manner;
5. Customer focussed approach with commitment to supporting the operational goals of the organization

**MOHMS 820/18: KITCHEN HAND (3 positions)**

**Particulars of the position**

<b>Role:</b>	Kitchen Hand
<b>Salary Band</b>	Band A
<b>Wage Rate</b>	\$4.60 - \$5.90/hr



<b>Location:</b>	Colonial War Memorial Hospital, Suva
<b>Reports to:</b>	Senior Dietician

### **The Position**

The position contributes assists with the timely preparation and delivery of hygienic and quality meals to inpatients and entitled staff of CWM Hospital.

### **Key Responsibilities**

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

1. Ensure the proper preparation of food as per the required standards of food preparation, including assist with the catering for special events.
2. Maintain a hygienic work environment through the proper cleaning of utensils, equipment, machines, tools, the surrounding area and the proper disposal of waste.
3. Ensure the sufficient supply and stock of food supplies and ingredients.
4. Responsible for the general upkeep and the cleanliness of the kitchen and the surrounding area
5. Actively contribute to the ministry's corporate functions and activities

### **Person Specification**

In addition to the completion of Secondary School Education and/or any other relevant Catering qualification, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

#### **Knowledge and Experience**

1. At least a year's experience in catering and foodservice or similar environment
2. All round working knowledge in all areas of foodservice
3. Knowledge of the standard methods and techniques of safe food preparation including an understanding of Occupational Health & Safety practices
4. Experience of working together as part of a team to achieve a common goal

#### **Skills and Abilities**

1. Ability to prepare nutritious food in a timely manner
2. Ability to assist cook with the preparation of food to cater for special occasions.
3. Ability to work effectively within a team
4. Customer focussed approach with commitment to supporting the operational goals of the organization

**THE END**