



## **JOB DESCRIPTIONS FOR ADVERTISEMENT IN FIJI SUN SATURDAY, 3<sup>RD</sup> NOVEMBER, 2018**

### **MOHMS 907/18: SENIOR PHARMACY OFFICER, LAUTOKA HOSPITAL**

<b>Role:</b>	Senior Pharmacy Officer
<b>Salary Band:</b>	Band H
<b>Salary:</b>	\$34,760.31- \$40,553.70 per annum
<b>Duty Station:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Lautoka Hospital Pharmacy
<b>Reports to:</b>	Principal Pharmacist
<b>Subordinates:</b>	Supervising Pharmacist, Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

#### **This Position**

The Senior Pharmacist assists the Principal Pharmacist in the management, operation and delivery of quality pharmacy service ensuring quality use of medicines and provision of medicine advice to produce optimum health outcomes.

#### **Key Responsibilities**

1. Allocate duties and supervise the operations of the Outpatients and Inpatients pharmacy services
2. Coordinate hospital specialized services such as Clinical Pharmacy & Oncology, and the dispensing of special category medicines such as anti-retroviral, restricted antibiotics, anti-TB and other restricted medicines
3. Promote rational use of medicine through continuous pharmacy education and awareness to the pharmacy staff and other health care providers
4. Manage the Medicines Information Unit in the hospital including publication and dissemination of medicine information bulletin and patient information leaflets.
5. Coordinate, monitor and assess in-house training of intern pharmacists and pharmacy students
6. Provide secretariat support to the Divisional Medicines & Therapeutics Committee
7. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

#### **Key Performance Indicators**

1. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. Medicine information is provided, readily available, and accessible by members of medical staff and the general public
3. Activities of the Divisional Medicines Therapeutics Committee are implemented within the agreed timeframes
4. Assessments for the Internship Program are completed within the agreed timeframes.

#### **Selection Criteria**

##### **The Person**

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



### Knowledge and Experience

1. At least 5 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies

### Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

### **MOHMS 908/18: SENIOR DENTAL OFFICER, ORAL SURGERY [LAUTOKA & CWM HOSPITAL]**

<b>Role:</b>	Senior Dental Officer – Surgery
<b>Salary Band:</b>	Band I
<b>Salary:</b>	\$43,296.63 - \$50,512.74 per annum
<b>Duty Station:</b>	Lautoka & CWM Hospital
<b>Unit/Division:</b>	Oral Health
<b>Reports to:</b>	Principal Dental Officer
<b>Liases with</b>	<b>INTERNAL</b> – Medical Consultants, Medical Registrars, Matrons, Ward Sisters, X-Ray Technicians, Laboratory Technicians. <b>EXTERNAL</b> – Fiji National University, Visiting Surgical Team, Non-Government Organisations.
<b>Subordinates:</b>	Dental Officer, Instructor Dental Therapist, Dental Therapist, Dental Hygienist Surgery.

### **This Position**

The Position is responsible for the Daily Operation of the Oral Surgery unit and also as the national referral centre and divisional hospital. The position ensures the provision of high quality level of Oral Surgical inpatients and outpatient care. The incumbent is also responsible in accommodating Ministry of Health Staff training, International dental exchange students, Undergraduates dental students and Post graduate oral surgery trainees for the purpose of training, mentoring and up skilling in the specialty of oral surgery.

### **Key Responsibilities/duties**

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. Diagnose Oral Surgical disease conditions and providing comprehensive surgical treatment plan
2. Perform high level of minor to moderate surgical procedures [refer to attachment] under Local and General Anaesthesia.
3. Collaboration with other medical/surgical/paediatric/obstetric and gynaecological/dermatological, oncology, plastic, ENT and other (Clinical) Specialists locally and abroad regarding patient's management.
4. Collect and Report Surgical data accurately every month
5. Referring of surgical patients overseas who needs specialist care when not available locally.
6. Support and organize patients for Overseas Oral Maxillofacial Surgical Visiting Team and assist in their delivery of surgical care to the people of Fiji.

### **Selection Criteria**



**The Person**

In addition to a Bachelor Degree in Dental Surgery [BDS] and a Postgraduate qualification in Oral Surgery from a recognised Institution, Registered as a General Dentist with a valid practising licence from the Fiji Dental Council, the Knowledge, Experience, Skills and Abilities below are required to successfully undertake this role:

**Knowledge and Experience (essential)**

1. At least 6 years’ experience as a registered General Dentist working in an oral surgery unit.
2. Ability to work for extended period of time after normal working hours
3. A sound knowledge of the Oral Health Legislations and policies
4. Competent to perform minor to moderate surgical cases under LA/GA with minimum supervision

**Skills and Abilities**

1. Demonstrate accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrate ability to effectively manage human resource, procurement of materials and equipment, revenue collection, timely reporting and supervision of staff.
3. Demonstrate ability to effectively lead, motivate and to work within a team and to a high professional standard e.g. Oral Surgery/dental team, medical, surgical, overseas visiting surgical teams etc.
4. Demonstrate ability to communicate (both oral and written) respectfully, effectively and positively with all patients / their families, and colleagues, including comprehensive and analytical reports to a professional level.
5. Demonstrate ability to analyze and contribute solutions to complex problems, especially in a resource constrained environment.
6. Demonstrate the ability to prepare, implement and report on community outreach programs with the relevant stakeholders.
7. Demonstrates basic computer knowledge/literate.

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**MOHMS 928/18: FITTER A, LABASA HOSPITAL**

<b>Role:</b>	Fitter A
<b>Salary Band:</b>	Band D
<b>Salary:</b>	\$7.50 - \$9.61 per hour
<b>Duty Station:</b>	Labasa Hospital
<b>Unit/Division:</b>	Hospital Services
<b>Reports to:</b>	Hospital Services Foreman
<b>Liaises with:</b>	Foreman, Leading hand,

**This Position**

To manage a professional and fully competent hospital services team providing services in areas of fitting, carpentry, joinery, electrical, plumbing, air-conditioning/refrigeration, boiler services to the hospital as well as the Northern Health Services.

**Key Responsibilities Area**

1. Responsible for all fitting works in the hospital and assist Northern Health Services for fitting works required for sub-divisional facilities
2. Conduct daily ward rounds and submit report for all plumbing works
3. Actively contribute to the Ministry and/or corporate requirements

**Key Performance Indicators**

1. All required fitting works are completed within agreed timelines and complying to standard By Laws and OHS regulations



2. Daily ward rounds are conducted, defects rectified as soon as possible and report submitted, within agreed timelines
3. Participated in all ministry's or cooperate in social responsibilities

### **Selection Criteria**

#### **The Person**

In addition to a Trade Certificate in Fitting or equivalent, the Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

1. 3 years of field experience
2. Adequate computer knowledge.

#### **Knowledge and Experience**

1. A 3 years' work experience in a similar role
2. Knowledge and experience of all trades
3. Adequate computer knowledge

#### **Skills and Abilities**

1. Good communication skills (oral and written)
2. Good time management and analytical skills
3. Ability to use engineering tools and machines
4. Ability to work under minimum supervision
5. Ability to complete jobs within time frame, work long hours and available for call backs as and when required.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization

### **MOHMS 935/18: LEADING HAND, LABASA HOSPITAL**

<b>Role:</b>	Leading Hand
<b>Salary Band:</b>	Band E
<b>Salary:</b>	\$9.90 - \$12.68 per hour
<b>Duty Station:</b>	Labasa Hospital
<b>Unit/Division:</b>	Hospital Services
<b>Reports to:</b>	Hospital Services Foreman
<b>Subordinates:</b>	Donkey Man, Fitters, Plumbers, Electricians, Joiners, Carpenters , Fireman, Handy Man

#### **This Position**

To manage a professional and fully competent hospital services team providing services in areas of fitting, carpentry, joinery, electrical, plumbing, air-conditioning/refrigeration, boiler services to the hospital as well as the Northern Health Services.

#### **Key Responsibilities**

1. Supervision and leadership of all traded skilled staff such as fitters, plumbers, carpenters, joiners, fireman, electrician's and ac/ref technician.
2. Planning, budgeting, organising and assigning of duties to subordinates.
3. Employee relations
4. Implement and comply with OHS regulations for all areas of work.
5. Administration and implement support to the hospital services unit.

#### **Key Performance Indicators**

1. All agreed skilled and technical support services, functions and advice are delivered within agreed time frames meeting specific requirements.



2. Effective and timely management and regular monitoring of technical staff as well as performance and attendance to enhance continuity of effective and quality service.
3. Effective and timely management of maintenance, stores and logistic requests and requirements.
4. Quality reports and secretariat services are provided and outcomes are achieved in a timely and effective manner
5. Participated in all Ministry or corporate social responsibilities

## **Selection Criteria**

### **The Person**

In addition to a Trade Certificate in Fitting and Certificate in Craft apprenticeship, the following Knowledge, Experience, Skills and Abilities is required to successfully perform the pole of the post

### **Knowledge and Experience**

1. Least 5 years of work experience in a similar field
2. Must have knowledge of repair works for boiler, incinerators, autoclave, sterilizers, steam lines and generators
2. Knowledge of basic computer applications
3. Knowledge of materials, tools and equipment used in installation and maintenance

### **Skills and Abilities**

1. Demonstrated ability to work independently, and in a team environment, and to utilize proven organizational skills to determine competing priorities and plan and organize work activities to meet agreed goals and priorities.
2. Ability to handle the administrative duties of position, including completion of required documents and reports
3. Possesses organisational skills, time management, conflict resolution, problem solving and negotiation skills
4. Possess excellent interpersonal and communications skills and a strong customer service orientation
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 operational / corporate environment of the organisation.

## **MOHMS 936/18: JOINER, LABASA HOSPITAL**

<b>Role:</b>	Joiner
<b>Salary Band:</b>	Band D
<b>Salary:</b>	\$7.50 – \$9.61 per hour
<b>Duty Station:</b>	Labasa Hospital
<b>Unit/Division:</b>	Hospital Services
<b>Reports to:</b>	Hospital Services Foreman
<b>Subordinates:</b>	

### **This Position**

To manage a professional and fully competent hospital services team providing services in areas of fitting, carpentry, joinery, electrical, plumbing, air-conditioning/refrigeration, boiler services to the hospital as well as the Northern Health Services.

### **Key Responsibilities Areas**

1. Responsible for all joinery works in the hospital and assist Northern Health Services for joinery works required for sub-divisional facilities
2. Conduct daily ward rounds and submit report for all joinery works
3. Actively contribute to the Ministry and/or corporate requirements



### Key Performance Indicators

1. All required joinery works are completed within agreed timelines and complying to standard By Laws and OHS regulations
2. Daily ward rounds are conducted, defects rectified as soon as possible and report submitted, within agreed timelines
3. Participated in all ministry's or cooperate in social responsibilities

### Selection Criteria

#### The Person

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

#### Knowledge and Experience

1. At least 5 years' of experience in a similar role
2. Adequate knowledge of joinery and carpentry work
3. Knowledge and experience in operating machinery

#### Skills and Abilities

1. Good communication skills both oral and written
2. Ability to manage time and analytical skills
3. Skill and ability to operate joinery tools and machines
4. Ability to work under minimum supervision
5. Ability to complete jobs within time frame and ability to avail oneself as and when required.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization

### **MOHMS 947/18 – DENTAL HYGIENIST, CWM HOSPITAL**

<b>Role:</b>	Dental Hygienist
<b>Salary Band:</b>	Band E
<b>Salary:</b>	\$19,041.75 - \$22,215.38
<b>Duty Station:</b>	CWM Hospital
<b>Unit/Division:</b>	Department of Oral Health
<b>Reports to:</b>	Dental Therapist / Instructor Dental Therapist / Dental Officer / Senior Dental Officer / Principal Dental Officer/ Divisional Dental Officer/ National Advisor Oral Health Dental Therapist/Instructor Dental Therapist/Dental Officer/Senior Dental Officer

#### The Position

The Dental Hygienist will champion and facilitate with the Department of Oral Health all Oral Health Promotion and Education activities based at the clinical or community level.

The Dental Hygienist is also accountable for the delivery of high quality of preventive, restorative and curative periodontal care and non-invasive primary restorative care like fissure sealants and ART.

The Dental Hygienist is accountable for the daily running of the clinic in managing, replenishing, controlling the usage of Consumables, revenue receipting and lodgements with the finer duty of keeping the clinic and its instruments, equipment and the environment clean, friendly and worker safe.

#### Key Responsibilities

1. Assist the Department of Oral health to deliver Non- Invasive Dental preventive care, Oral Health Education and Instruction to its clients that contributes to Good Oral Health.
2. Assist the Department Of Oral Health in providing effective reports on a monthly basis of the clinical output, accountability, usage and lodgements of Finances. Reporting is also done on the Integration and



Coordination office on the utilization of Services to the underprivileged and the children under the age of 15 years old ensuring that key deadlines are met.

3. Implement approaches to allow Oral health Education and Instruction to be part of the Outcomes of the Annual Corporate Plan of the Ministry of Health and Medical Services mainly Non-Communicable Disease, Service Delivery, Adolescent Health, Health Information.

## **Selection Criteria**

### **The Person**

In addition to a Certificate in Dental Hygiene, a valid Annual Practising License with the Fiji Dental council, the following knowledge, experience, skills and abilities are necessary to carry out the duties of the post.

### **Knowledge and Experience**

1. Experience in the provision of non- Invasive Dental preventive care, financial accountability with monitory and evaluation submissions.
2. Sound knowledge of Dental Preventative care.

### **Skills and Abilities**

1. Effective Dental Assisting and Hygiene Skills.
2. Demonstrated ability to effectively and innovatively be part of a team.
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
5. Ability to communicate effectively.
6. Ability to be an honest officer with a passion to work.