



JOB DESCRIPTIONS FOR ADVERTISEMENT IN FIJI SUN SATURDAY, 17TH NOVEMBER, 2018

MOHMS 950/2018: CLERICAL OFFICER, HQ

Role:	Clerical Officer
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35
Duty Station:	Asset Management Unit
Unit/Division:	Human Resources/ Corporate
Reports to:	Principal Administrative Secretary – Asset Management Unit
Subordinates:	Nil

The Position

The principal function of this post is to Plan, Organise, Implement and Monitor Budget (Funds) released for Capital Projects & other maintenance works e.g. requesting fund release, marking payments and keeping financial records updated in regards to the movement of funds for the Health Ministry.

Key Responsibilities

1. Requesting fund release from Ministry of Economy
2. Process payments (capital works) as marked by PAS-AMU/SAS-AMU to Contractors for their respective projects and keeping record for acquittal purpose.
3. Assist in preparing Furniture Fixture and Equipment list for newly built Hospitals, operating theatres and Health Centre from their floor plans.
4. Do research for more details on Furniture Fixture and Equipment's for new Hospitals & Health Centre.
5. Request for Quotations for Purchase of furniture
6. Check request for funds from divisions as directed by Manager (vetting) and forwarding for necessary approvals
7. Evaluate submission for furniture and equipment purchase or any other purchase assigned by PAS
8. Liaise with accounts department for timely payment for requested payments
9. Call RFQ (request for Quotations) as and when required
10. Assist PAS-AMU in preparing Financial reports on utilisation of funds
11. Assisting in Tender Evaluation
12. Submit updated Financial reports to PAS-AMU
13. Absenteeism Return for each month for AMU staffs
14. Keeping proper Filing record
15. Other general admin tasks

Selection Criteria

The Person

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

Knowledge and Experience

1. At least 1-2 years relevant experience specific to the job and works demand.
2. Understanding policies, procedures and government regulations



3. Good computer skills to use proficiently at least word and excel software of Microsoft Office
4. Effective time Management skills
5. Good written and verbal communication skills

Skills and Abilities

1. Ability to plan, organise and monitor work, taking into consideration its importance
2. Must be able to work in an environment with many interruptions and deadlines
3. Ability to maintain confidentiality
4. Ability to work as a team with or without supervision
5. Sound time management and organisational skills

MOHMS 951/2018: CLERICAL OFFICER, LOMALOMA

Role:	Clerical Officer
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35
Duty Station:	Lomaloma Hospital
Unit/Division:	Lomaloma Subdivisional Hospital
Reports to:	Subdivisional Medical Officer
Subordinates:	Nil

The Position

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

Key Responsibilities

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

1. To carry out the duties of the position with efficiency and effectiveness.
2. Monitor all HR and Admin issues within the Sub Divisions.
3. Updating Personal Files for GWE's according to their leave,
4. Submit Absence and Late Arrival returns for the Sub Divisions
5. Updating of Monthly reports on Quarters, Vehicle, License Books, Establishment/GWE Returns and Trust Fund if any.
6. Ensure the availability of fuels, stores, stationeries, rations; gas and oxygen are in stock.
7. Issuing of LPO's upon SDMO's endorsement to local suppliers and following up on invoices for payments.
8. Updating of Commitment & Expenditure Ledgers,
9. Process payments for bills (Telecom/ FEA/ Water/ Local Supplier etc. and any other services provided in the Sub Division.
10. Ensure that Board of Survey is carried out within the Sub Division once a year.
11. Arrangements of boat/air fare to patients on referrals to CWM Hospital.
12. 10. Ensure regular updating of tally cards and registers is maintained.
13. Any other duties assigned by the Supervisor from time to time.



Selection Criteria

The Person

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

Knowledge and Experience

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years' experience in the similar field or equivalent. Computer literate
4. Thorough knowledge of General Orders, Finance Instructions/MOH Finance Manual, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.

Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and assist staff when required
3. Demonstrated ability to communicate effectively with good listening skills
4. Ability to analyze situation and act accordingly to provide best practical outcome;
5. Ability to follow instructions and meet targets
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Demonstrate ability and efficiency to achieve customer expectations.
8. Demonstrated ability to manage and work long hours as and when required;

MOHMS 952/2018: CLERICAL OFFICER, LEVUKA HEALTH OFFICE

Role:	Clerical Officer
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35
Duty Station:	Levuka Hospital
Unit/Division:	Lomaiviti Subdivisional Hospital
Reports to:	Subdivisional Medical Officer
Subordinates:	Nil

The Position

The position will carry out the work with efficiency and effectiveness and to ensure that requirement of the subdivision are carried out in line with the provisions of General Orders, Finance Instructions, Supplies and Services Instructions, PSC & Finance Regulations and MOH Standing Instructions.

Key Responsibilities

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

1. To carry out the duties of the position with efficiency and effectiveness.
2. Monitor all HR and Admin issues within the Sub Divisions.
3. Updating Personal Files for GWE's according to their leave,
4. Submit Absence and Late Arrival returns for the Sub Divisions
5. Updating of Monthly reports on Quarters, Vehicle, License Books, Establishment/GWE Returns and Trust Fund if any.
6. Ensure the availability of fuels, stores, stationeries, rations; gas and oxygen are in stock.
7. Issuing of LPO's upon SDMO's endorsement to local suppliers and following up on invoices for payments.
8. Updating of Commitment & Expenditure Ledgers,



9. Process payments for bills (Telecom/ FEA/ Water/ Local Suppliers etc and any other services provided in the Sub Division.
10. Ensure that Board of Survey is carried out within the Sub Division once a year.
11. Arrangements of boat/air fare to patients on referrals to CWM Hospital.
12. Ensure regular updating of tally cards and registers is maintained.
13. Any other duties assigned by the Supervisor from time to time.

Selection Criteria

The Person

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

Knowledge and Experience

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years' experience in the similar field or equivalent. Computer literate
4. Thorough knowledge of General Orders, Finance Instructions/MOH Finance Manual, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.

Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and assist staff when required
3. Demonstrated ability to communicate effectively with good listening skills
4. Ability to analyze situation and act accordingly to provide best practical outcome;
5. Ability to follow instructions and meet targets
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Demonstrate ability and efficiency to achieve customer expectations.
8. Demonstrated ability to manage and work long hours as and when required;

MOHMS 953/2018: CLERICAL OFFICER, KADAVU

Role:	Clerical Officer
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35
Duty Station:	Vunisea Hospital
Unit/Division:	Kadavu Subdivisional Hospital
Reports to:	Subdivisional Medical Officer
Subordinates:	Nil

The Position

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

Key Responsibilities

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

1. To carry out the duties of the position with efficiency and effectiveness.
2. Monitor all HR and Admin issues within the Sub Divisions.



3. Updating Personal Files for GWE's according to their leave,
4. Submit Absence and Late Arrival returns for the Sub Divisions
5. Updating of Monthly reports on Quarters, Vehicle, License Books, Establishment/GWE Returns and Trust Fund if any.
6. Ensure the availability of fuels, stores, stationeries, rations; gas and oxygen are in stock.
7. Issuing of LPO's upon SDMO's endorsement to local suppliers and following up on invoices for payments.
8. Updating of Commitment & Expenditure Ledgers,
9. Process payments for bills (Telecom/ FEA/ Water/ Local Suppliers etc. and any other services provided in the Sub Division.
10. Ensure that Board of Survey is carried out within the Sub Division once a year.
11. Arrangements of boat/air fare to patients on referrals to CWM Hospital.
12. 10. Ensure regular updating of tally cards and registers is maintained.
13. Any other duties assigned by the Supervisor from time to time.

Selection Criteria

The Person

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

Knowledge and Experience

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years' experience in the similar field or equivalent. Computer literate
4. Thorough knowledge of General Orders, Finance Instructions/MOH Finance Manual, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.

Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and assist staff when required
3. Demonstrated ability to communicate effectively with good listening skills
4. Ability to analyze situation and act accordingly to provide best practical outcome;
5. Ability to follow instructions and meet targets
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Demonstrate ability and efficiency to achieve customer expectations.
8. Demonstrated ability to manage and work long hours as and when required;

MOHMS 954/2018: CLERICAL OFFICER, HR [EASTERN DIVISIONAL OFFICE]

Role:	Clerical Officer
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35
Duty Station:	Vunisea Hospital
Unit/Division:	Kadavu Subdivisional Hospital
Reports to:	Subdivisional Medical Officer
Subordinates:	Nil



The Position

The position ensures the efficient and effective provision of administration and human resource management through the prudent use of budget allocated for the Eastern Division.

Key Responsibilities

1. Ensure all Human Resources and administrative issues such as staffing, inventory, personnel and employment related issues, and emergency related cases are addressed
2. Process all payments related to administration in accordance with Financial Management Act, Finance Instructions, Procurement Regulations and Finance Manual
3. Ensure that Board of Survey is carried out within the Sub Division once a year.

Selection Criteria

The Person

In addition to a Form 7 Pass or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 2 years' experience in the similar field
2. An understanding of Financial Management Act, Finance Instructions, Supplies & Services Instructions, Transport Regulations and other relevant legislations
3. Experience in managing budget allocations and ensuring prudent use of funds
4. Experience in managing staff establishment, recruitment and selection, training and development and personnel issues of staff

Skills and Abilities

1. Ability to work as a team and assist staff when required
2. Ability to communicate effectively
3. Ability to analyze situation and provide viable outcomes
4. Good customer service skills

MOHMS 955/2018: MEDICAL IMAGING TECHNOLOGIST, CARDIOLOGY

Role:	Medical Imaging Technologist
Salary Band:	Band G
Salary:	\$28,605.45 - \$38,140.60
Duty Station:	CWM Hospital
Unit/Division:	Cardiology/Central Division
Reports to:	Head of Department, Cardiology
Subordinates:	Nil

The Position

The positions works very closely with cardiologists in the performance of diagnostic tests of the cardiovascular systems on patients to aid in the diagnosis and treatment of the heart and blood vessel disorders and participate in the invasive and non-invasive cardiac diagnostic procedures.

Key Responsibilities

1. Under the supervision of the Cardiologist, performs Electrocardiogram, Echocardiogram, Trans-oesophageal echocardiogram, Exercise Stress Testing and Dobutamine Stress testing in compliance with departmental and hospital policy.
2. Perform Temporary and Permanent Pacing on Single and Dual Chamber Pacemakers – Pre-Implant Programming, Testing during Implant procedure and Post-Implant Tests.



3. Train, supervise and conduct a full range of non-invasive and invasive cardiac diagnostic tests including ECG, Echocardiography, Stress ECG, Single and Dual Chamber Permanent and Temporary Pacemaker implants, follow-up and programming, Angiography and Percutaneous Trans luminal Coronary Intervention procedures.
4. Ensure the timely production and delivery of patient procedures and maintains required departmental records.
5. Ensures that equipment and consumables stock are maintained at all times and reports any malfunctions as they occur per department policy.
6. Ensures that a safe working environment is maintained through proper infection and radiation safety control procedures.
7. Participates in department process improvement projects and supervise students and subordinates and also actively contribute to the Ministry's corporate requirements by attending staff meetings, conferences and workshops relevant to job role.

Key Performance Indicators

1. Procedures and tests are carried out within departmental protocols and guidelines to ensure patient waiting time at clinic are kept at a minimum.
2. Ensure that equipment are functioning adequate stock of supplies is available at all times.
3. Ensures that department records are kept as per department protocols and statistics are submitted in a timely manner.
4. Ensures that workplace and Health Safety policies and quality practice and processes are followed and applied to work activities at all times

Selection Criteria

The Person

In addition to being a registered radiographer with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist, with a valid practicing license, the post holder must have a Bachelor in Medical Imaging Science and have a local certified training in Adult Echocardiography and speciality training in cardiac angiography. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Have not less than three years post qualifications experience in echocardiography and angiography.
2. Possess a strong knowledge of diagnostic Cardiac procedures and have complete understanding of all such procedures, equipment and guidelines
3. Good knowledge and experience in Cardiac Catheterisation Laboratory, cardiac pacing and echocardiography
4. Knowledge of relevant legislations and quality control and service improvements

Skills and Abilities

1. Demonstrated ability to work effectively within a team environment.
 2. Demonstrated effective organizational and communications skills to be able to work with people of diverse background.
 3. Ability to utilise research in clinical practice, applying an evidence based practice approach.
 4. Demonstrated ability to promote best use of resources and time to achieve work outcomes.
 5. Demonstrated IT and Microsoft office skills to support the department operations.
-



MOHMS 956/2018: HANDYMAN, ST GILES HOSPITAL

Role:	Handyman
Salary Band:	Band B
Salary:	\$5.37 - \$6.89 per hour
Duty Station:	St Giles Hospital
Unit/Division:	Administration
Reports to:	Executive Officer
Subordinates:	Nil

The Position

Position is responsible for the general maintenance of the hospital infrastructure.

Key Responsibilities

1. Ensure that hospital maintenance is attended to in a safely and timely manner upon request and according to job sheet
2. Ensure that all tools under your possession are operated in a good and safely manner in compliance with OHS regulation
3. Actively contribute to the ministry and cooperate requirements including planning, budgeting and general maintenance when required.

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

- At least 3 years' experience in a similar role
- Basic knowledge of electrical, carpentry, plumbing and general plumbing
- Basic knowledge of Occupational Health & Safety

Skills and Abilities

- Ability to assess and provide scope of work for task to be undertaken
- Ability to make accurate estimates of materials for work to be undertaken
- Ability to accurately assess work carried out by contractors as per scope of work
- Ability to communicate both verbal and written
- Demonstrate the ability to effectively work within a team, with minimal supervision.
- Service and customer oriented approach, with a commitment to efficiency

MOHMS 957/2018: DRIVER, ST GILES HOSPITAL

Role:	Driver
Salary Band:	Band B
Salary:	\$5.37 - \$6.89 per hour
Duty Station:	St Giles Hospital
Unit/Division:	Administration
Reports to:	Executive Officer
Subordinates:	Nil

The Position

The position ensures the safe and reliable conveyance of St. Giles Hospital staff and patients.

Key Responsibilities

1. The Driver is required to transport St. Giles Hospital officials and patients to various destinations.



2. Responsible for the proper maintenance of vehicles, it's safety, cleanliness and tidiness at all times.
3. Ensure that running sheets are properly filled and updated on a daily basis in the vehicle log book; practices road safety measures vigilantly at all times; ensures vehicles are regularly serviced.
4. Actively contribute to the ministry and cooperate requirements including planning, report submissions, record keeping and administration activities when required.

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 958/2018: COOK, ST GILES HOSPITAL

Role:	Cook
Salary Band:	Band B
Salary:	\$5.37 - \$6.89 per hour
Duty Station:	St Giles Hospital
Unit/Division:	Food Services Unit
Reports to:	Executive Officer
Subordinates:	Nil

The Position

The incumbent is responsible for the preparation and presentation of meals for patients and staff.

Key Responsibilities

1. Cook meals according to menus, special dietary or nutritional restrictions instructed by the Dietician, and numbers of portions to be served.
2. Estimate expected food consumption with reference to the diet lists and meal request figures and keep food waste to a minimum and maintain routine meal schedules and serving times.
3. Complies consistently with healthy standard portion sizes, cooking methods, specifications, quality standards and food service rules, policies and procedures.
4. Maintains a clean and sanitary work station area including tables, shelves, grills, fryers, oven, blenders, flat top range and refrigeration equipment.
5. Follow and practice Hazard analysis and critical control points (HACCP).
6. Assist in food preparation and serving during off-peak periods as needed.
7. Actively contribute to the ministry and cooperate requirements including planning, budgeting, monitoring, record keeping and food services activities when required.



Selection Criteria

The Person

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

Knowledge and Experience

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

Skills & Abilities

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

MOHMS 959/2018: LABOURER, ST GILES HOSPITAL [2POSTS]

Role:	Labourer
Salary Band:	Band A
Salary:	\$4.60 - \$5.90 per hour
Duty Station:	St Giles Hospital
Unit/Division:	Hospital Services/Central
Reports to:	Executive Officer
Subordinates:	Nil

The Position

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

Key Responsibilities:

1. Ensure the removal and disposal of waste from the 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 the surrounding of the health facility;
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

Selection Criteria

The Person

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 Labourer 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 960/2018: WARD ASSISTANT, ST GILES HOSPITAL [2 POSTS]

Role:	Ward Assistant
Salary Band:	Band B
Salary:	\$5.37 - \$6.859 per hour
Duty Station:	St Giles Hospital
Unit/Division:	Nursing
Reports to:	Executive Officer
Subordinates:	Nil

The Position

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

Key Responsibilities

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 participates in corporate activities of the Ministry as and when required.

Selection Criteria

The Person

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. 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
-