



JOB DESCRIPTIONS FOR ADVERTISEMENT IN FIJI SUN SATURDAY, 1st DECEMBER, 2018

MOHMS 961/2018: CHIEF PHARMACIST, FPBS

Role:	Chief Pharmacist
Salary Band:	Band L
Salary:	\$67,830.20 - \$86,961.80
Duty Station:	Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Pharmaceutical & Biomedical
Reports to:	Permanent Secretary for Health & Medical Services
Subordinates:	Pharmacists

The Position

The purpose of the Chief Pharmacist role is to ensure and maintain the efficient and effective provision of the Pharmaceutical Services system in Fiji with the given mandate under the National Medicinal Products Policy and relevant Acts.

Key Responsibilities

The position will achieve its purpose through the following key duties.

1. Responsible for ensuring accessibility and availability of quality, safe, effective and affordable essential medicines to the people of Fiji
2. Advisory role to relevant stakeholders on the quality and safe use of medicinal products in Fiji
3. Maintain the effectiveness and efficiency of the pharmaceutical service in the public sector in relations to the supply of medicines and pharmacy practice
4. Advice the government on the pharmaceutical system as per guided by the National Medicinal Products Policy
5. Legislative role as Deputy Chairperson of the Fiji Pharmacy Profession Board and Registrar of the Fiji Medicinal Products Board as prescribed by the relevant legislations.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Availability and accessibility of safe, effective, quality and affordable essential medicines for the people of Fiji;
2. Quality use of medicines by Fijians

Selection Criteria

The Person

In addition to a Bachelor of Pharmacy or equivalent, a registered Pharmacist in Fiji, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of this position:

Knowledge and Experience

1. At least more than 9-10 years' experiences in a management role as a pharmacist inclusive at the policy or national level.
2. Knowledge and understanding of the applicable legislations, the National Medicinal Products Policy and relevant guidelines or procedures pertaining to accessibility and rational use of safe and quality medicinal products.
3. Good understanding of Risk Management system



4. Knowledge and experience in business strategic planning, resource management and quality improvement.

Skills and Abilities

1. Ability to work effectively within a team environment
2. Excellent verbal and written communication skills
3. Demonstrate ability to analyse and contribute to solutions to complex problems, in a developing country context
4. Ability to interpret complex information and to take appropriate action or provide expert advice as a result
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization and quality improvement focus
6. Think strategically, develop vision and convey this vision to others

MOHMS 962/2018: FIREMAN, LAUTOKA HOSPITAL [1 POST]

Role:	Fireman
Salary Band:	Band C
Salary:	\$6.28- \$8.05 per hour
Duty Station:	Lautoka Hospital
Unit/Division:	Hospital Services
Reports to:	Foreman/Supervisor Higher Grade Hospital Services
Subordinates:	Nil.

The Position

The purpose of the position is to ensure the effective day to day operations of the boiler and the availability of continuous steam supply to all the wards and departments at Lautoka Hospital.

Key Responsibilities

1. Participate in activities of personnel engaged in the operations and minor maintenance of Lautoka Hospital boiler and to include, operation of compressor, supply of hot water, receiving of fuel and etc.
2. Co – ordinate planning and scheduling of work to distribution of steam and hot water.
3. Monitor sequences and methods used in maintenance/repair work to ensure compliance with specifications, recommend/approved modifications and requirement improvements for efficient operation of Boiler services.
4. Establish and maintain liaison with administration and professional staff regarding maintenance programs and other matters.
5. Ensure preventive maintenance programs are in place.
6. Ensure the implementation and maintaining of O.H.S act at all times.
7. Check, record and report of water level and inform assistance Water Authority of Fiji if critical level is reached and when main supply is inconsistent.
8. To receive and record any breakdown calls and complaints after the normal working hours.
9. Actively contribute to the ministry's corporate functions and activities.

Selection Criteria

The Person

In addition to a Trade Certificate in Boiler Operations, Electrical Engineering or equivalent with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;



Knowledge and Experience

1. Knowledge of maintenance methods and procedures involved in the operations and maintenance of boiler
2. 5 years of experience in the maintenance and operational of boilers, steam vessels and pressure operating vessels
3. Knowledge of Occupational Health & Safety Requirements
4. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

Skills and Abilities

1. Ability to operate the High pressure vessels and monitor performance.
2. Able to work independently or as part of a team
3. Ability to work under pressure and under minimum supervision
4. Ability to follow verbal or written instructions
5. Hardworking and energetic; flexible; adapt easily to change of environment and work schedule.
6. Demonstrates a positive attitude in work assignment and interaction with others
7. Takes a problem-solving approach when faced with challenging or difficult situations.

MOHMS 963/2018: FITTER B, LAUTOKA HOSPITAL [1 POST]

Role:	Fitter
Salary Band:	Band D
Salary:	\$7.50 - \$9.61 per hour
Duty Station:	Lautoka Hospital
Unit/Division:	Hospital Services
Reports to:	Foreman/Supervisor Higher Grade Hospital Services
Subordinates:	Nil.

The Position

The position is responsible for the effective day to day operations, maintenance and repair of all mechanical and steam operated equipment's, fixtures and operating backup generators at Lautoka Hospital.

Key Responsibilities

To assist Hospital Services team in the repairing and maintenance of the following, boilers, washing machines, dryers and roller ironer ,steam line, suction pumps, lifts, compressors, incinerators, autoclaves ,outer station generators ,sterilizers ,wheel chairs and beds and general welding works where all work should meet OHS complies

1. Test run of stand by generator weekly and filing of fuels and Up keeping of all tools and machines of the ministry
2. Operation of boiler in the absence of fireman's
3. Weekly ward rounds and report writing after completion of works
4. Assisting tradesmen's and stand by during weekends when necessary.
5. Any other duties assigned by the immediate supervisor for up keeping of the Hospital

Selection Criteria

The Person

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



Knowledge and Experience

1. Apprenticeship training and 6 years similar work experience
2. Knowledge in maintenance and repairs of boilers, washing machines, dryers and roller ironer, steam line, suction pumps, sifts, compressors, incinerators, autoclaves, diesel generators, sterilizers, wheel chairs and beds and general welding works
3. Computer knowledge
4. Experience in mechanical plant operations
5. Good understanding of Occupational Health & Safety

Skills and Abilities

1. Ability to carry out welding, plumbing, repair mechanical plants/equipment's, basic electrical works and defects
2. Good communication both verbal and written
3. Ability to work under pressure, minimum supervision and as part of a team
4. Ability to complete jobs within time frame
5. Good analytical skills and customer service skills

MOHMS 964/2018: ELECTRICIAN, LAUTOKA HOSPITAL [2 POSTS]

Role:	Electrician
Salary Band:	Band D
Salary:	\$7.50 - \$9.61 per hour
Duty Station:	Lautoka Hospital
Unit/Division:	Hospital Services
Reports to:	Foreman/Supervisor Higher Grade
Subordinates:	Nil.

The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Electrical works and fixtures, equipment's, operating and backup generators at Lautoka Hospital.

Key Responsibilities

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

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

Selection Criteria

The Person

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



Knowledge and Experience

1. 5 years' experience in a similar role
2. Knowledge in maintenance, repairs and new installations of Electrical equipment's.
3. Understanding and experience of electrical wiring and repair of electrical steam operated equipment's, generators and pumps, laundry machines, wiring installation and electrical fixtures.
4. Knowledge of procurement of materials, preparing and maintaining reports

Skills and Abilities

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

MOHMS 965/2018: TELEPHONE ATTENDANT, LAUTOKA HOSPITAL [2 POSTS]

Role:	Telephone Attendant
Salary Band:	Band B
Salary:	\$5.37 - \$6.89 per hour
Duty Station:	Lautoka Hospital
Unit/Division:	Exchange
Reports to:	Senior Telephone Operator
Subordinates:	Nil

The Position

This position ensures 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

Selection Criteria

The Person

In addition to a secondary school qualification or equivalent, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience

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
5. Understanding of Fijian Constitution(2013) and applicable laws of Fiji;

Skills and Abilities

1. Ability to answer to numerous calls in a timely manner and to withstand work pressure
2. Demonstrate ability to communicate (verbal and written) effectively
3. Demonstrate ability to work effectively as a team
4. Ability to manage time effectively
5. Demonstrate ability to work extra hours.

MOHMS 966/2018: HOSPITAL ATTENDANT, LAUTOKA HOSPITAL [6 POSTS]

Role:	Hospital Attendant
Salary Band:	Band B
Salary:	\$5.37- \$6.89 per hour
Duty Station:	Lautoka Hospital
Unit/Division:	
Reports to:	Matron Administration
Subordinates:	Nil

The Position

The position ensures that procedure room, sterile instruments are clean and available at all times and that all blood samples along with folders are made available in a timely manner and provide support to nursing staff

Key Responsibilities

Consistent excellent patient care

1. Assist in the dressing, feeding, manicure and pedicure of patient
2. Reposition and transfer patients from wheelchair to bed and bed to wheelchair
3. Ensure beddings are clean and dry at all times
4. Taking blood samples to Laboratory e.g. urine, sputum, stool, bloods
5. Collect folders from Records clerk and returned.
6. Assisting patients to physiotherapy session, clinic and also when they are discharged
7. Assist in cleaning, sterilizing, storing and preparing treatment trays and other supplies used in the unit.
8. Actively contribute to the Ministries corporate requirements.

Key Performance Indicators

1. Effectively and timely of assistance to patients as an when the need arises
2. Effectively and timely transfer of patients and assisting when they discharged
3. Ensure patient beddings, linen are clean at all times and all nursing support services are provided effectively and in a timely manner
4. Participate in all corporate activities of the Ministry in a timely manner when required.

Selection Criteria

The Person

In addition to a secondary school qualification or equivalent, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;



Knowledge and Experience

1. Similar work experience
2. Knowledge of Infection Control and importance of maintaining cleanliness
3. Understanding of efficient customer service
4. Knowledge on record keeping and basic inventory management
5. Knowledge of Occupational Health & safety

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. Ability to manage time effectively

MOHMS 967/2018: WARD ASSISTANT, LAUTOKA HOSPITAL [6 POSTS]

Role:	Ward Assistant
Salary Band:	Band B
Salary:	\$5.37 - \$6.89 per hour
Duty Station:	Lautoka Hospital
Unit/Division:	
Reports to:	Matron Administration
Subordinates:	Nil

The Position

The position contributes to the assistance of basic Nursing Care to the patient and his/her environment. To assist the Registered nurse in the provision of basic Nursing Care.

Key Responsibilities

1. Damp dusting and carbolising of beds, cabinets and ledges
2. Cleaning of Dressing/Procedure room (Blood clots and human waste) and rinsing of dirty linen and disposing linen to the linen chute and cleaning of sluice room.
3. Taking non – sterile instruments to CSSD for autoclaving and assist in cleaning, sterilizing, storing and preparing treatment trays and other supplies used in the unit.
4. Move incubator to Operating Theatre and assist patients to treatment units
5. Taking blood samples to Laboratory e.g. urine, sputum, stool, bloods, pharmacy orders and surgical, households and stationery orders to the stores
6. Serving meals and assist in feeding patients
7. Assist registered nurses with patient care with bath and wash room i.e. in sponging of patients.
8. Assists registered nurses in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by Doctors and Nurses.
9. Collect folders from Records clerk and returned.
10. Serves beds pans and urinals and disposes of as directed and cleaning of equipment/machines after use by patients.
11. Actively contributes to the ministry's corporate functions and activities.

Key Performance Indicator

1. All Ward Assistant services are delivered within agreed timeframes, and compliant with relevant processes and guidelines.
2. Effective and timely client support.
3. Effective and timely Environmental and Equipment Cleaning.
4. Participate in all corporate activities of the Ministry in a timely manner when required.



Selection Criteria

The Person

In addition to a secondary school qualification or equivalent, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience

1. Good knowledge of medical terminology
2. Work experience in a similar environment providing patient care to the sick or aged.
3. Experience in handling confidential documents and numeric filing systems
4. Knowledge in customer service such as phonetic
5. Basic knowledge of Occupational Health and Safety at workplaces
6. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Ability to effectively use computer applications such as spread sheets, word processing and data base software
2. Ability to handle patients with care and maintain patient confidentiality at all times.
3. Ability to communicate effectively.
4. A good team player and able to work with minimum supervision
5. Ability to manage time effectively
6. Demonstrate ability to work extra hours.

MOHMS 968/2018: CENTRAL STERILE SUPPLY DEPARTMENT, LAUTOKA

HOSPITAL [4 POSTS]

Role:	Central Sterile Supply Department Attendant
Salary Band:	Band B
Salary:	\$5.37- \$6.89 per hour
Duty Station:	Lautoka Hospital
Unit/Division:	Central Sterile Supply Department
Reports to:	Supervisor/CSSD
Subordinates:	Nil

This Position

The Central Sterile Supply Department attendant is a professional who sterilizes, prepares, and distributes instruments and sterile consumables for the Divisional hospital and 3 Health Centers within the Lautoka Subdivision.

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:

1. Collect and rewash used instruments from the wards
2. Operates the autoclave machine
3. Preparation of surgical goods and instrument for sterilization
4. Maintains appropriate rotation of sterile supplies
5. Deliver sterile items to the wards
6. Maintain a high standard of cleanliness in the department
7. Monitor efficiency of sterilizes and log

Key Performance Indicators

1. Regular decontamination, packaging, sterilising, distribution of instruments and supplies
2. Appropriately identify each sterilizer load and maintain record of each
3. Quality sterilised instruments and supplies provided to the wards
4. Participate in all corporate activities of the Ministry in a timely manner when required.



Selection Criteria

The Person

In addition to a secondary school qualification or equivalent, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience

1. Good knowledge of cleaning, disinfection, sterilisation techniques and infection control standards
2. Background experience within the medical services
3. General knowledge in operating an Autoclave would be an advantage.

Skills and Abilities

1. Excellent time management skills
2. Ability to follow verbal or written instructions and work as a team
3. Ability to work effectively and pleasantly
4. Hardworking and energetic; flexible; adapt easily to change of environment and work schedule
5. Must be able to lift, stand and stoop without physical restriction
6. Conscientious in detail and grooming

MOHMS 969/2018: LABOURER, LAUTOKA HOSPITAL [4 POSTS]

Role:	Labourer
Salary Band:	Band A
Salary:	\$4.60 - \$5.90 per hour
Duty Station:	Lautoka Hospital
Unit/Division:	Hospital Services
Reports to:	Housekeeper
Subordinates:	Nil.

The Position

The position provides support to the management by providing labourer assistance for maintenance for general services in health facilities in the division.

Key Responsibilities

1. Activities in the maintaining of cleanliness and upgrading of Lautoka Hospital compound and the nurses' quarter which consists of grass cutting, raking, clearing of debris, drains, tree pruning, planting of flowers, collection and dispose of clinical and household waste.
2. Assist in planning and delegation of work/tasks to ensuring proper distribution manpower within relevant timeframe.
3. Establishing sequences and methods to be used for maintaining of work to facilitate completion of assigned tasks.
4. Clean and maintaining a good working environment in the department.
5. Ensure the implementation and maintaining of O.H.S act at all times.
6. Perform other related tasks required by the Supervisor from time to time.
7. Perform other related duties incidental to the work described herein and as per Management advice.

Selection Criteria

The Person

In addition to a secondary school qualification or equivalent, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;



Knowledge and Experience

1. Experience working in similar field
2. Knowledge of Occupational Health & Safety Requirements
3. Knowledge of workplace safety and safe lifting and handling procedures;

Skills and Abilities

1. Demonstrated ability to communicate effectively;
2. Demonstrated ability to work as a team and assist staff when required
3. Ability to follow instructions and meet set timeline;
4. Identifies and utilizes resources effectively and responsibly.
5. Ability to operate required equipment in a safe and responsible manner;
6. Service oriented approach, with a commitment to work in any working environment.

MOHMS 970/2018: RECORDER, LAUTOKA HOSPITAL [2 POSTS]

Role:	Recorder
Salary Band:	Band B
Salary:	\$5.37- \$6.89 per hour
Duty Station:	Lautoka Hospital
Unit/Division:	Medical Records
Reports to:	Head of Department
Subordinates:	HOD - Records, Clinicians, Sisters, Nurses and other stakeholders on matters pertaining to records service delivery
	Nil

The Position

The position contributes positively towards efficient delivery of medical records services ensuring compliance to the standard operating procedures of the unit, quality customer care service, maintain data proficiency and work towards achieving goals and objectives of the unit and organisation.

Key Responsibilities

The position will achieve its purpose through the following:

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

Key Performance Indicator

1. Effective, timely and quality delivery of medical records services to all clients
2. Efficient use of Patient Information System for data quality, timeliness and reliability for quality reporting and submission of timely section reports to immediate supervisor
3. Quality and customer focussed service delivery
4. Participate in all corporate activities of the Ministry in a timely manner when required.



Selection Criteria

The Person

In addition to a secondary school qualification or equivalent, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience

1. Similar work experience
2. Sound knowledge of filing and information management.
Experience in Microsoft office programs
3. Understand the standard operating procedures in the areas of records service delivery

Skills and Abilities

1. Demonstrate high level of accuracy, attention to detail and to follow instructions
2. Demonstrated ability to communicate effectively with people from diverse backgrounds in order to ascertain information and reporting needs
3. Ability to analyse situation and act accordingly to provide best practical outcome
4. Demonstrated ability to work within a team
5. Demonstrate ability to maintain confidentiality and neutrality, in a sensitive environment

MOHMS 971/2018: DRIVER, LAUTOKA HOSPITAL [3 POSTS]

Role:	Driver
Salary Band:	Band B
Salary:	\$5.37- \$6.89 per hour
Duty Station:	Lautoka Hospital.
Unit/Division:	Transport Pool
Reports to:	Executive Officer
Subordinates:	Nil.

The Position

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

Key Responsibilities

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

Key Performance Indicator

Performance will be measured through the following indicators:

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



Selection Criteria

The Person

In addition to a secondary school qualification or equivalent and a Group 2, 4 and 6 Driving License, a valid Certificate of Defensive Driving Course. The following knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 972/2018: LAUNDRY HAND, LAUTOKA HOSPITAL [5 POSTS - Job

Description will be uploaded on Monday 3rd December]