



JOB DESCRIPTIONS FOR ADVERTISEMENT IN FIJI SUN SATURDAY, 8TH DECEMBER, 2018

MOHMS 973/2018: SUPERVISOR, GENERAL/ULTRASOUND/SPECIAL, CWM HOSPITAL

Role:	Supervisor
Salary Band:	Band I
Salary:	\$43,296 - \$70, 495.80
Duty Station:	General/Ultrasound/Specials
Unit/Division:	Radiology/ CWM Hospital
Reports to:	Superintendent Radiographer
Subordinates:	Medical Imaging Technologist

The Position

The position supports and assists the Superintendent Medical Imaging Technologists to facilitate the implementation of departments activities by monitoring and supervising the effectiveness and efficiency of staff in their role for the smooth flow of work processes in each speciality areas i.e. in General, Ultrasound and Specials.

The position is also rostered for standby to assist in and resolve work and department issues that may arise after hours.

Key Responsibilities

1. Prepares duty rosters and ensures that staffs are available in each station for daily shift work and on call duties and overtime claims are submitted in a timely manner.
2. Assists and guides subordinates to ensure that safety practices are carried out in line with standard protocols and guidelines and also
3. Ensures that the work areas are safe at all times and reports any structural issues for rectifications.
4. Ensures that consumables stocks are available and ordered in a timely manner and monitors its use to reduce wastage.
5. Assists the Superintendent MIT in peer reviews and evaluate unit activities through unit reports and that corrective measures are taken for efficient and effective services.
6. Monitors and ensures that quality audits are carried out in a timely manner and equipment is functioning at all times.
7. Monitors and actively participates in continuation professional development activities.
8. Attends meetings, workshops relevant to job role and position and stands in the absence of the Superintendent MIT.

Key Performance Indicators

1. Each unit monthly reports are collected and submitted to Superintendent MIT.
2. Department and unit audits are done as scheduled and issues are resolved in a timely manner.
3. Consumables physical stock count is done and updates provided weekly.
4. Number Continuous Professional Development activities carried out and attended and points gained for renewal of practicing licence



Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science or equivalent, Registered and Licenced with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist, the following knowledge, experience, skills and abilities are required for the successful performance of the role.

Knowledge and Experience

1. Working experience as a Medical Imaging Technologist for 10years or more in Radiology Services to be able to carry out organizational activities required of this position.
2. Good knowledge and experience in Medical Imaging practices, protocols and quality assurance audits.
3. Good experience in supervision and monitoring and evaluating activities with good knowledge of Microsoft office to be able to compile and analyse reports.
4. Good Knowledge of OHS, Radiation Health Decree and the Fiji Society of Medical Imaging Technologist's Decree

Skills and Abilities

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
2. Demonstrated ability to analyse and resolve complex problems
3. Demonstrated supervisory and training skills to be able to effectively train subordinates.
4. Demonstrated ability to promote best use of resources and time to achieve work outcomes and support the organization strategies.

MOHMS 974/2018: SUPERVISOR MEDICAL IMAGING TECHNOLOGIST,

LAUTOKA HOSPITAL

Role:	Supervisor Medical Imaging Technologist
Salary Band:	Band I
Salary:	\$43,296 - \$70, 495.80
Duty Station:	Lautoka Hospital
Unit/Division:	Radiology Department/ Lautoka
Reports to:	Senior Medical Imaging Technologist
Subordinates:	Medical Imaging Technologists

The Position

The position supports and assists Senior Medical Imaging Technologists to facilitate the implementation of departments activities by monitoring and supervising the effectiveness and efficiency of staff in their role for the smooth flow of work processes in each speciality areas i.e. in General, Ultrasound, Specials and CT Scans. The position is also rostered for standby to assist in and resolve work and department issues that may arise after hours.

Key Responsibilities

1. Performs examinations in General Radiography, Fluoroscopy, Ultrasound, CT scan and ensures that practices are line with department protocols and guideline.
2. Prepares duty rosters and ensures that staffs are available in each station for daily shift work and on call duties and overtime claims are submitted in a timely manner.



3. Assists and guides subordinates to ensure that safety practices are carried out in line with standard protocols and guidelines.
4. Ensures that the work areas are safe at all times and reports any structural issues for rectifications.
5. Ensures that consumables stocks are available in a timely manner and monitors its use to reduce wastage.
6. Assists the Superintendent and Senior MIT in staff performance assessments and evaluate unit activities through unit reports and that corrective measures are taken for efficient and effective services.
7. Monitors and ensures that quality inspections are carried out in a timely manner and equipment is functioning at all times.
8. Monitors and actively participates in continuation professional development activities, attends meetings, workshops relevant to job role and position and stands in the absence of the Senior MIT.

Key Performance Indicators

1. Number of successful examinations are performed, recorded, proper images are produced in line with department protocols and timely collection and submission of the unit's reports and statistics
2. Quality inspections are carried out, recorded and reported in a timely manner.
3. Radiology consumables are available at all times and Radiology inventory and equipment status updates are provided in a timely manner.
4. Number of CPD activities attended and points gained for renewal of practicing licence

Selection Criteria

The Person

In addition to a Diploma or Bachelor in Medical Imaging Science or equivalent, Registered and licence with the Fiji radiation health Board and Fiji Society of Medical Imaging Technologist, the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience

- 1 Working experience as a Medical Imaging Technologist for 10years or more in Radiology Services to be able to carry out organizational activities required of this position.
- 2 Excellent knowledge and experience of Radiology imaging equipment and patient information systems.
- 3 Good experience in supervision and training.
- 4 Knowledge and experience of radiology quality management systems and control.

Skills and Abilities

- 1 Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
- 2 Appropriate numeracy and analytical skills suitable for the role and level to be able to collect, compile and analyse necessary reports.
- 3 Demonstrated ability to analyse and solve complex problems.
- 4 Demonstrated supervisory and training abilities to effectively monitor and train subordinates.
- 5 Demonstrated ability to carry out quality control and quality assurance activities.



6 Demonstrated ability to promote best use of resources and time to achieve work outcomes.

MOHMS 975/2018: SUPERVISOR CT/ANGI/MRI, CWM HOSPITAL

Role:	Supervisor Medical Imaging Technologist
Salary Band:	Band I
Salary:	\$43,296 - \$70, 495.80
Duty Station:	CT Scan, Angiography & MRI
Unit/Division:	Radiology Department/ CWM Hospital
Reports to:	Superintendent Radiographer
Subordinates:	Medical Imaging Technologists

The Position

The position supports and assists the Superintendent Medical Imaging Technologists to facilitate the implementation of department's activities by monitoring and supervising the effectiveness and efficiency of staff in their role for the smooth flow of work processes in each speciality areas i.e. in CT scan, Angiography and MRI.

The position is also rostered for standby to assist in and resolve work and department issues that may arise after hours.

Key Responsibilities

- 1 Prepares duty rosters and ensures that staffs are available in each station for daily shift work and on call duties and overtime claims are submitted in a timely manner.
- 2 Assists and guides subordinates to ensure that safety practices are carried out in line with standard protocols and guidelines and also
- 3 Ensures that the work areas are safe at all times and reports any structural issues for rectifications.
- 4 Ensures that consumables stocks are available and ordered in a timely manner and monitors its use to reduce wastage.
- 5 Assists the Superintendent MIT in performance reviews and evaluate unit activities through unit reports and that corrective measures are taken for efficient and effective services.
- 6 Monitors and ensures that quality audits are carried out in a timely manner and equipment is functioning at all times.
- 7 Monitors and actively participates in continuation professional development activities.
- 8 Attends meetings, workshops relevant to job role and position and stands in the absence of the Superintendent MIT.

Key Performance Indicators

- 1 Each unit monthly reports are collected and submitted to Superintendent MIT.
- 2 Department audits are done as scheduled and issues are resolved in a timely manner.
- 3 Consumables physical stock count is done and updates provided weekly.
- 4 Number Continuous Professional Development activities carried out and attended and points gained for renewal of practicing licence

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science or equivalent, registered and Licenced with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologist, the following



knowledge, experience, skills and abilities are necessary for the successful performance of the role.

Knowledge and Experience

- 1 Working experience as a Medical Imaging Technologist for 10years or more in Radiology Services to be able to carry out organizational activities required of this position.
- 2 Good knowledge and experience in Medical Imaging practices, protocols and quality assurance audits.
- 3 Good experience in supervision and monitoring and evaluating activities with good knowledge of Microsoft office to be able to compile and analyse reports.
- 4 Good Knowledge of OHS, Radiation Health Decree and the Fiji Society of Medical Imaging Technologist's Decree

Skills and Abilities

- 1 Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
- 2 Demonstrated ability to analyse and resolve complex problems
- 3 Demonstrated supervisory and training skills to be able to effectively train subordinates.
- 4 Demonstrated ability to promote best use of resources and time to achieve work outcomes and support the organization strategies.

MOHMS 976/2018: SENIOR MEDICAL IMAGING TECHNOLOGIST, LABASA

HOSPITAL

Role:	Senior Medical Imaging Technologist
Salary Band:	Band I
Salary:	\$43, 296.63 - \$70,495.80
Duty Station:	Labasa Hospital
Unit/Division:	Radiology Department/Labasa Hospital
Reports to:	Consultant Radiology, Labasa Hospital
Subordinates:	MIT's, X-Ray Attendants, Radiology Typist

The Position

The position is responsible for the overall department operational planning and management for efficient and effective imaging services through proper Human Resource management, Supply Chain management and Monitoring and Evaluation of its activities. This position works closely with the Consultant Radiologist, National Coordinator, Radiology Services, Radiology CSN, the Northern DMO and FPBS and facilitates collaboration between all stakeholders for the provision of quality radiology services in the Northern Division.

Key Responsibilities

- 1 Ensure that proper human resource are available at all times and adhering to HR guidelines and MIT's are compliant with the Radiation Decree and Medical Imaging Technologist Decree of 2009 and are registered and licensed with relevant boards.
 - 2 Ensure that proper machines and equipment are purchased, installed and functioning at all times through proper quality assurance audits.
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3 Ensure proper and correct reporting systems are in place and that proper reports are submitted in a timely manner and consumables are available at all times through proper monitoring.

4 Complies with and ensures that proper department operational guidelines in all sections are in place to maintain overall patient and staff safety at all times.

5 Member of committees, attends meetings and workshop relevant to job role and position and also ensures that departmental meetings are held to communicate and collaborate on important operational issues.

6 Ensure that the department infrastructure and facilities are properly maintained to ensure the department is OHS compliance.

7 Initiate self-development and actively participate in CPD activities and also ensures that all staff are regularly trained and participate in CPD activities for up skilling.

Key Performance Indicators

1 Department Monthly and quarterly and annual business reports are submitted to Labasa Hospital management in a timely manner.

2 All MIT's are registered and licenced.

3 Department facility, equipment and processes audits are done as planned.

4 CPD activities attended and points gained for renewal of annual licence.

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science or equivalent. Postgraduate qualification in management or similar will be an advantage, Registration and licencing with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this position:

Knowledge and Experience

1. More than 10 years of working experience and knowledge of Radiology services to be able to take up administrative activities of the position

2. Understanding and experience in Human Resource management.

3. Knowledge and Understanding of the Fiji Radiation Health Decree 41 and Medical Imaging Technologist Decree 40, 2009.

4. Knowledge of Radiology consumable and equipment and experience on procurement processes and quality audit practices.



5. Have good knowledge of Radiology Protocols and Guidelines and monitoring and evaluation of practices.

6. Good knowledge and experience in Occupational Health and Safety.

Skills and Abilities

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Demonstrated audits skills and ability to compile reports.
4. Demonstrated ability in supporting the operational / corporate environment of the organisation.

MOHMS 977/2018: SUPERVISOR MEDICAL IMAGING TECHNOLOGIST,

LABASA HOSPITAL

Role:	Supervisor Medical Imaging Technologist
Salary Band:	Band I
Salary:	\$43,296.63 - \$55, 508.50
Duty Station:	Labasa Hospital
Unit/Division:	Radiology/Labasa Hospital
Reports to:	Senior MIT Labasa Hospital
Subordinates:	Medical Imaging Technologist Band F&H, Labasa Hospital

The Position

The position supports and assists the Senior Medical Imaging Technologists to facilitate the implementation of departments activities by monitoring and supervising the effectiveness and efficiency of staff in their role for the smooth flow of work processes in each speciality areas i.e. in General, Ultrasound , Specials and CT Scans

The position is also rostered for standby to assist in and resolve work and department issues that may arise after hours.

Key Responsibilities

1. Performs examinations in General Radiography, Fluoroscopy, Ultrasound, CT scan and ensures that practices are line with department protocols and guideline.
2. Prepares duty rosters and ensures that staffs are available in each station for daily shift work and on call duties and overtime claims are submitted in a timely manner.
3. Assists and guides subordinates to ensure that safety practices are carried out in line with standard protocols and guidelines and also
4. Ensures that the work areas are safe at all times and reports any structural issues for rectifications.
5. Ensures that consumables stocks are available in a timely manner and monitors its use to reduce wastage.
6. Assists the Senior MIT in peer reviews and evaluate unit activities through unit reports and that corrective measures are taken for efficient and effective services.



7. Monitors and ensures that quality audits are carried out in a timely manner and equipment is functioning at all times.
8. Monitors and actively participates in continuation professional development activities, attends meetings, workshops relevant to job role and position and stands in the absence of the Senior MIT.

Key Performance Indicators

1. Number of successful examinations are performed, recorded, proper images are produced in line with department protocols and timely collection and submission of the unit's reports and statistics
2. Quality audits are carried out, recorded and reported in a timely manner.
3. Radiology consumables are available at all times and provide radiology inventory and equipment status updates in a timely manner.
4. Number of CPD activities attended and points gained for renewal of practicing licence

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science or equivalent. Registration and licence with the Fiji radiation health Board and Fiji Society of Medical Imaging Technologist and the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience

1. Working experience as a Medical Imaging Technologist for 10years or more in Radiology Services to be able to carry out organizational activities required of this position.
2. Excellent knowledge and experience of Radiology imaging equipment and patient information systems.
3. Good experience in supervision and training.
4. Knowledge and experience of radiology quality management systems and control.

Skills and Abilities

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment.
2. Appropriate numeracy and analytical skills suitable for the role and level to be able to collect, compile and analyse necessary reports.
3. Demonstrated ability to analyse and solve complex problems.
4. Demonstrated supervisory and training abilities to effectively monitor and train subordinates.
5. Demonstrated abilities to carry out quality control and quality assurance activities.
6. Demonstrated ability to promote best use of resources and time to achieve work outcomes.

MOHMS 978/2018: PRINCIPAL ACCOUNTS OFFICER, HEAD OFFICE

Role:	Principal Accounts Officer
Salary Band:	Band I
Salary:	\$43,296.63 - \$55,508.50
Duty Station:	Head Quarters
Unit/Division:	Accounts Unit/Corporate
Reports to:	Director Finance & Asset Management
Subordinates:	SAO,AO,AAO



The Position

The position provides sound financial advice to the Permanent Secretary through the Director Finance and Asset Management on utilization of government funds, preparation of Financial Reports, Virements, Cash Flow Adjustments, Budget Submissions and also resolve internal and external audit queries

Key Responsibilities

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

1. Manage the daily functions of the Accounts Section including monitoring expenditure, revenue management, record management, Trading and Manufacturing Operations, compilation of monthly reconciliations and prescribed reports
2. Coordinate and compile Annual Budget for Ministry
3. Coordinate the compilation of management responses for audit and Public Accounts Committee queries and implement recommendations to ensure prudent internal control system are maintained,
4. Actively contribute to the Ministry's Annual Operation plan formulation and implementation
5. Supervision and capacity building of Accounting Staff

Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and Efficient management and monitoring of resources and budgetary allocations
2. Timely submission of accurate reconciliations and reports within set timeframes as specified in the Annual Operational Plans
3. Timely purchases and accurate payments processed in compliance within set procedures and legislations
4. Reduction in number of audit issues

Selection Criteria

The Person

In addition to a Post Graduate Degree (or equivalent) in Finance, Accounting, Commerce or similar from a recognized institution with Fiji Institute of Accountant (FIA) membership being an advantage. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake responsibilities of the role:

Knowledge and Experience

1. Must have five (5) years of work experience at Senior Management Level in the Public or Private Sector;
2. Extensive experience in budget and strategic policy formulations, and other functions relevant to Accounting services.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
4. Must have good knowledge and understanding of machinery of government



5. Knowledge of accounting principles and practices, data analysis and reporting of financial data
6. Experience in staff management and development.

Skills and Abilities:

1. Ability to work on multiple tasks simultaneously to ensure timely completion of activities
2. Ability to interpret, plan, produce reports and time management skills
3. Ability to communicate and interact with officials at all levels of government and external stakeholders
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
5. Strong interpersonal and communication skills and the ability to work effectively with all staff
6. Good judgment, initiative, high sense of responsibility, tact and discretion, with sensitivity to different cultures
7. Ability to prioritize in order to meet strict deadlines.

MOHMS 979/2018: SENIOR ACCOUNTS OFFICER,

Role:	Senior Accounts Officer
Salary Band:	Band H
Salary:	\$34,760.31 - \$44,564.50
Duty Station:	CWM Hospital
Unit/Division:	Accounts Unit/Corporate
Reports to:	Hospital Administrator, CWM Hospital
Subordinates:	Assistant Accounts Officer

The Position

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

Key Responsibilities

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



17. Coordinating with Clinical and Support HOD on budgeting, funding and training
18. Any duties assigned by the supervisor General Manager or Medical Superintendent

Key Performance Indicator

Performance will be measured through the following indicators:

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

Selection Criteria

The Person

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

Knowledge & Experience

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

Skills & Abilities

1. Ability to communicate effectively both written and verbal
2. Demonstrate ability to compile, write and present reports
3. Effective computer skills

NEWLY ADVERTISED POSITIONS

MOHMS 980/2018: PRINCIPAL ADMINISTRATIVE OFFICER, ASSET

MANAGEMENT UNIT [HQ]

Role:	Principal Administrative Officer
Level/Band:	Band G
Salary range:	\$28,605,45 - \$38,140.60
Location:	Asset Management Unit
Unit/Division:	Human Resources/Corporate
Reports to:	Director Finance & Asset Management
Subordinates:	SAS-AMU, SAS-Fleet, AO-AMU, EO-Transport, CO-BOS, CO-Transport, CO-AMU, Mechanics, Drivers

The Position

Management and oversee major/minor maintenance works of health facilities, quarters, fleet, procurement of non-medical machinery & equipment and Board of Survey for the Ministry. Additionally manage tenders, contracts and monitor all Asset Management and property related services in the Ministry

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. Management and reporting of Capital Projects and other maintenance works as per Ministries work plan.
2. Management and reporting of Quarters Occupation and issues
3. Management and Reporting on Fleet for the Ministry
4. Management and reporting on Board of Survey for the Ministry
5. Attending to Project Meeting (Capital Construction/Maintenance) on behalf of Ministry
6. Policy advice on Procurement, Quarters, Board of Survey and Vehicle matters to Management/Divisions
7. Compilation of Tender documents, evaluation and preparation of tender reports
8. Preparation and management of Asset management Services contracts (outsourcing, security, cleaning, mortuary, medivac, pest control and sanitary services)

Key Performance Indicators

Performance will be measured through the following indicators:

1. Execution of Capital Projects which includes Construction and Maintenance projects
2. Submission of Quarterly Progress Report to Ministry of Economy
3. Submission of Monthly Capital Works update
4. Submission of Quarterly Quarters Returns
5. Submission of Quarterly Vehicle Returns
6. BOS approvals facilitated
7. Timely renewal of Asset management Services contracts

Selection Criteria

The Person

In addition to Bachelor's Degree in Management relevant to Human Resource Management (or equivalent), the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 4-5 years' experience managing and executing tasks relevant to the job;
2. Sound knowledge of Project Management Processes, Quarters Matters, Transport Policy and BOS procedures;
3. Understanding of the applicable legislation or policies/procedures (or experience which demonstrates the ability to rapidly acquire);
4. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

1. Leadership Skills
 2. Good Verbal and Written Communication Skills
 3. Negotiation Skills
 4. Computer literate (Microsoft Office: Word, Excel, PowerPoint)
 5. Report writing skills
 6. Ability to work under pressure
 7. Strategic thinker
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MOHMS 981/2018: SENIOR ADMINISTRATIVE SECRETARY, FLEET [HQ]

Role:	Senior Administrative Officer, Fleet
Level/Band:	Band G
Salary range:	\$28,605,45 - \$38,140.60
Location:	Asset Management Unit
Unit/Division:	Human Resources/Corporate
Reports to:	Principal Administrative Secretary, Asset Management Unit
Subordinates:	Executive Officer, Transport

The Position

The position contributes to assist the unit manager in planning, evaluating and implementing maintenance, replacement and management of fleet assigned to the Ministry.

Key Responsibilities:

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

1. Assist in planning, directing and coordinating the operation of fleet services which include developing and reviewing operating procedures, maintenance and repair programs for the Ministry owned/leased vehicles and vessels.
2. work as part of an enthusiastic team, coordinate efficient and timely administrative support of fleet management throughout the Ministry-Fiji wide
3. updating and maintaining accurate records for vehicle database, fuel accounts, contracts, vehicle insurance and license documentation, maintenance of vehicle and fleet renewals, accidents, fleet usage and other useful information for the unit
4. Plans and administer a preventive maintenance and vehicle replacement program for the Ministry's owned and leased vehicles.
5. Prepares periodic management and operational reports including cost analysis
6. Ensure fleet availability to meet all request by scheduling, forecasting and surveying current user trends.
7. plan and coordinate training programs for all drivers
8. Compile Weekly/Monthly updates on transport issues from various divisions and stations.
9. Ensure all requests for assistance regarding fleet services are handled in a timely manner
10. Assist in other Asset management related task in the unit

Selection Criteria

The Person

In addition to a Bachelor in Public Administration, Human Resources and Industrial Relations (or equivalent) relevant work experience, or a combination of study and work experience, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Sound knowledge and experience in handling large number of Fleet.
2. Knowledge and experience working automotive industry or automotive/mechanical would be an advantage but not necessary.
3. At least 2-3 years' experience in a specific field relevant to the job.



4. Good understanding of various government policies & regulations e.g. Finance manual, procurement policies related to the duties.

Skills and Abilities

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

MOHMS 982/2018: SENIOR ADMINISTRATIVE SECRETARY, HEALTH RESEARCH OFFICER [HQ]

Role:	Health Research Officer
Salary Band:	Band G
Salary:	\$28,605.45 - \$38,140.60
Duty Station:	HQ, Suva
Unit/Division:	Research/ Health Information Research Analysis
Reports to:	Director Health Information Research Analysis
Subordinates:	Nil

The Position

This position ensures all research related training for staff development and capacity building is provided to all staff of the Ministry in a timely manner.

Key Duties

1. Provide Human Resource support functions with regard to Fiji National Health Research & Ethics Review Committee and the National Health Research Committee, including policy advice to all staff of the Ministry in a timely manner.
2. Compile and submit reports with regards to National Health Research & Ethics in a timely manner.
3. Actively contribute to all corporate functions of the Ministry.

Key Performance indicators

1. All HR support functions with regards to the Health Research & Ethics committees is provided in a timely manners and in accordance with relevant legislations and guidelines.
2. All reports are submitted in a timely manner and in compliance with reporting standards.
3. Actively participate in corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to Bachelor's Degree in Public Health relevant to Human Resource Management (or equivalent), the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Proven understanding and experience of at least 3 years in research activities with an excellent command of English and good report writing skills



2. Experience in the use of Information Technology software such as Microsoft Applications
3. Experience in and understanding of staff development; adult learning principles; and approaches to effective staff training on research fundamentals
4. Contributing to developing, delivering and evaluating training and staff development programs and reporting to management on application of learning outcomes
5. Understanding of the Constitution of Fiji

Skills and Abilities

1. Effective training development, delivery and evaluation skills.
2. Ability to maintain confidentiality
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 983/2018: ACCOUNTS OFFICER, LEDGERS [HQ]

Role:	Accounts Officer
Salary Band:	Band F
Salary:	\$22,258.74 - \$28,883.00
Duty Station:	Head Quarters
Unit/Division:	Accounts Unit/Corporate
Reports to:	Senior Accounts Officer
Subordinates:	Assistant Accounts officer, Clerical Officers

The Position

The position incumbent is responsible for the efficient management and operations of the Accounts Departments of Ministry of Health & Medical Services (HQ). Ensure commitment and compliance to good financial practises to enable the efficient and effective Operations of the financial Services for the staffs of Ministry of Health and Medical Services with quality service delivery.

Key Responsibilities

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

1. Ensure timely processing of all payments in accordance to the financial practises.
2. Ensure timely preparation and submission of RIE's.
3. Ensure released funds are correctly upload expensed and reported.
4. Oversee the efficient and effective management of the operations of financial services in the section ensuring staffs meeting the deadlines.
4. Provide timely and expert advice on all financial matters to the Senior Management.
5. Ensure all financial reports and reconciliations are timely submitted to senior managers for decision making.
6. Ensure adherence and guidance to policies, finance instructions.
7. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.



Key Performance Indicators

1. The AO is required effectively to provide financial services to the internal and external clients.
2. To provide timely advise to management on financial activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.
3. Timely & effective management of the unit’s performance to enable business continuity, and delivery of services.

Selection Criteria

The Person

In addition to an appropriate qualification, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 984/2018: CLERICAL OFFICER, QUARTERS [HQ]

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

The Position

The position contributes to effective and efficient daily operations of the AMU in terms of quarters, property issues and general Asset management related duties.

Key Responsibilities

1. Document, register, archives and monitors the quarter’s occupancy of Ministry staff nationwide through various Divisions and Stations.
2. Provide Monthly report of Quarters Occupancy.
3. Facilitate rental refunds for access rental deductions from salary.
4. Advise of quarters policy issues



5. Assist in the management and resolving issues for all Government rented property occupied by Ministry
6. Prepare monthly reports on Quarters and Property matters for maintenance and improvements
7. Assist in other Asset management related task in the unit.

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 a similar role.
2. Understanding policies, procedures in regards to quarters, office accommodation and other government regulations

Skills and Abilities

1. Computer literate (Microsoft Word/Excel)
2. Effective time management skills
3. Good written and verbal communication skills
4. Demonstrated ability to effectively work within a team;
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach.

MOHMS 985/2018: CLERICAL OFFICER, CASHIER 1 & 2 [HQ]

MOHMS 986/2018: CLERICAL OFFICER, REVENUE [HQ]

MOHMS 987/2018: CLERICAL OFFICER, SALARIES [HQ] – 5 POSTS

Role:	Clerical Officer
Salary Band:	Band C
Salary:	\$12,081.69 - \$15,489.35
Duty Station:	Cashier 1 & 2/Revenue/Salaries - HQ
Unit/Division:	Accounts Unit/Corporate
Reports to:	Assistant Accounts Officer
Subordinates:	None

The Position

The role of the position is to provide effective administrative and financial support services in accordance with the Civil Service policies and Regulations in the achievement of the Division's business plans. The position also requires to assist and perform any task given by their supervisor and ensure that all legislative and regulatory requirements are upheld and compliance of financial procedures are maintained at all times

Key Responsibilities

The key duties of the position are:-

1. Ensure that all revenue and expenditures are accurately recorded and accounted



2. Ensure all payment and procurements are carried out and processed in compliance to the regulations
3. Ensure all revenue management activities are carried out in a timely manner
4. Submission of weekly, monthly and quarterly financial return are prepared and submitted in a timely manner
5. Provide regular updates for reporting purposes.
6. Perform task that are assigned by the supervisors on a timely manner.
7. Any other duties assigned by the supervisors

Key Performance Indicators

Effectively participate in all financial activities of the Ministry in timely manner when required

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. Sound and proficient knowledge of Accounting Systems.
2. Good understanding and knowledge of Accounting Concepts and principles.
3. Knowledge and experience of computer programs to support daily operations

Skills and Abilities

1. Similar work experience
2. Ability to comprehend and deal appropriately with confidential information
3. Excellent interpersonal skills and good command of communication
4. Analytical, problem solving skills and ability to work in a team environment
5. Attention to details with a high level of accuracy and to meet deadlines
6. Customer focused and ability to deal appropriately with confidential information

MOHMS 988/2018: SENIOR DENTAL OFFICER, WESTERN HEALTH

SERVICES

Role:	Senior Dental Officer
Salary Band:	Band I
Salary:	\$43,296.63 - \$55,508.50
Duty Station:	Ba Health Centre
Unit/Division:	Oral Health / Western Health Services
Reports to:	Principal Dental Officer/Subdivisional Medical Officer
Subordinates:	Dental Officer, Dental Therapist, Dental Hygienist

The Position

To coordinate, deliver, monitor and evaluate all oral health services and activities in accordance in relevant oral health standards, regulations and policies in an efficient and effective 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. 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.
2. Prepare, deliver and assess the effectiveness of community outreach programs according to agreed policy and plans.
3. Gather and document relevant data, and prepare and submit required reports within the agreed time lines.
4. Actively contribute to all corporate requirements and activities of the Ministry where required

Key Performance Indicators

1. Oral health/clinical dental records, programs and activities are provided in accordance with approved dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Clinical Targets are achieved as per Oral Health Business Plan and variations are captured and recorded.
3. Reports are submitted within the agreed time lines and in accordance with reporting standards.
4. Actively contribute to all corporate requirements and activities of the ministry when required

Selection Criteria

The Person

In addition to a Bachelor of Dental Surgery or equivalent, registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice as a General Dentist, the following knowledge, experience skills and abilities are required to perform the role of the post.

Knowledge and Experience

1. At least 6 years' experience as a dental officer.
2. Demonstrated knowledge and practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontic, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Proven capacity and 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 ability in the use of approved clinical guidelines and evidence base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrated ability to effectively work within and manage a team.



3. Demonstrated ability to communicate effectively including excellent report writing skills with an attention for details.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
5. Demonstrated ability to manage, supervise, mentor, and train staff.
6. Customer focussed approach with commitment to supporting the operational goals of the organization

MOHMS 989/2018: DENTAL HYGIENIST, WESTERN HEALTH SERVICES

Role:	Dental Hygienist
Salary Band:	Band E
Salary:	\$22,215.38 - \$24,012.50
Duty Station:	Ba Dental Clinic
Unit/Division:	Western Division
Reports to:	Senior Dental Officer, Subdivisional Medical officer
Subordinates:	Receptionist

The Position

The position assist in the daily running of the clinic in managing, replenishing, controlling the usage of consumables, and facilitates maintenance and hygiene of the dental clinic, all instruments and equipment, and ensures that the environment adheres to OHS and infection control protocols.

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. To provide quality preventive oral health procedures e.g. Atraumatic treatment (ART) and non- surgical periodontal procedures such as oral prophylaxis and scaling, and other prescribed dental care as directed as well as provide education to patients on self-care.
2. Deliver Oral health promotion in outreach programmes e.g. in Maternity and Child Health Care Clinics (MCH), Ante Natal Care Clinic (ANC,) and Diabetic patients at Diabetic Hub Centre)
3. Provide clinical Chair side assistance to dentist/therapist in all dental procedures including mounting of x rays; to prepare patients and ensure a safe and efficient environment for patients receiving dental care.
4. Work as an effective and professional member of the oral health team.
5. Assist in administrative responsibilities for documentation of all records, and collection of revenue.
6. Execute approved Infection Control protocols and guidelines by maintaining clean working environment, and the preparation and sterilization of instruments and equipment, and safe disposal of waste.
7. Participate in collection and reporting of Monthly data reports.



Key Performance Indicators

1. Maintain patient data, information, history and all dental procedures performed is collected and stored using approved MOHMS methods.
2. Ensure Dental Hygiene activities are provided within the approved scope of practice and experience level of the hygienist and as prescribed by the dental officer or dental therapist (including arrangements for antibiotic cover as required).
3. Provide appropriate oral health information, motivation and patient education in line with recommendations or prescription of the dental officer or dental therapist, and dental hygiene guidelines of MOHMS.
4. Ensure Clinic preparation and Infection Prevention and control approved protocols and guidelines are maintained with the required standard and guidelines

Selection Criteria

The Person

In addition to a minimum qualification of Certificate in Dental Hygiene (essential) or equivalent, registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice as a Dental Hygienist, the following knowledge, experience skills and abilities are required to perform the role of the post.

Knowledge and Experience

1. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
2. Familiar with relevant dental hygiene Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
3. Demonstrate ability and experience to work independently and accept responsibility to set priorities for dental surgery assistant tasks.
4. Maintain privacy and confidentiality of all patient or staff information and data.
5. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.

Skills and Abilities

1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental hygiene services.
 2. Demonstrate technical competence in line with the recognised scope of practice for dental hygienist and effective capacity to carry out oral health promotion and education activities with clients.
 3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.
 4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
 5. Ability to identify and refer any Risk Management Issues; and to work with minimal supervision.
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MOHMS 990/2018: ASSISTANT SEAMSTRESS, WESTERN HEALTH SERVICES

- 2 POSTS

Role:	Assistant Seamstress
Salary Band:	Band B
Salary:	\$5.37 - \$6.89 per hour
Duty Station:	Nadi Hospital, Ba Mission Hospital
Unit/Division:	Western Health Services
Reports to:	Executive Officer
Subordinates:	None

The Position

The position is responsible for the provision of sewing and tailoring services to the Hospital and its health facilities.

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 all sewing and tailoring services are carried out for the health facilities when needed.
2. Provide sewed linen in an efficient manner as required for health facility use with agreed standard
3. Assist in stock take and maintenance of sewing machine in a timely manner
4. Actively contribute to all corporate functions of the ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All sewing services are carried out in accordance with agreed timeline and standard.
2. All sewing services and linen are stocked and supplied in a timely manner ensuring supply in a timely manner.
3. Maintain proper stock take for wards and facilities and maintenance of sewing machine in a timely and required standard
4. Active participation in corporate activities of the Ministry as and when required.

Selection Criteria

The Person

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

Knowledge and Experience

1. At least 3 years of tailoring and sewing experience work;
2. Knowledge of sewing machines and tools, including their designs, uses, repair, and maintenance;
3. Knowledge and experience about cutting patterns and pieces, and creating solid seams that are well hidden;
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Effective Communication (verbal & Written) skills



2. Strong customer service skills to provide customers with quality service;
3. Ability to follow instructions and meet targets and timeline;
4. Ability to effectively work in a team;
5. Demonstrate high level of accuracy and attention to detail.

MOHMS 991/2018: DRIVER, WESTERN HEALTH SERVICES

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

The Position

The position ensures the safe and reliable conveyance of 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
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MOHMS 992/2018: LABOURER, WESTERN HEALTH SERVICES [2 POSTS]

Role:	Labourer
Salary Band:	Band A
Salary:	\$4.60 - \$5.90 per hour
Duty Station:	Keiyasi Health Centre, Nadarivatu Health Centre
Unit/Division:	Nursing
Reports to:	Executive Officer
Subordinates:	Nil

The Position

The position is responsible for maintaining the cleanliness of the health centres.

Key Responsibilities:

1. Ensure the removal and disposal of waste from the health centre 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
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MOHMS 993/2018: RECORDER, WESTERN HEALTH SERVICES [3 POSTS]

Role:	Recorder
Salary Band:	Band B
Salary:	\$5.37 - \$6.859 per hour
Duty Station:	Tavua Hospital [2 Posts] & Rakiraki Hospital [1 Post]
Unit/Division:	Nursing
Reports to:	Executive Officer
Subordinates:	Nil

The Position

The position provides extracts database information of patient's records and ensures that proper records of individual patients are maintained at all times.

Key Responsibility

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 Medical Records are updated and registered in the Health Information System (PATIS) with efficiency and timeliness;
2. Ensure proper management and safekeeping of folders;
3. Ensure customer service are maintained;
4. Provision of information (medico-legal) to respective clinical staffs/ clients/ police officers as and when required;

Key Performance Indicators:

Performance will be measured through the following:

1. All activities are effectively organized in a timely manner to ensure progress of service delivery;
2. All patient folders are managed and maintained in compliance with medical records keeping and procedures
3. Effective distribution of patient folders and medical records in compliance with procedures and regulations.

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. Experience in basic administrative work or similar
2. Sound knowledge of filing and information management;
3. Experience in Microsoft office programs

Skills and Abilities

1. Demonstrate high level of accuracy and attention to detail
2. Ability to communicate effectively with people from diverse backgrounds in order to ascertain information and reporting needs
3. Ability to analyze situation and act accordingly to provide best practical outcome;



4. Ability to accurately follow instructions, meet targets and work in a team
5. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment
6. Service oriented approach with a commitment to achieve the operational goals of the organization.

MOHMS 994/2018: WARD ASSISTANT, WESTERN HEALTH SERVICES [2

POSTS]

Role:	Ward Assistant
Salary Band:	Band B
Salary:	\$5.37 - \$6.859 per hour
Duty Station:	Sigatoka 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 participate 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

MOHMS 995/2018: CLEANER SERVANT, WESTERN HEALTH SERVICES

Role:	Cleaner
Salary Band:	Band A
Salary:	\$4.60 - \$5.90
Duty Station:	Tavua Hospital
Unit/Division:	Corporate/ Western Health Services
Reports to:	Executive Officer
Subordinates:	-

The Position

The position to ensure the provision of efficient and effective cleaning services within the health centre.

Key Responsibility

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 the General Cleaning of health facilities is well maintained at all times;
2. Ensure that all cleaning equipment's are operated in compliance with OHS standards.
3. Ensure the proper waste disposal is maintained in a proper and timely manner;
4. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicators:

Performance will be measured through the following:

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

Selection Criteria

The Person

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

Knowledge and Experience

1. Knowledge of hospital cleaning services internal policy and infection control requirements;
2. Knowledge in providing and maintaining high quality customer care with available resources to ensure customer expectations;
3. Knowledge of Occupational Health & Safety requirements;
4. Experience in using cleaning chemicals and equipment's
5. Have experience working in the similar field.



Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Demonstrate ability to work as a team
3. Effective verbal and written communication skills
4. Effective time management skills
5. Service oriented approach, with a commitment to supporting the operational environment of the organization.

MOHMS 996/2018: COOK, WESTERN HEALTH SERVICES

Role:	Cook
Salary Band:	Band B
Salary:	\$5.37 - \$6.89
Duty Station:	Sigatoka Hospital
Unit/Division:	Corporate/ Western Health Services
Reports to:	Executive Officer
Subordinates:	-

The Position

The position is responsible for providing nutritious, safe and quality food efficiently and reports any problem and any other matters relating to the kitchen in the dietician.

Key Responsibility Areas:

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 the preparation of regular and therapeutic diets and menu in an efficient and timely manner;
2. Ensures Food orders are checked and stored to minimize food wastages;
3. Ensure meals are prepared and catered for special/ forum meeting;
4. Maintaining the proper care and reporting of kitchen equipment;
5. Maintain hygiene and safety standards in compliance with Occupational Health & Safety standards;
6. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicators:

Performance will be measured through the following:

1. Ensure food is prepared to appropriate standard
2. Ensure safe food handling, storing of food items to prevent food contamination
3. Compliance - Ensure adherence to standard guidelines, legislation and procedures for the safety and well-being of customers
4. Customer service – ensure high level of customer service at all times that is courteous, helpful, friendly and efficient.

Selection Criteria

The Person

In addition to the completion of Secondary School 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
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