MINISTRY OF HEALTH AND MEDICAL SERVICES

JOB DESCRIPTIONS FOR ADVERTISEMENT IN THE FIJI SUN SATURDAY, 19TH JANUARY, 2019

MOHMS 01/2019: SENIOR DIETICIAN, LAUTOKA HOSPITAL

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Senior Dietician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary:</td>
<td>$34,760.31 - $44,564.50</td>
</tr>
<tr>
<td>Location:</td>
<td>Lautoka Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Medical Superintendent Lautoka Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Dietician/Supervising Dietician</td>
</tr>
</tbody>
</table>

The Position
To manage and ensure the delivery of quality nutrition and dietetic services within the health facility.

Key Responsibilities
1. Provide administrative, management and leadership role in the delivery of quality dietetics and nutrition service
2. Provide technical support and identifying changing needs and opportunities to improve nutrition services according to approved clinical practice guideline standards and protocols.
3. Provide training coaching, mentoring and continuous professional development to staff, and other health professionals
4. Ensure compliance to all relevant policies, protocols and guidelines and promote quality improvements
5. Monitor and evaluate all nutrition programs and projects
6. Collaborate and communicate effectively with internal and external stakeholder and submission of reports
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators
1. Effective and efficient nutrition services delivered at divisional hospitals, within available resources
2. Timely management and regular monitoring and evaluation of clinical care practice in line with guidelines and protocols
3. On-going professional development and capacity building in the unit
4. Timely submission and dissemination of reports
5. Actively contribute to all corporate requirements and activities of the ministry when required

Selection Criteria
The Person
In addition to Bachelors in Dietetics & Nutrition or equivalent from a recognized University the following knowledge, experience, skills and abilities are required to successfully undertake this role

Knowledge and Experience
1. At least 6 years related work experience in a supervisory role.
2. Requisite clinical knowledge on procedures, guidelines, policies and protocols and high level of competence in the delivery of dietetic and nutrition intervention and evidence based practice
3. Broad knowledge and understanding of national plans and policies and their linkages towards achieving national outcomes in Clinical Dietetics and Nutrition

Skills and Abilities
1. Demonstrated requisite clinical knowledge and high level of competence in the delivery of dietetic intervention and evidence based practice
2. Demonstrated ability to lead out and bring projects / initiatives to completion
3. Demonstrate flexibility and the ability to work effectively within changing healthcare environment
4. Demonstrate the ability to effectively evaluate information and make appropriate decision
5. Strong Organizational & Administrative Skills with ability to manage and work in a resource constrained environment.
6. Customer focused approach with commitment to supporting the operational goals of the organization

**MOHMS 02/2019: RHD DIVISIONAL COORDINATOR – [3 POSTS]**

<table>
<thead>
<tr>
<th>Role</th>
<th>Divisional RHD Nurse Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$34,760.31 - $44,564.50</td>
</tr>
<tr>
<td>Location</td>
<td>Divisional Health Office</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Public Health</td>
</tr>
<tr>
<td>Reports To</td>
<td>Divisional Director of Nursing</td>
</tr>
</tbody>
</table>

**The position**
The Divisional RHD Nurse Coordinator is responsible for training and capacity building at divisional level, supporting primary health providers with the active management and monitoring of acute rheumatic fever and rheumatic heart disease patients, defaulter tracing, ensuring registration and appropriate referral of all newly diagnosed patients. The role provides direct support to the school health teams in delivery of school based, early case detection, screening. The key function of the role is the collection and reporting of quarterly injection data to the Rheumatic Fever Information System (RFIS) and reporting back to Divisions. Quarterly adherence data collection is essential for active management and monitoring of patients and this data represents a key programmatic indicator. The divisional RHD divisional coordinator is critical to the achievement of Ministry NSP and Child Health Strategy targets in relation to RHD.

**Key duties**
1. Coordinates activities around rheumatic heart disease (RHD) control in Fiji including Benzathine supply and stock management.
2. Ensure the programme meets key aims and objectives within specific timeframes;
3. Contributes to technical advisory committee (TAC) meetings and submitting divisional level reports as required;
4. Develop suitable programme tools and training resources and deliver education to health personnel;
5. Ensure clinical care guidelines and referral pathway protocols are followed through supporting health personnel to deliver, monitor and report care for people with ARF and RHD at primary and secondary health care level at divisional level;
6. Promote the programme and raise awareness of RHD among health staff, community health workers and the wider community in Fiji.
7. Oversee case finding activities, RHD data management and reporting and provide regular programme reports to the director of nursing and National RHD coordinator.

**Key Performance Indicators**
1. Timely submission of annual work plans and quarterly reports together with 6 monthly clinical audits on adherence to clinical RHD guidelines.
2. Timely collation of all school health early case detection data (provided by school health team) and follow-up plans to the national coordinator via the director of nursing.
3. Training plans for staff and community awareness are implemented, monitored and reviewed.
4. Manage and maintain an effective and efficient records management system including Benzathine supply and stock management to ensure timely access of documents.

**Selection Criteria**
**The Person**
In addition to being registered nurse with the Fiji Nursing Council with a valid license. The position holder must have a Bachelor of Nursing with at least 5 years of experience and a current Fiji driver’s
license. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. Comprehensive understanding of the health information and reporting systems in Fiji;
2. Proven experience as a trainer and supervisor (within a project environment).
4. Demonstrated knowledge and experience in planning, implementation of health programs;
5. Intimate knowledge of the Fiji health system as well as specific and relevant clinical guidelines
6. Experience communicating and educating health professionals, community groups and individuals;

**Skills and Abilities**
1. Strong organization and administrative skills.
2. Demonstrated ability to write reports, including monthly activity reports, and submitting in a timely manner.
3. Clear/confident and excellent communicator
4. Possess excellent computing skills
5. Good knowledge on nursing skills and pharmaceutical management.
6. Critical thinker and good problem solving skills
7. Strong oral and written communication skills
8. Possess a good nursing assessment skills and pharmacological knowledge.
9. Ability to treat all patients and clients with dignity, respect and all information gathered are kept confidential.
10. Possess a good knowledge on the nursing scope of practice as outlined in the nursing policy
11. Capable to work independently

### MOHMS 03/2019: SENIOR SUPPLIES OFFICER, FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES

<table>
<thead>
<tr>
<th>Position:</th>
<th>Senior Supplies Officer</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$28,605.45 - $47,675.75</td>
</tr>
<tr>
<td>Location:</td>
<td>Fiji Pharmaceutical &amp; Biomedical Services Centre, Jerusalem Road</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Procurement Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Manager Procurement (Principal Supplies Officer)</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Supplies Officer, Storeman I, Storeman II, Packers</td>
</tr>
</tbody>
</table>

**This Position**
The position is responsible for managing the operational activities of the Tender and Contracts team, to ensure an effective and efficient Tender process for all medicinal products, medical supplies and equipment.

**Key Responsibilities**
1. Manage the processes of tender and contract development, tender advertisements and renewals
2. Negotiate and agree to contractual terms and conditions with suppliers; ensuring that there is clear regard for the nature, application and implications of the contract and the relevant contract law.
3. Develop and maintain business relationships with vendors, suppliers and contractors to facilitate smooth flow of goods and services, as well as monitor supplier performance
4. Work in collaboration with the Fiji Procurement Office & the Government Tender Board, within the financial and relevant regulatory frameworks and policies
5. Prepare and submit weekly and monthly Reports
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

**Key Performance Indicators**
1. All purchases within the Annual tender plans are implemented within agreed timeframes, and compliant with relevant processes, legislations and policies
2. All activities under Contract management are completed within the agreed timeframe and complaint with the legislative requirements
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Development of Supplier Performance register and submitting weekly/monthly and yearly reports
5. Maintaining contract register and weekly/fortnightly reporting on contract management activities.

**Selection Criteria**

**The Person**
In addition to a Bachelor’s degree in Management/Business (or equivalent relevant experience); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Supplies Officer:

**Knowledge and Experience**
1. At least four (4) years’ experience in international procurement settings
2. Knowledge and proven experience in Mass Purchasing Tenders and Purchasing activities
3. Practical knowledge of supplier contracts and supplier performance management.
4. Understanding of the mechanics of tendering and contract management.
5. Working knowledge of tender process, including tender development, tender evaluation and contract development.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**
1. High attention to detail and accuracy and ability to manage and work in a team
2. Demonstrated ability to carry out negotiation with suppliers on contractual terms and conditions.
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Excellent written and oral communication skills and a team player
5. Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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**MOHMS 04/2019: SENIOR STORES OFFICER, FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES**

**Position**
Senior Stores Officer

**Band/Salary range:**
Band G/$28,605.45-$38,140.60

**Location:**
Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road

**Unit/Division:**
Warehouse FPBS

**Reports to:**
Director FPBS

**Subordinates:**
Stores Officer & Storeman

**This Position**
The position is responsible for the management of the Fiji Pharmaceutical & Biomedical Services Centre Warehouse Operations ensuring the maintenance of an effective warehousing and distribution system for all health commodities.

**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. Manage and oversee the Warehouse operations
2. Review and formulate guidelines, procedures and processes to ensure service continuity
3. Report analysed data and statistics for process improvement
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

**Key Performance Indicators**
1. All activities in the Warehouse Operations Plan are implemented within the agreed timeframe.
2. An effective and systematic warehouse and distribution system is in place
3. Timely and effective management of the unit’s personnel performance to enable business continuity, and delivery of services

**Selection Criteria**

**The Person**
In addition to a relevant degree in warehouse management or equivalent (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

**Knowledge and Experience**
1. At least five 5 years’ experience in warehouse operations
2. Sound knowledge and/or understanding of a medical supply chain management system

**Skills and Abilities**
1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and ability to communicate with people at different levels and from different backgrounds
3. Capacity to utilise computer programs to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational corporate environment of the organisation

**MOHMS 05/2019: PHYSIOTHERAPIST [10 POSTS]**

<table>
<thead>
<tr>
<th>Role</th>
<th>Physiotherapist</th>
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</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location</td>
<td>Valelevu Health Centre/Lami Health Centre/Wainibokasi Hospital/Levuka Hospital/Eastern Divisional Health Services/Seaqaqa Health Centre/Labasa Health Centre/Tavua Hospital/Ba Mission Hospital/Lautoka Health Centre</td>
</tr>
<tr>
<td>Reports To</td>
<td>Sub Divisional Medical Officer</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**The Position**
To ensure the effective management, and delivery of physiotherapy services and monitors physiotherapy services in the North. This position ensures effective contribution in the development and function of the Physiotherapy Department in Labasa Hospital and the Northern Division.

**Key Responsibilities**
The position will achieve its purpose through the following:
1. Complete departmental management tasks within timeframe.
2. Provide safe physiotherapy services in accordance to standards of practice.
3. Compile relevant unit reports in accordance with reporting time lines.
4. Actively contribute to all corporate requirements and activities of the ministry when required

**Key Performance Indicators**
1. Number of relevant reports submitted in accordance with reporting standards and within the agreed time lines,
2. Physiotherapy practices are conducted in accordance with relevant standards of practice and protocols and in a timely manner.
3. Collation and monitoring of appropriate data and submit reports within agreed time frames, to enable business continuity, and delivery of quality physiotherapy services.
Selection Criteria
The Person
In addition to Bachelor (or equivalent) of Physiotherapy, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. At least 6 years or more of clinical experience
2. Good practical working knowledge of physiotherapy standards of practice and Unit projects.
3. Knowledge of basic supervisory & performance management
4. Good understanding of relevant legislations and policies with regards to physiotherapy services.

Skills and Abilities
1. Demonstrate ability to provide effectively and safely deliver physiotherapy services.
2. Effective communication skills with the ability to write informative reports to assist in decision making.
3. Proven ability to work in a team to achieve set targets.
4. Demonstrate ability to analyze 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 organization.

MOHMS 06/2019: DENTAL INTERN [30 POSTS]

<table>
<thead>
<tr>
<th>Role</th>
<th>Dental Intern</th>
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</thead>
<tbody>
<tr>
<td>Salary range:</td>
<td>Band G</td>
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<tr>
<td>Location:</td>
<td>Several</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clinical Supervisor</td>
</tr>
<tr>
<td>Liaises with</td>
<td>Dental Officers, Senior Dental Officers, Medical Officers (Registrars), Nurses</td>
</tr>
</tbody>
</table>

The Position
The Dental Intern Position works under the supervision of a Dental Officer (as a minimum) at the Subdivisional Hospital and Divisional Hospital, to prevent, diagnose and treat oral health conditions in patients who present to the Dental Clinic.

Key Responsibilities
The Dental Intern Officers work under direct supervision of their Clinical Supervisor and their performance is guided and assessed according to the Minimum Clinical Requirement of the Fiji Dental Council. Their Key Duties are:
1. To provide clinical assessment, diagnosis and treatment of patients through Preventive, Conservative, Prosthetic or curative treatment modules as per the Scope of Practice Guidelines 2011.
2. To carry out simple surgical procedures including the identification and referral of oral pathology and complex surgical cases to the Oral Surgery Department.
3. To help with the implementation of community outreach programs as well as report accordingly for the Clinical Monthly Report.
4. Assist and participate in facilitating with Special Projects planned for by the Oral Health Department, Allied Health departments and other Government Organizations.

Key Performance Indicators
1. Clinical Targets (with reference to IWP) are achieved to ensure that oral health services in the following specified areas: Extractions, Conservative Treatment, Preventive Treatment, and Endodontic Treatment; and that these are provided as per the Oral Health Business Plan and in
accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.

2. Dental Interns will complete the Minimum Clinical Requirements as per the Log Books of the Fiji Dental Council.

3. Attend and provide Oral Health Services to community and School Programs as outlined in the Divisional Business Plan.

4. Provide relevant and timely submission of oral health information and data to clinical and other supervisors as required

**Selection Criteria**

**The Person**

In addition to a Bachelor of Dental Surgery from a recognised University, registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice, the following knowledge, experience, skills and abilities are required for the effective performance of the position.

**Knowledge and Experience (essential)**

1. Sound knowledge of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontics, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.

2. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.

3. Familiar with relevant Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.

4. Maintain privacy and confidentiality of all patient or staff information.

5. Demonstrate effective and developing 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 guidelines and evidence-based data in clinical assessments, diagnoses and treating patients to expected practice standards.

2. Demonstrate professionalism and commitment to developing role as a dentist, to learn to work as a member of the oral health team and to the expected standards reflecting the MOHMS values.

3. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.

4. Work toward gaining competent ability to write comprehensive and analytical reports to a professional level.

5. Work toward gaining competent ability to analyse and contribute solutions to complex problems, especially in a resource constrained environment.

6. Work toward gaining competent ability to prepare, implement and report on community outreach programs with the relevant stakeholders.

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**MOHMS 07/2019: REGISTERED NURSE - SEVERAL**

<table>
<thead>
<tr>
<th>Role</th>
<th>Registered Nurse</th>
</tr>
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<tbody>
<tr>
<td>Salary Band</td>
<td>Band F</td>
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<tr>
<td>Salary Range</td>
<td>$22,528.74 - $28,883.00</td>
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<tr>
<td>Location</td>
<td>Health Centre/Sub-Divisional Hospitals/Hospitals</td>
</tr>
<tr>
<td>Reports To</td>
<td>Sub Divisional Nurse Manager</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Community Health Worker</td>
</tr>
</tbody>
</table>

**The Position**

The position provides and implements quality nursing care to all patients in accordance with nursing at a health facility and to the community.
**Key responsibilities/ duties**
The position will achieve its purpose through the following key responsibilities.

1. Maintain high quality nursing care at all levels in accordance with nursing standards and legislative requirements.
2. Serve patients and customers in an efficient, effective and friendly manner.
3. Ensure all pharmaceutical commodities and consumables are available in adequate supply at all times.
4. Provide reports to supervisors in accordance with reporting procedures in a timely manner.
5. Actively participate in all corporate activities of the Ministry to achieve its objectives.

**Key Performance Indicators**

1. Clients are monitored and referred for specialized services in a timely manner
2. At least 80% of continuum of care on Primary Health Services
3. All reports submitted in accordance with reporting structures and formats within the given time frame
4. At least 90% of pharmaceutical commodities and consumables are available at all times.
5. All documentation is completed to the required standard within the required timeframes
6. Participation in all corporate activities of the Ministry as and when required in a timely manner.

**Selection Criteria**

**The Person**

In addition to a Bachelor’s Degree in Nursing or equivalent, valid annual practising Licence and registered as a general nurse under the Fiji Nursing Council; the following knowledge, experience, skills, and abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Experience in nursing at a major hospital, community health or similar nursing environment.
2. Sound knowledge of basic nursing principles and clinical practices
3. An understanding of the 2011 Nursing Decree, Occupational Health & Safety Act and relevant legislations.

**Skills and Abilities**

1. Exceptional clinical nursing skills and the ability to treat patients in accordance with nursing standards
2. Ability to plan and manage the supply of pharmaceutical and consumables.
3. Ability to maintain confidentiality of patient or client information
4. Exceptional communication skills both written and verbal
5. Exceptional customer service skills
6. Service oriented approach with a commitment to achieving corporate objectives.

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**MOHMS 08/2019: SUPERVISING DOMESTIC OFFICER, CWM HOSPITAL**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Supervising Domestic Officer</th>
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<tbody>
<tr>
<td>Level:</td>
<td>G Band</td>
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<tr>
<td>Salary range:</td>
<td>$28,605.45 - $38,140.60</td>
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<tr>
<td>Location:</td>
<td>CWMH</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Dietetics and Nutrition</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Supervisor Dietician – Food Service</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Government Wage Earners – Hospital Food Service</td>
</tr>
</tbody>
</table>

**The Position**

The purpose of the position is to assist and support the Supervisor Dietician Food Service in the day to day operations of all catering services throughout CWM Hospital by providing a safe and high quality service within resource allocations and high level of satisfaction from service users.

**Key Responsibilities/duties**

1. Assist Supervisor Dietician in implementing, monitoring and evaluation of the catering service and plans
2. Collate and submit records, payments and reports of all resources, equipment and food items in a timely manner
3. Supervise and guide catering staff at operational levels and provide ongoing trainings relevant to the service
4. Ensure and maintain high levels of hygiene and Food safety in all areas
5. Ensure appropriate management and maintenance of all equipment available through effective procurement and inventory control measures
6. Monitor and comply with relevant policies and SOP’s, Protocols and guidelines related to the area of work
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

**Key Performance Indicators**
1. An efficient and effective food service delivery with improved customer satisfaction and clinical outcome.
2. Timely submission of records, payments and reports to relevant authorities
3. Provide supervision and ongoing trainings to catering staffs
4. Compliance with all policies, guidelines and protocols related to service and practise

**Selection Criteria**

**The Person**
A Bachelor of Dietetics and Nutrition qualification or equivalent from a recognised University, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. At least 5 years related work and experience in a Catering, Facilities or Hospital setting
2. Experience in managing or supervising a Catering Service in an operational setting
3. Proven ability to motivate staff and effect a positive change maintaining good working relations
4. Good knowledge on Food safety and Hygiene and Inventory management
5. Good knowledge on Employee relations
6. Experience of working in a customer focussed environment
7. Good understanding of Diet Therapy Principles and Nutrition

**Skills and Abilities**
1. Self-motivated with the ability to prioritise, monitor and coordinate the workload of staff and Unit.
2. Effective verbal and written communication skills with experience of dealing with staff at a range of levels.
3. Demonstrate ability to learn and use Food works Software
4. Training skills

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**MOHMS 09/2019: MEDICAL IMAGING TECHNOLOGIST [10 POSTS]**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Medical Imaging Technologist – Class II</th>
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<tbody>
<tr>
<td>Position Level</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary range:</td>
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<tr>
<td>Location:</td>
<td>CWM Hospital [5 Post]/ Lautoka Hospital [2 Posts]/ Labasa Hospital [2 Posts]/ Wainikoro HC [1 Post]</td>
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<tr>
<td>Unit/Division:</td>
<td>Radiology / Central Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Band F MIT Class I</td>
</tr>
<tr>
<td>Direct Reports:</td>
<td>Nil</td>
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</table>

**The Position**
This is the base entry junior level position that performs basic radiography examinations with supervision. The position will develop skills and competency in other speciality areas i.e. in ultrasound, CT scans, mammography and Fluoroscopy
After performance assessments and reviews, the position will be rostered for shift work and on call duties.

**Key Responsibilities**
1. Performing requested examinations and its activities in line with departmental protocols, safety procedures and guidelines.
2. Performing after hours on call, shift work duties and responding to emergency calls.
3. Adhering to training and attachments requirements in other specialized units when rostered.
4. Actively contribute to the Ministry’s corporate requirements by attending staff meetings, conferences and workshops relevant to job role.

**Key Performance Indicators**
1. Number of examination accurately recorded, performed and proper images produced in line with protocols and guidelines.
2. All after hours examinations and shift work duties are completed with minimal complains.
3. Successful completion of attachment and training in a speciality area.

**Selection Criteria**

**The Person**
In addition to a Bachelor in Medical Imaging Science, registered and licensed under the Fiji Radiation Health Board, and Fiji Society of Medical Imaging Technologist, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. Knowledge and experience of basic radiographic techniques, processes and protocols.
2. Knowledge of radiation and occupational health and safety
4. Knowledge of relevant laws and legislations applicable to Radiology safety practices

**Skills and Abilities**
1. Demonstrated organizational and communication skills to be able to interact with people of diverse background.
2. Demonstrated ability to work effectively within a team environment.
3. Demonstrated ability to be proactive to acquire new knowledge and skills
4. Demonstrated ability to promote best use of resources and time to achieve work outcomes.

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**MOHMS 10/2019: SUPPLIES OFFICER, FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES**

**Position:** Supplies Officer – Procurement  
**Band/Salary range:** Band F/$$22,528.74 - $28,883  
**Location:** Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road 
**Unit/Division:** Procurement Unit 
**Reports to:** Principal Supplies Officer 
**Subordinates:** Stores Officer I, Stores Officer II

**The Position**
The position is responsible for all Contract Management activities in the purchasing of Pharmaceutical products and medical supplies, and ensuring all contracts between the government and suppliers are within legislative and regulatory requirements of the government of Fiji.

**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. Prepare and review contracts between government and suppliers in consultation with relevant stakeholders.
2. Set, advertise, and monitor the Terms and conditions of Tenders.
3. Arrange Surety/Performance Bond (PB) deposit for local and overseas suppliers compliant with the Ministry of Finance Policy on Determination of the PB.
4. Liaise with the Fiji Procurement Office and the Government Tender Board on tender and contract management issues.
5. Prepare and submit weekly and monthly Reports and actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

**Key Performance Indicators**
1. All authorised purchases within the annual tender plans and activities under Contract Management are implemented within agreed timeframes, and compliant with relevant processes, legislations and policies
2. Supplier performance & Contract management activities meet specific requirements, documented and reported for process improvements.
3. All Performance Bond deposits are arranged and processed within agreed timeframes and meet the required contract agreements.
4. Quality reports are provided and outcomes are actioned in a timely and effective manner.

**Selection Criteria**

**The Person**
In addition to a Bachelor’s degree in Accounting/Finance/Business /Management (or equivalent experience); the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

**Knowledge and Experience**
1. At least 2 years’ experience in a Procurement setting or Mass Purchasing Tenders
2. Knowledge and understanding of the relevant procurement laws

**Skills and Abilities**
1. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
2. Well-developed negotiation skills
3. Capacity to use computer programs to support the daily operations
4. Demonstrated ability to effectively work in a team and meet competing deadlines
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

**MOHMS 11/2019: ADMINISTRATIVE OFFICER, POST PROCESSING, HEAD QUARTERS**

<table>
<thead>
<tr>
<th>Role</th>
<th>Administrative Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band F</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$22,528.74 - $28,883.00</td>
</tr>
<tr>
<td>Location</td>
<td>Head Quarters</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Post Processing Unit</td>
</tr>
<tr>
<td>Report to</td>
<td>Head of Human Resources</td>
</tr>
</tbody>
</table>

**The Position**
The position is responsible for facilitating the processing of vacancies for the Nursing Cadre in accordance with the Open Merit Recruitment and Selection (OMRS) process.

**Key Responsibilities:**
1. Process Nursing Vacancies in accordance with the Open Merit Recruitment and Selection process, MOHMS Recruitment Policy and Standard Operating Procedures.
2. Provide advice to MOHMS Senior Management, HR Management and PPU staff on PPU matters through provision of Monthly reports with updates on vacancies, HRIS, Pay updates and Ministry’s Budget Submission (Personal Emoluments for SEG 1 and 2).
3. Assist with the preparation of Planning/Reporting documents, Standard Operating Procedures, templates and Process Improvements for the PPU.
Key Performance Indicators:
1. All vacancies processed are in accordance with the revised OMRS Guidelines
2. Provide accurate Human Resource information for salaries and wages as and when required by Director Human Resources

Selection Criteria
The Person
In addition to an undergraduate degree relevant to Human Resources, Management or Public Administration, Industrial Relations, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience
1. Proven understanding and experience of at least three (3) years in Human Resources Management.
2. Advance computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in preparing reports according to specific standards
4. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
5. Experience in supervising a team.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Demonstrated ability to work and lead a team effectively.
2. Very good Time management skills.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Ability to participate in all Corporate functions.

MOHMS 12/2019: PHARMACY INTERN [18 POTS]

<table>
<thead>
<tr>
<th>Position:</th>
<th>Intern Pharmacist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band/Salary range:</td>
<td>Band E</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM, Lautoka &amp; Labasa Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Pharmacy/Hospital Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Pharmacists (Registered Pharmacist)</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

This Position
The intern pharmacist position is a 12-month temporary position in which a pharmacy graduate from a Bachelor of Pharmacy course gains the necessary skills and experience, under the guidance and supervision of an approved registered preceptor, to satisfy the requirements for registration as a Pharmacist in Fiji. The position contributes to optimum patient care by undertaking the functions of a pharmacist, within the scope and responsibility of an intern pharmacist, and within the relevant regulatory framework.

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. Application of the 7 Competence Standards under the Pharmacy Internship Program
2. Provide courteous, professional & high quality customer counselling on medicines and pharmacy service
3. Verify prescriptions, check for harmful interactions, prepare and dispense medicines under supervision by a registered pharmacist
4. Mix compounds according to a pharmacist’s or doctor’s instructions
5. Participate in continuous pharmacy education

Key Performance Indicators
Performance will be measured through the following indicators:
1. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. Medicine information is provided, readily available, and accessible by members of medical staff and the general public
3. Successful completion of the Pharmacy Internship Program at the end of the 52 weeks.

**Selection Criteria**

**The Person**
In addition to Bachelor of Pharmacy degree, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

**Knowledge and Experience**
1. Knowledge of legal requirements for registration as a pharmacist in Fiji
2. Good knowledge of pharmacotherapy and the ability to apply this knowledge to practical situations
3. Good understanding of the role of the Hospital Pharmacist and a Community Pharmacist to achieve good healthcare outcomes
4. Knowledge and application of Good Dispensing Practices & Good Pharmaceutical Practices
5. A sound understanding and conscientious application of the Quality Use of Medicines (QUM)

**Skills and Abilities**
1. Demonstrated ability to work individually and also within a team, to follow instructions and meet agreed timelines
2. Demonstrated ability to support and deliver high quality customer service for medicines and pharmacy services
3. Demonstrate ability to interact with all colleagues in a professional and positive manner to foster good rapport, promote team spirit and ensure two-way communications.
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

---

**MOHMS 13/2019: EXECUTIVE OFFICER, POST PROCESSING UNIT – [2 POSTS]**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Executive Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$19,041.75 – $24,412.50</td>
</tr>
<tr>
<td>Location:</td>
<td>Headquarters</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Post Processing Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Administrative Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Clerical Officer</td>
</tr>
</tbody>
</table>

**The Position**
To ensure all Human Resource support functions with regard to Staff Establishment Management, Recruitment and Selection including policy advice is provided to all staff of the Ministry in a timely manner.

**Key Duties**
1. Provide Human Resource support functions with regard to Staff Establishment Management, Recruitment and Selection including policy advice is provided to all staff of the Ministry in a timely manner.
2. Manage the staff performance and attendance.
3. Compile and submit Human Resource reports with regard to Recruitment and Selection, Person to Post Exercise in a timely manner.
4. Actively contribute to all corporate functions of the Ministry.

**Key Performance Indicators**
1. All Human Resource support functions with regard to Staff Establishment Management Recruitment and Selection including policy advice is provided to all staff of the Ministry in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

3. All reports are submitted within the agreed timeframes and meet standard reporting requirements.

4. Participate in Corporate activities of the Ministry.

**Selection Criteria**

**The Person**
In addition to a Tertiary qualification relevant to Human Resource Management (or equivalent), the Knowledge, Experience, Skills and Abilities below are required to perform the duties of this post:

**Knowledge and Experience**
1. Understanding and experience of at least 3 years in Human Resource Management
2. Experience in managing and supervising a team.
3. Experience in the use of Information Technology software such as Microsoft Applications
4. Understanding of the Constitution of Fiji

**Skills and Abilities**
1. Good Time management skills
2. Ability to lead and work within a team
3. Good Communication skills, written and verbal
4. Ability to participate in all Corporate functions
5. Ability to relate to others

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**MOHMS 14/2019: DIETICIAN, CWM HOSPITAL [2 POSTS]**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Dietician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>E Band</td>
</tr>
<tr>
<td>Salary:</td>
<td>$19,041.75 - $24,412.50</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Dietician – CWM Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Dietician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Cooks &amp; Kitchen Hand</td>
</tr>
</tbody>
</table>

**This Position**
The position supports and assists in the provision of quality Dietetics and Nutrition services.

**Key Responsibilities**
1. Conduct and provide Nutrition Assessment, counselling and therapy for patients with continuous monitoring and evaluation of care plans to improve their nutritional needs.
2. Coordinate and conduct population health nutrition programs, awareness, advocacy, screening and intervention in all settings to promote good health across life course.
3. Ensure compliance to all relevant policies, protocols and guidelines and promote quality Improvements in the practice
4. Proper documentation and submission of reports
5. Ensure continuous professional development and provide necessary nutrition training
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

**Key Performance Indicators**
1. Effective patient management, services and programs delivered in compliance with relevant procedures and guidelines
2. Ensure better management of resources with proper documentation
3. Timely submission of reports in accordance with reporting standards
4. Active participation in the corporate activities of the Ministry as and when required

**Selection Panel**

**The Person**
In addition to Diploma in Dietetics & Nutrition or equivalent from a recognized University the following knowledge, experience, skills and abilities are required to successfully undertake this role

**Knowledge and Experience**
1. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
2. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.


Skills and Abilities
1. Excellent communication skills with the ability to write reports accurately.
2. Good analytical skills with the ability to contribute solutions to dietary problems.
3. Excellent command of information technology software such as Microsoft applications
4. Customer focused approach with commitment to supporting the operational goals of the organization.

MOHMS 15/2018: TECHNICAL OFFICER LABORATORY

Role: Technical Officer (Laboratory)

Salary Band: Band E
Salary range: $19,041.75 - $24,412.50
Location: CWM Hospital
Unit/Division: Pathology Laboratory
Reports to: Technical Officer High Grade
Liaises with: Consultant Pathologist, Laboratory Superintendent, Quality Manager, Laboratory Supervising Technical Officer
Subordinates: None

This Position

The purpose of this position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:
1. Ensure timely, accurate and reliable laboratory results while maintaining client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and Laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPS, and within agreed timeframes.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation, to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

Selection Criteria

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs;
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work.

Skills and Abilities
1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrated ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

**MOHMS 16/2019: STATISTICAL OFFICER, MORTALITY – HQ**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Statistical Officer – Mortality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$12,081.69 - $15,489.35</td>
</tr>
<tr>
<td>Location:</td>
<td>Head Quarters</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Health Information Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Statistician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>-</td>
</tr>
</tbody>
</table>

**The Position**

The Statistical Officer (Mortality) is responsible to the Asst. Statistician (Hospital) for collection, registration, compilation and analysis of Mortality Statistics on a predetermined basis (not limited to Monthly, Quarterly and annual). Monitoring of all Mortality monthly reports including data quality and timeliness and ensuring improvement in compliance to reporting. Provides regular briefs to the Assistant Statistician (Hospital) on Mortality variables.

**Key Duties**

1. Maintain and disseminate checklists for Mortality related monthly reports submission from facilities on a weekly and monthly basis.
2. Follow up pending reports and ensure complete report submission
3. Provide feedback to data providers on a timely basis
4. Enter paper base forms into an electronic database, ensuring validations and data quality of information
5. Extracting data for data requests and ensuring integrated reporting with transparency in limitation
6. Implementing, maintaining and strengthening the relevant information system.
7. Classification of diseases using International Classification of Disease (ICD 10) or any late edition as may recommended by WHO
8. Analysing datasets by required parameters (not limited to ethnicity, gender and age groups)
9. Assist the Assistant Statistician, Statistician, Senior Statistician, NHIO, DE and DHIRA in communication with the respective HODs and health facilities.
10. Preparation and logistical arrangements for MCDC training in collaboration with relevant stakeholders
11. Undertake any required activities to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.
12. Assist in conducting training for Cause of Death Certification for doctors at Divisional and Subdivisional level including the General Practitioners.

**Key Performance Indicators**

1. Effective and timely follow up and submission of all reports are within the agreed timeframes and meet the standard reporting requirements including analytical trends, analysis of data and any recommendation for improvement.
2. Effective and timely feedback is provided to the users and providers of data in a constant manner using standard reporting tool.
3. Effective and efficient classifying of all death data using the international Classification of Disease (ICD 10) recommended by WHO and inputting of all information into the standard database.
4. Quality and efficient data is retrieved from the PATIS plus for data requests and quarterly, monthly and annual reports for data request and analysis of quarterly, monthly and annual reports, AOP Indicators.
5. Effective and efficient training on Cause of Death Certification training for doctors and GPs at Divisional and Sub-Divisional level.

**Selection Criteria**

The Person
In addition to pass in Form Seven (or equivalent), a certificate or diploma in public health, statistics, epidemiology, IT or Population Studies. Knowledge, Experience, Skills and Abilities that are required to successfully undertake the role of Statistical Officer – Mortality are outlined below:

**Knowledge and Experience**

1. Able to analyse, interpret and present reports
2. Able to understand new information technology system
3. Knowledge of medical terminology
4. Knowledge of relevant legislation and authorities governing Health and Health Information Systems.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
6. At least 2 years’ experience in a similar field

**Skills and Abilities**

1. Demonstrated ability to work cooperatively and effectively within a team environment
2. Ability to follow instructions and meet set deadlines
3. Demonstrated ability to maintain confidentiality
4. Demonstrated ability to work with datasets, analyse and provision reports based on the analysis
5. Demonstrate ability to communicate with Medical Professionals in order to ascertain information and reporting needs
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.
7. Effective training development, delivery and evaluation skills.

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**MOHMS 17/2019: STOREMAN, LABASA & FIJI PHARMACEUTICAL & BIOMEDICAL SERVICES [2 POSTS]**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Storeman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$12,081.69 – $18,897.01</td>
</tr>
<tr>
<td>Location:</td>
<td>Labasa Hospital, FPBS</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Labasa Hospital, FPBS</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Administrative Officer, Labasa Hospital &amp; FPBS</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Packers</td>
</tr>
</tbody>
</table>

**The Position**

The position is responsible for managing proper planning and coordinating of stock control and purchasing process to ensure efficient execution of purchasing orders to suppliers for timely arrival of supplies in accordance with required legislations and regulations.

**Key Responsibilities**

1. To ensure that inventory reports are consistently generated for replenishment process.
2. To ensure that Order Forms for each item is filled in and given to the Chief Pharmacist/Manager Clinical Products for vetting before an order is placed.
3. Prepare and maintain Indent and Purchase Order Registers
4. Maintain Purchase Orders on the Epicor system, feeding in supplier information such as Cargo Ready Date and Expected Time of Arrival in the system.
5. Consistently liaising with suppliers on stock availability, schedule deliveries or expedite deliveries

**Selection Criteria**

**The Person**

In addition to academic qualifications relevant to Management or equivalent from an accredited university the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Stores Officer II:

**Knowledge and Experience**

1. Demonstrated experience working in warehousing settings
2. Proficient knowledge of warehousing and warehouse management
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**
1. Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Excellent written and oral communication skills
4. High attention to detail and accuracy and ability to manage and work in a team
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
6. Ability to work with minimum supervision.

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### MOHMS 18/2019: DRIVER, NORTHERN HEALTH SERVICES [6 POSTS]

<table>
<thead>
<tr>
<th>Role:</th>
<th>Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$5.37 - $6.89 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Wainunu HC, Savusavu Hospital, Korotasere HC, Wainikoro HC, Saqani HC</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Northern Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Medical Officer in charge</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**The Position**
The position is responsible for providing transportation services to the medical personnel and patients.

**Key Responsibilities**
The position will achieve its purpose through the following key responsibilities
1. All authorized transport requests are attended to in a safely and timely manner.
2. All vehicles are clean, tidy, safe and convenient to passenger at all times.
3. All vehicle running sheet are updated after every run and submitted to supervisor daily as per the transport policy.
4. Actively participated in all ministries’ corporate activities in a timely manner.

**Selection Criteria**

**The Person**
In addition to the FSLC qualification, valid group 2,4,6 license and defensive driving certificate the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

**Knowledge and Experience**
1. At least 3 years work experience in similar role
2. Understanding of Transport rules and regulations
3. Understanding of OHS legislation
4. Basic knowledge of mechanical problems

**Skills and Abilities**
1. Good Team Player
2. Ability to analyze and make sound decisions to complex problems
3. Good communication skills
4. Demonstrate good time management skills.

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### MOHMS 19/2019: COOK, NORTHERN HEALTH SERVICES [3 POSTS]

<table>
<thead>
<tr>
<th>Role:</th>
<th>Cook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary range:</td>
<td>$4.60 - $5.89</td>
</tr>
<tr>
<td>Location:</td>
<td>Taveuni [1 Post] &amp; Savusavu Hospital [2 Posts]</td>
</tr>
</tbody>
</table>
The Position
The position is responsible for preparation and cooking of meals at the sub-divisional hospital.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities.
1. Ensure the timely and efficient preparation and cooking of regular and special diets meals as per the dietician’s recommendation.
2. Ensures that right no. of meals are prepared and served as per the dietician’s list at all times.
3. Maintaining the proper care and recording of kitchen utensils and equipment as per the regulations at all time.
4. Actively participating in ministry’s corporate activities in a timely manner.

Key Performance Indicators
1. All meals are prepared and served in a timely and efficient manner in accordance with the required standard.
2. No. of meals prepared and served are equal to the no. of serves ordered as per the dietician’s meals order.
3. All kitchen utensils are recorded and updated correctly as per the stores regulation.
4. Kitchen hygiene and OHS safety standards are maintained and adhered to at all time.
5. Percentage of ministry’s corporate activities participated.

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. At least 3 years work experience in similar role.
2. Understanding of stores and procurement regulations.

Skills and Abilities
1. Good Team Player.
2. Ability to analyse and make sound decisions to complex problems.
3. Good communication skills.
4. Demonstrate good time management skills.

MOHMS 20/2019: MESSENGER/DRIVER – HEAD QUARTERS

Role: Messenger/Driver
Salary Band: Band B
Salary Range: $5.37 - $6.89
Location: Registry Unit, Ministry of Health & Medical Services, Head Office
Unit/Division: Registry Unit/Corporate
Reports to: Executive Officer-Registry & Executive Officer Transport
Subordinates: None

The Position
The incumbent will be responsible for the collection, delivery of mails, the effective and timely transportation of all staff at the Ministry of Health & Medical Services Headquarters as and when requested and the proper record keeping of all subject files.

Key Responsibilities
1. Provide Transport support functions with regard to daily delivery of official mails to all stakeholders, transporting of staffs upon request to the respective destinations and the proper general maintenance of the vehicle.
2. Responsible with compiling, filing and marking of subject files and documents to relevant desk officers and Units in a timely manner and updating of transit cards.
3. Arrangement of subject files in the file rack which has been actioned and returned from desk officers (File away).
4. Provide Customer Services at the counter and on the Telephone and retrieval of archive files when requested.

**Key Performance Indicators**
1. All Transport support functions with regards daily delivery of mails and transporting of staffs are provided in a timely manner and in accordance with relevant legislations, policies and guidelines.
2. All registry support functions are provided in a timely manner in accordance with relevant legislations, policies and guidelines.
3. Participation in Corporate activities

**Selection Criteria**

**The Person**
In addition to the completion of Secondary School and a valid driving license Class 2, 4 & 6 and Defensive Driving Certificate, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. At least 3 years driving experience with good practical knowledge in vehicle maintenance, cleanliness in line with transport rules and regulation.
2. Must be well versed with the LTA Act, Rules and Regulation and basic knowledge of OHS.
3. Knowledge of filing systems and records management, understanding the role of HR in a large organisation.
4. Understanding of the relevant legislations governing terms and conditions of employment, industrial relations and Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**
1. Ability to drive safely and to ensure the comfort and safety of all passengers and willingness to work odd hours.
2. Demonstrate ability to communicate effectively both written & oral and maintain confidentiality.
3. Good interpersonal skills and ability to manage time well and work with minimum supervision.
4. Must be able to work in an environment with many interruptions and deadlines and with good customer service skills.

**MOHMS 21/2019: MESSENGER, ACCOUNTS SECTION [HQ]**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Messenger/Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$5.37 - $6.89</td>
</tr>
<tr>
<td>Location:</td>
<td>Accounts Section</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Accounts/Corporate</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Accounts Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>None</td>
</tr>
</tbody>
</table>

**The Position**
The incumbent will be responsible for the collection, delivery of mails, the effective and timely transportation of all staff at the Ministry of Health & Medical Services Headquarters as and when requested.

**Key Responsibilities**
1. Provide daily delivery of official mails and despatching cheques to all stakeholders
2. Provide Customer Services at the counter and on the Telephone and retrieval of archive salary files when requested.
3. Provide services as and when required by supervisor

**Key Performance Indicators**
1. All daily delivery of mails are provided in a timely manner and in accordance with relevant legislations, policies and guidelines.
2. All Customer Services support functions are provided in a timely manner in accordance with relevant legislations, policies and guidelines.

3. Participation in Corporate activities

**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. At least 3 years in a similar role
2. Must have basic knowledge of OHS.
3. Knowledge of filing systems and records management, understanding the role of HR in a large organisation.
4. Understanding of the relevant legislations governing terms and conditions of employment, industrial relations and Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

1. Demonstrate ability to communicate effectively both written & oral and maintain confidentiality.
2. Good interpersonal skills and ability to manage time well and work with minimum supervision.
3. Must be able to work in an environment with many interruptions and deadlines and with good customer service skills.

**MOHMS 22/2019: CLEANER, HEAD QUARTERS**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Cleaner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
</tr>
<tr>
<td>Salary:</td>
<td>$5.37 - $6.89</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Head Quarters</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Corporate</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer, Personnel</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>-</td>
</tr>
</tbody>
</table>

**The Position**

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

**Key Responsibility Areas:**
The position will achieve its purpose through the following key responsibilities/duties.

1. Ensure the General Cleaning of the 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 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 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 23/2019: CLEANER, NATIONAL FOOD & NUTRITION CENTRE

<table>
<thead>
<tr>
<th>Role:</th>
<th>Cleaner</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band B</td>
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<tr>
<td>Salary:</td>
<td>$5.37 - $6.89</td>
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<tr>
<td>Duty Station:</td>
<td>National Food &amp; Nutrition Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Corporate</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

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

Key Responsibility Areas:
The position will achieve its purpose through the following key responsibilities/duties.
5. Ensure the General Cleaning of the facilities is well maintained at all times;
6. Ensure that all cleaning equipment’s are operated in compliance with OHS standards.
7. Ensure the proper waste disposal is maintained in a proper and timely manner;
8. Actively contribute to the ministry’s corporate functions and activities.

Key Performance Indicators:
Performance will be measured through the following:
1. Cleanliness of the 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 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 24/2019: CLEANER, NORTHERN HEALTH SERVICES [2 POSTS]

<table>
<thead>
<tr>
<th>Role:</th>
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<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary:</td>
<td>$5.37 - $6.89</td>
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<tr>
<td>Duty Station:</td>
<td>Savusavu Hospital &amp; Nasea Health Centre</td>
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<td>Unit/Division:</td>
<td>Corporate</td>
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<td>Reports to:</td>
<td>Executive Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
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</table>

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

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties.
1. Ensure the General Cleaning of the 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 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 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 25/2019: GARDNER, NATIONAL FOOD & NUTRITION CENTRE

<table>
<thead>
<tr>
<th>Role:</th>
<th>Gardner</th>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band A</td>
</tr>
<tr>
<td>Salary:</td>
<td>$4.60 - $5.90</td>
</tr>
<tr>
<td>Duty Station:</td>
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<tr>
<td>Unit/Division:</td>
<td>Corporate</td>
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<tr>
<td>Reports to:</td>
<td>Food Security Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
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</tbody>
</table>

The Position
The position is responsible for providing efficient and effective management of the demonstration garden and the NFNC compound.

Key Responsibilities
The position will achieve its purpose through the following:
1. Monitoring and maintaining the cleanliness of the demonstration garden and using organic means of integrated pest management
2. Prepare planting beds, compost and maintain the organic crop cycle of NFNC Demonstration garden.
3. Manage and maintain the cleanliness and maintenance of the NFNC buildings and compound and proper disposal of green waste.
4. Ensure proper management and maintenance of all working tools.
5. Actively contribute to all corporate requirements of the National Food and Nutrition Centre.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Manage and maintain an effective and efficient demonstration garden as outlined in the weekly work plan.
2. Implement demonstration garden approved activities within agreed time frames.
3. All NFNC buildings are maintained and compound cleaned within agreed timeframes.
4. All garden tools are checked, maintained and operational.

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. At least 3 years related work experience in a farming environment with practical knowledge of farming practices to promote food security.
2. Basic practical knowledge of carpentry, plumbing and proper handling and safe keeping of gardening tools.

Skills and Abilities
1. Ability to plan and organize work in a timely manner.
2. Sound communication, interpersonal and representational skills.
3. Demonstrated ability to work cooperatively, effectively within a team environment.
4. Ability to follow guidelines and appropriately apply processes.
5. Capacity to utilize computer programs to support daily operations.
6. Service oriented approach with a commitment to supporting the operational and corporate environment of the organization.

MOHMS 26/2019: LABOURER, NORTHERN HEALTH SERVICES [6 POSTS]

<table>
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<tr>
<th>Role:</th>
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<tr>
<td>Salary range:</td>
<td>$4.60 - $5.90 per hour</td>
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<tr>
<td>Location:</td>
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</tr>
<tr>
<td>Unit/Division:</td>
<td>Northern Health Services</td>
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</table>
The Position
The position is responsible for providing the general cleanliness of the health facilities and its compound.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities.

1. Ensure that the health facilities compound and flower garden are clean as per the required standard at all times.
2. Proper disposal of cleaning waste is conducted daily as per the disposal guideline.
3. Ensure that all cleaning and gardening tools are in usable condition and available at all times as per OHS.
4. Established and maintain a health centre gardens at all time as per dieticians guideline.
5. Maintain the cleanliness of the generator room and mortuary at all times as per the required standard and cleaning standard.
6. Timely repair urgent maintenance works at the health facility as per maintenance standard.
7. Actively participating in ministry’s corporate activities in a timely manner.

Key Performance Indicators
1. Health facilities compound and flower garden are clean at all times as per the required standard.
2. Generator room and mortuary are clean at all times as per 5’s and infection control standard.
3. All gardening tools are timely replaced as per board of survey guideline.
4. Cleaning waste is disposed at a proper site daily as per the required guideline.
5. Attend to urgent maintenance
6. Percentage of ministry’s corporate activities participated.

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. At least 3 years work experience in similar role
2. Possesses basic carpentry, plumbing and gardening work experience
3. Understanding of OHS legislation

Skills and Abilities
1. Good Team Player
2. Ability to analyse and make sound decisions to complex problem
3. Good communication skills
4. Demonstrate good time management skills.

MOHMS 27/2019: LAUNDRY HAND, NORTHERN HEALTH SERVICES [2 POSTS]

<table>
<thead>
<tr>
<th>Role:</th>
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</tr>
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<tbody>
<tr>
<td>Level:</td>
<td>Band A</td>
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<tr>
<td>Salary range:</td>
<td>$4.60 - $5.90 per hour</td>
</tr>
<tr>
<td>Location:</td>
<td>Nabouwalu &amp; Taveuni Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Northern Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Clerical Officer, Nabouwalu &amp; Taveuni Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>-</td>
</tr>
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</table>

This Position
The position is responsible for providing effective and efficient delivery of laundry services to the sub-divisional hospital.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities.
1. Ensure that clean linen are available at all times as per hospital wards standard
2. Provide effective management and ordering of washing detergents as per stores timely regulations.
3. Maintain the cleanliness of the Laundry in compliance with infection control and OHS.
4. Actively participating in ministry’s corporate activities in a timely manner.

**Key Performance Indicators**
1. Clean linens are available at all times at the hospital wards as per the wards requirement.
2. Detergents are used according to standards and timely ordered as per stores regulations.
3. Laundry areas are clean at all time as per 5s guidelines
4. Percentage of ministry’s corporate activities participated.

**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. At least 3 years work experience in similar role
2. Understanding of stores and procurement regulations
3. Understanding of OHS legislation

**Skills and Abilities**
1. Good Team Player
2. Ability to analysis and make sound decisions to complex problems
3. Good communication skills
4. Demonstrate good time management skills.
Application Process
Applicants are to note the following when applying.

1. You must personally complete the application form and sign the Declaration at the end of the form. The application form can be downloaded from the Ministry of Health Website, [http://www.health.gov.fj/PDFs/Application Form MOHMS FILLABLE 3.pdf](http://www.health.gov.fj/PDFs/Application Form MOHMS FILLABLE 3.pdf)

2. Ensure that your first name, last name and date of birth are the same as those on your identity documents.

3. All communication regarding your application will be via email. Ensure that you provide a valid email address and that you check this email regularly for communication regarding your application.

4. As part of your application, please submit:
   a. A completed and signed application form;
   b. Current CV outlining your qualifications and experience;
   c. For clinical/technical positions only (whenever applicable): a certified copy of your registration and/or valid practicing license; and certified copies of your qualifications.

5. Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

6. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as this criteria will be considered in assessing the relative suitability of applicants.

**Submission**
Applications must be submitted by 4.30pm Monday, January 28th, 2019.

Applicants are encouraged to submit their application by email to [recruitment@health.gov.fj](mailto:recruitment@health.gov.fj)

Or

<table>
<thead>
<tr>
<th>Applications by Post</th>
<th>Applications Delivered</th>
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<tbody>
<tr>
<td>Permanent Secretary</td>
<td>“DROP MOHMS JOB APPLICATION BOX”</td>
</tr>
<tr>
<td>Ministry Of Health &amp; Medical Services</td>
<td>Reception Desk, Ground Floor, Dinem House, 88 Amy Street, Suva, Fiji</td>
</tr>
<tr>
<td>P O Box 2223, Gov’t Bldg, Suva</td>
<td></td>
</tr>
</tbody>
</table>
