MOHMS 126/2019: DEPUTY DIRECTOR OF NURSING, WEST WING [CWM HOSPITAL]

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Deputy Director of Nursing</th>
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</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band I</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$43,296.63 - $55,508.50</td>
</tr>
<tr>
<td>Location:</td>
<td>West Wing</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing/ CWM Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director of Nursing- CWMH</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nurse Unit Managers / Team Leaders /Registered Nurses/Ward Assistants</td>
</tr>
</tbody>
</table>

The Position
The position oversees the Human Resource management of the Nursing workforce and their practice in the West wing, that all applicable policies, clinical practice guidelines and standards are met.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Provide leadership, management and supervision of the West Wing Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Ensure efficient and effective management of the nursing workforce of West Wing are performing, and that all delegated activities are met.
4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of Wing reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Provide timely and expert advice on all west wing nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicator:
1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services.
3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.
4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

Selection Criteria
The Person
In addition to a Diploma of Nursing, being a registered nurse with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:
1. 5 years’ experience in any acute care setting
2. Has practical working knowledge on the PSC Code of Conduct and the applicable legislation or policies/procedures with regards to the Nursing Decree (2011), HIV Decree, Child Welfare Decree and Mental Health Decree.
3. Understanding of teams and how to work within a high performing team

Skills and Abilities:
1. Proven management experience and ability to effectively lead medium size workforce to a professional standard.
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational / corporate environment.
4. Capacity to utilise computer programs to support the operations of the organisation;
5. Service oriented approach, with a commitment to support the operational and corporate environment of the organisation.
6. Demonstrated ability to maintain confidentiality and communicate effectively

MOHMS 127/2019: SENIOR TECHNICAL OFFICER LABORATORY, TAMAVUA
TWOMEY HOSPITAL

Role:
Salary Band:
Salary Range:
Location:
Unit/Division:
Reports To:
Subordinates:

Will be uploaded by 28/02/2019

MOHMS 128/2019: SUB DIVISIONAL NURSE UNIT MANAGER, VUNISEA HOSPITAL

Role: Sub-Divisional Nurse Unit Manager (NUM)
Salary Band: Salary band H
Salary range: $34,706.31 - $44,564.50
Location: Rotuma Hospital
Unit/Division Nursing/Eastern Health Services
Reports to: Sub Divisional Medical Officer
Subordinates: NUO5, NUO6

The Position
The position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Provide leadership, management and supervision of the General Ward Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and
Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.

3. Ensure efficient and effective management of the nursing workforce, and all delegated activities are met.

4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of General Ward reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.

5. Provide timely and expert advice on all general ward nursing workforce matters to senior nursing management.

6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

**Key Performance Indicators**

1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.

2. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services.

3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.

4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

**Selection Criteria**

**The Person**

In addition to a Diploma in Nursing (or equivalent), Post-graduate qualification in Nursing/Management/Public Health/ Midwifery, registered with the Fiji Nursing Council and holds a valid practising license with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Knowledge of modern trends in disease patterns, re-emerging diseases, their treatment and contemporary issues in community health nursing.

2. Knowledge on Effective Infection Control.

3. Understanding of the Nurses Decree 2010, is essential.

4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

1. Makes sound judgement calls ensuring institutional and clients’ interest are upheld at all times.

2. Demonstrates strong supervisory attributes.

3. Exhibits excellent communication skills

4. Demonstrated ability to effectively work within a team

5. Demonstrated ability to analyse and contribute to solutions do complex problems, in a resource constrained environment

6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

7. Manages human resources effectively

8. Must have demonstrated intellectual capacity, drive, determination and flair in the current position in order to copy with the demand

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**MOHMS 129/2019: TEAM LEADER, TAMAVUA TWOMEY**

<table>
<thead>
<tr>
<th>Role:</th>
<th>TEAM LEADER</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>Dermatology-Leprosy Outpatient Department</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing / Tamavua Twomey Hospital</td>
</tr>
</tbody>
</table>
The Position
To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Responsible to the Director of Nursing in the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication directly to the Director of Nursing, HOD of Department, Executive Officer and Medical Superintendent of Tamavua Twomey Hospital on all issues relating to the effective delivery of nursing services to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Timely recording and reporting of all reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.
4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.

Selection Criteria
The Person
In addition to a Bachelor of Nursing, registered nurse and a valid practising Licences with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry of Civil Service policy
3. Experience in managing changes
4. Experience in managing resources in a demanding and constrain environment
5. Sound knowledge in performance management

Skills and Abilities
1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
5. Ability to provide timely nursing advice to management
MOHMS 130/2019: TEAM LEADER, TAMAVUA TWOMEY

<table>
<thead>
<tr>
<th>Role:</th>
<th>Team Leader</th>
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<tr>
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<tr>
<td>Location:</td>
<td>Dermatology- Leprosy Ward</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing/ Tamavua Twomey Hospital</td>
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<tr>
<td>Reports to:</td>
<td>Director of Nursing TTH</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses, Enrolled Nurses/Medical Orderlies, Nursing Aids and Student Nurses.</td>
</tr>
</tbody>
</table>

The Position
To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

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

1. Responsible to the Director of Nursing in the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication directly to the Director of Nursing, HOD of Department, Executive Officer and Medical Superintendent of Tamavua Twomey Hospital on all issues relating to the effective delivery of nursing services to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators
Performance will be measured through the following indicators:

1. Timely recording and reporting of all reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.
4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.

Selection Criteria
The Person
In addition to a Bachelor of Nursing, registered nurse and a valid practising Licences with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience
1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry of Civil Service policy
3. Experience in managing changes
4. Experience in managing resources in a demanding constrain environment
5. Sound knowledge in performance management

Skills and Abilities
1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to provide timely nursing advice to management

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MOHMS 131/2019: TEAM LEADER, TAMAVUA TWOMEY

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<table>
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<tr>
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<tbody>
<tr>
<td>$28,605.45 - $38,140.60</td>
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<table>
<thead>
<tr>
<th>Location:</th>
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<tbody>
<tr>
<td>Rehabilitation Out Patient Department</td>
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</table>

<table>
<thead>
<tr>
<th>Unit/Division:</th>
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<tbody>
<tr>
<td>Nursing/Tamavua Twomey Hospital</td>
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</table>

<table>
<thead>
<tr>
<th>Reports to:</th>
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<tbody>
<tr>
<td>Director of Nursing</td>
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</table>

<table>
<thead>
<tr>
<th>Subordinates:</th>
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</thead>
<tbody>
<tr>
<td>Registered Nurses, Enrolled Nurses/Medical Orderlies, Nursing Aids and Student Nurses.</td>
</tr>
</tbody>
</table>

The Position

To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities

The position will achieve its purpose through the following key duties:
1. Responsible to the Director of Nursing in the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication directly to the Director of Nursing, HOD of Department, Executive Officer and Medical Superintendent of Tamavua Twomey Hospital on all issues relating to the effective delivery of nursing services to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:
1. Timely recording and reporting of all reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.
4. Ensure daily coverage of shift is maintained with the required number of Registered Nurses.
Selection Criteria

The Person

In addition to a Bachelor of Nursing, registered nurse and a valid practising Licences with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry of Civil Service policy
3. Experience in managing changes
4. Experience in managing resources in a demanding constrain environment
5. Sound knowledge in performance management

Skills and Abilities

1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to provide timely nursing advice to management

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MOHMS 132/2019: TEAM LEADER, TAMAVUA TWOMEY

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<tbody>
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<td>Band G</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>Rehabilitation Ward</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing /Tamavua Twomey Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director of Nursing TTH</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Registered Nurses, Enrolled Nurses/Medical Orderlies, Nursing Aids and Student Nurses.</td>
</tr>
</tbody>
</table>

The Position

To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

Key Responsibilities

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

1. Responsible to the Director of Nursing in the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication directly to the Director of Nursing, HOD of Department, Executive Officer and Medical Superintendent of Tamavua Twomey Hospital on all issues relating to the effective delivery of nursing services to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely recording and reporting of all reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.

3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.

4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.

**Selection Criteria**

**The Person**

In addition to a Bachelor of Nursing, registered nurse and a valid practising Licences with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**

1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry of Civil Service policy
3. Experience in managing changes
4. Experience in managing resources in a demanding constrain environment
5. Sound knowledge in performance management

**Skills and Abilities**

1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to provide timely nursing advice to management

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**MOHMS 133/2019: TEAM LEADER, TAMAVUA TWOMEY**

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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
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<tr>
<td>Salary Range:</td>
<td>$28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location:</td>
<td>Tuberculosis Outpatient Department</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing/ Tamavua Twomey Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director of Nursing TTH</td>
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<tr>
<td>Subordinates:</td>
<td>Registered Nurses, Enrolled Nurses/Medical Orderlies, Nursing Aids and Student Nurses.</td>
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</tbody>
</table>

**The Position**

To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

**Key Responsibilities**

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

1. Responsible to the Director of Nursing in the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication directly to the Director of Nursing, HOD of Department, Executive Officer and Medical Superintendent of Tamavua Twomey Hospital on all issues relating to the effective delivery of nursing services to meet agreed nursing standard within the Ministry of Health and Medical Services.
5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.
**Key Performance Indicators**
Performance will be measured through the following indicators:
1. Timely recording and reporting of all reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.
4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.

**Selection Criteria**

**The Person**
In addition to a Bachelor of Nursing, registered nurse and a valid practising Licences with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry of Civil Service policy
3. Experience in managing changes
4. Experience in managing resources in a demanding constrain environment
5. Sound knowledge in performance management

**Skills and Abilities**
1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to provide timely nursing advice to management

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**MOHMS 134/2019: TEAM LEADER, TAMAVUA TWOMEY**

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</tr>
<tr>
<td>Location:</td>
<td>Tuberculosis Ward</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Nursing/ Tamavua Twomey Hospital</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director of Nursing TTH</td>
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**The Position**
To provide and support leadership role and strategic direction to all nursing personnel in upholding professionalism that will sustain quality clinical nursing services, human resource management and health system standard as indicated in the facility business plan in accordance with legislative requirement in the Ministry of Health & Medical Services policies.

**Key Responsibilities**
The position will achieve its purpose through the following key duties:
1. Responsible to the Director of Nursing in the implementation for Business Plan for Nursing and timely submission of reports in meeting agreed timelines.
2. Monitor and supervise nursing performance to ensure committed workforce in the nursing clinical areas that sustain quality health service delivery.
3. Monitor and evaluate nursing standard of the unit for quality improvement of nursing services.
4. Maintain regular reporting communication directly to the Director of Nursing, HOD of Department, Executive Officer and Medical Superintendent of Tamavua Twomey Hospital on
all issues relating to the effective delivery of nursing services to meet agreed nursing standard within the Ministry of Health and Medical Services.

5. Actively contribute to the Ministries/corporate requirement including budgeting and selection activities where required.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Timely recording and reporting of all reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
2. Timely monitoring and evaluating of nursing standard audit and quality improvement services to enable customer satisfaction.
3. Effectively plan, coordinate and promote nursing research for the continuous in-service development of nurses.
4. Ensure daily coverage of shifts is maintained with the required number of Registered Nurses.

**Knowledge and Experience**

1. Proven leadership experience in nursing or similar environment
2. Good knowledge of organisation/Ministry of Civil Service policy
3. Experience in managing changes
4. Experience in managing resources in a demanding constraint environment
5. Sound knowledge in performance management

**Skills and Abilities**

1. Ability to plan, organise, coordinate, control and implement work in a timely manner
2. Demonstrate excellent communication and negotiation skills
3. Demonstrate ability to manage staff at different levels in the nursing or similar environment
4. Ability to provide timely nursing advice to management

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**MOHMS 134/2019: LABORATORY TECHNICIAN**

<table>
<thead>
<tr>
<th>Role: Team Leader Critical care Unit PARU (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band: Band G</td>
</tr>
<tr>
<td>Salary Range: Salary range: $28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Location: Colonial War Memorial Hospital (CWMH) (1)</td>
</tr>
<tr>
<td>Unit/Division:</td>
</tr>
<tr>
<td>Reports To: Nurse Unit Manager Operating Theatre</td>
</tr>
<tr>
<td>Subordinates: Registered Nurses (NUO6), Ward Assistants, Orderlies, cleaners</td>
</tr>
</tbody>
</table>

**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
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;
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, February 25th, 2019.

Applicants are encouraged to submit their application by email to recruitment@health.gov.fj

Or

<table>
<thead>
<tr>
<th>Applications by Post</th>
<th>Applications Delivered</th>
</tr>
</thead>
<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>Suva, Fiji</td>
</tr>
</tbody>
</table>