MOHMS 56/2019: INSTRUCTOR DENTAL THERAPIST

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Instructor Dental Therapist</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>CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Dental</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Dental Officer, CWM Hospital</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Dental Therapist, Dental Hygienist &amp; Dental Assistants</td>
</tr>
</tbody>
</table>

The Position
The primary role of the incumbent is to facilitate the implementation of oral health programs as stated in the unit business plan and supervision of clinical staff) in the Department of Oral Health and to ensure that the department provides high quality patient care and contributes to the development of a high professional workforce in the department.

Key Responsibilities
The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:
1. Provide general supervision, and monitor performance of the Dental Therapists, and Hygienists.
2. Provide clinical assessment, diagnosis and treat patients including the identification and referral of oral pathology and complex surgical cases to the Dentist
3. Assist in oral health outreach services.
4. Compile, collate, analyse data and prepare unit reports
5. Ensure that the operatory instruments and equipment are maintained and serviced.
6. Actively participate in the corporate activities of the Ministry

Key Performance Indicators
Performance will be measured through the following indicators:
1. Dental assessments, diagnostics and treatments are provided in accordance with approved dental clinical practice and infection control procedures and guidelines.
2. Oral health community programs are delivered as per Unit Plan, with outcomes and achievements reported in a timely manner
3. Audits and reports are done and compiled respectively within agreed timelines and in accordance with reporting requirements
4. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria
The Person
In addition to a Diploma in Dental Therapy or a Bachelor in Oral Health and be registered as a dental practitioner with a valid Annual Practice Licence, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience
1. At least 8 years’ experience as a Dental Therapist
2. Practical and working knowledge and experience of all aspects and functions of oral health procedures, protocols, service standards, clinical practice guidelines and regulations.
3. Understand and demonstrate good standard of practice and care to patients.
4. Working knowledge of Occupational Health & Safety regulations and relevant legislations
Skills and Abilities
1. Demonstrated clinical competency within the scope of practice of Dental Therapist.
2. Excellent report writing skills with effective communication skills
3. Demonstrated ability to work cooperatively within a team environment and achieve set targets;
4. Capacity to utilise computer programs to support the operations;
5. Customer focussed approach with commitment to supporting the operational goals of the organization

MOHMS 57/2019: CLINICAL GOVERNANCE MANAGER

<table>
<thead>
<tr>
<th>Role</th>
<th>Clinical Governance Manager</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>Several</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Medical Superintendent/Divisional Medical Officers</td>
</tr>
<tr>
<td>Reports To</td>
<td>Quality Officers, Infection Prevention and Control Nurses, Customer Relation Officers</td>
</tr>
<tr>
<td>Subordinates:</td>
<td></td>
</tr>
</tbody>
</table>

The Position
The position is responsible for the leading, coordinating and monitoring all quality assurance activities and ensuring the successful implementation of a Quality Management System.

Key Responsibilities
The purpose of the position will be achieved through the following key responsibilities and duties:
1. Managing the ‘Clinical Governance Hub’ with responsibility for the organisation’s Quality Management System (QMS)
2. Working with management and operational staff to establish standard operating procedures (SOP), Clinical Practice Guidelines and quality standards across the organisation to ensure service quality is consistent with best practice standards at both national and international level
3. Ensuring continuous quality improvement by regularly and routinely measuring performance against standards and reporting outcomes to relevant personnel, ensuring timely, informed decisions can be made in the pursuit of quality improvement.
4. Actively leading and engaging with service users to monitor outcomes and satisfaction with service provision
5. Conducting relevant analysis and distributing statistical information and technical reports to further promote continuous quality improvement in service delivery
6. Ensuring that all staff receive the training necessary to optimize their personal and professional contribution to the organisation’s pursuit of continuous quality improvement
7. Providing administrative support to the Clinical Governance Steering Group by having responsibility for the production of meeting agendas and minutes and disseminating all necessary reports and action plans
8. Actively participating in the corporate activities of the Ministry.

Key Performance Indicators
Performance will be measured through the following indicators:
1. The Hospital’s Quality Management System (QMS) is established and is explained/described in a Quality Manual.
2. Timely and effective management, and regular monitoring of Quality Officers; Infection Prevention and Customer Services personnel performance to enable business continuity, delivery of services, and achievement of work plan outcomes.
3. The Clinical Governance Business Plan/Annual Work Plan is developed, approved and implemented within the agreed timeframes.
4. A repository of the organisation’s Standard Operating Procedures, Clinical Practice Guidelines, Policies and Procedures is established.

Selection Criteria
The Person
In addition to being registered a nurse with the Fiji Nursing Council with a valid practicing license, the position holder must have a Bachelor of Nursing with at least 3 years active experience of clinical service. The following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

**Knowledge and Experience**
1. Good understanding of Quality Assurance in Healthcare (including Clinical Governance)
2. Good knowledge, experience and understanding of the Hospital’s clinical environment
3. Experience in programme development and implementation
4. Good understanding and experience in system/process analysis and production of investigative reports, including action plans
5. Experience in data collection and analysis, interpretation and presentation

**Skills and Abilities**
1. Experience in developing and delivering adult education activities
2. Organizational skills in managing service departments.
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
4. Strong communication skills and the ability to effectively consult with others to develop appropriate policy and procedures and to prepare concise, objective reports in relation to complex, sensitive issues;
5. Capacity to utilize computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

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**MOHMS 58/2019: DENTAL THERAPIST**

<table>
<thead>
<tr>
<th>Position</th>
<th>Dental Therapist</th>
</tr>
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<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>Several</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Dental</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Instructor Dental Therapist</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Dental Hygienist</td>
</tr>
</tbody>
</table>

**The Position**
To provide Oral Health care services to patients in the clinic, special schools, and communities. The incumbent is expected to perform preventive, conservative and curative services as per dental therapist scope of practice.

**Key Responsibilities**
The position will achieve its purpose through the following key responsibilities/duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:
1. Provide clinical assessment, diagnosis and treatment to patients as per Clinical Practice and Infection Control Guidelines.
2. Assist with the preparation and delivery of comprehensive Oral Health Community Outreach programs
3. Participate in the monitoring and evaluation activities of all oral health programs implemented.
4. Maintain clinic and resources stores to agreed standards
5. Participate in collection of data and the writing of monthly reports.
6. Actively participate in the corporate activities of the Ministry

**Key Performance Indicators**
1. Clinical and Outreach Programs Targets are achieved as per the Unit Plan and in accordance with approved dental clinical practice and infection control procedures
2. Clinic and stores are maintained at the required standards with sufficient stores in place to ensure continuity of service.
3. Reports are submitted within the required time frame and is accordance with reporting standards.
4. Active participation in the corporate activities of the Ministry as and when required.

**Selection Criteria**

**The Person**
In addition to a Diploma of Dental Therapy or Bachelor in Oral Health, registered with the Fiji Dental Council and holds a valid Annual License, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**Knowledge and Experience**
1. Practical and working knowledge and experience of all aspects and functions of oral health procedures, protocols, service standards, clinical practice guidelines and regulations
2. Working knowledge of the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.

**Skills and Abilities**
1. Demonstrated technical competence in line with the recognised scope of practice for dental therapists and effective capacity to carry out oral health promotion activities and programs.
2. Ability to work effectively within a team and achieve agreed targets within the required timeline.
3. Good report writing skills with the ability to communicate effectively with people from diverse backgrounds
4. Customer focussed approach with commitment to supporting the operational goals of the organization.

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**MOHMS 59/2019: TECHNICAL OFFICER BIOMED**

<table>
<thead>
<tr>
<th>Position</th>
<th>Technical Officer Biomed</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>CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Biomedical</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Biomedical Unit</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>ES06</td>
</tr>
</tbody>
</table>

**The Position**
The purpose of the Biomedical Technical Officer is to modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment.

**Key Responsibilities**
1. Perform a variety of routine, complex and specialized tasks associated with the installation, service and calibration of a diverse range of Anaesthetics, Dental, Surgical, Laboratory, Ophthalmic, Medical and Urology Equipment’s according to Australian Standards [AS3551].
2. Ensure that routine preventative maintenance of all Biomedical Equipment’s are carried out Bi-annually and coordinate departmental operations and workflow.
3. Responsible for maintaining proper documentation of daily tasks, Service routines, Preventative Maintenance, Commissioning and Decommissioning, Inventory Control and Inventory management.
4. Ensure that users of Equipment’s are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
5. Attend to breakdowns of any Biomedical Equipments during unofficial hours (on-call), work nights, weekends and holidays if necessary.

**Key Performance Indicators**
1. Highly specialised diverse range of Biomedical Equipments with accordance of Australian Standards [AS3551].
2. Availability of functional Biomedical Equipments in all Ministry of Health & Medical Services facilities.
3. Ensure a reliable data is readily available for any decision making and improved work flow.
4. Sustainability and prolonged life of equipment’s.

**Selection Criteria**
The Person
In addition to University qualifications (or equivalent) relevant to Biomedical / Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Technical Officer:

Knowledge and Experience
1. At least 2-3 years’ work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spreadsheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

Skills and Abilities
1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to work efficiently in any given time frame.

MOHMS 60/2019: DENTAL TECHNICIAN, CWM HOSPITAL

<table>
<thead>
<tr>
<th>Role:</th>
<th>Dental Technician</th>
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</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>CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Dental</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Principal Dental Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
A Dental Technician will provide Laboratory Removable Dental Prosthetic and Orthodontic services within the clinic and also on outreach services in rural and maritime areas. The Dental Technician acts as a member of the clinical team to provide the highest quality of removable prosthetic and orthodontic services under the guidance, coaching and mentoring of the Supervising Dental Technician and is part of the team within the health care setting in providing dental removable prosthetic and orthodontic services to our community.

Key Responsibilities
1. Demonstrates individual accountability for actions within the position and is able to make clinical and administrative decisions compatible with their level of training and experience.
2. Demonstrates commitment to working to improve long term oral health outcomes in the community through the provision of a high quality of removable prosthetic and orthodontic appliances and advise.
3. Works collaboratively with other health professionals in the multidisciplinary team to ensure optimal oral health patient outcomes.
4. Comply with and use procedures, policies, regulations and standards which impact upon the position, including contemporary human resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies.
5. Comply with guidelines on management of government resources of dental equipment, instruments and materials / consumables.
6. Participates in outreach activities.

Selection Criteria
The Person
In addition to a Diploma in Dental Technology from a recognised tertiary institution, having a valid Annual Practicing Licence and be registered as a Dental Technician with the Fiji Dental Council (FDC), the following Knowledge, Experience, Skills and Abilities are required to perform the duties of a Dental Technician:

**Knowledge and Experience**
1. Demonstrate professional behaviour in line with position and code of conduct
2. Knowledge of Resource and Time Management practices to achieve work targets.
3. Knowledge of support services to be provided to the Supervising Dental Technician to ensure quality finished laboratory work.
4. Knowledge and understanding of self-development; and approaches to effective continuous professional training.

**Skills and Abilities**
1. Demonstrate clinical competency according to the prescribed scope of practice.
2. Contribute towards Quality Improvement Programs
3. Effective communication skills
4. Ability to follow instructions and meet set targets
5. Demonstrated ability to work cooperatively within a team environment.
6. Effective service oriented approach with a commitment to supporting the operational / corporate environment of the organisation.

<table>
<thead>
<tr>
<th>MOHMS 61/2019: SENIOR PHARMACY TECHNICIAN, LABASA HOSPITAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Role:</strong> Senior Pharmacy Technician</td>
</tr>
<tr>
<td><strong>Salary Band:</strong> Band F</td>
</tr>
<tr>
<td><strong>Salary range</strong> $22,528.74 - $28,883.00</td>
</tr>
<tr>
<td><strong>Location:</strong> Labasa Hospital</td>
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<tr>
<td><strong>Unit/Division:</strong> Pharmaceutical</td>
</tr>
<tr>
<td><strong>Reports to:</strong> Principal Pharmacy Officer</td>
</tr>
<tr>
<td><strong>Liaises with</strong> Pharmacy Assistant</td>
</tr>
</tbody>
</table>

**The Position**
The position is responsible for the daily operations in the delivery of dispensary services in the Outpatient, Inpatient or Paediatric Pharmacy. The position may also be required to work in Medicine storage and Distribution.

**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. Dispensary service, providing medicines and counselling to inpatients, outpatients and external clinics
2. Providing accurate, timely and informative pharmacy services to clients and other health professionals through dispensing and advice provision on the use of prescription and non-prescription medicines
3. Inventory/medicine storage and distribution
4. Developing internal guidelines
5. Staff management and workload allocation and prioritisation
6. Providing mentoring, clinical education, practical support to subordinate and other health professionals.
7. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

**Key Performance Indicators**
1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
Selection Criteria
The Person
In addition to a Bachelor of Pharmacy or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience
1. 1-2 years of experience in pharmacy practice including internship.
2. Sound knowledge and application of the relevant pharmaceutical laws, policies and guidelines.
3. Experience in, and understanding of all aspects of pharmacy practice such as dispensary work, manufacturing, drug storage & distribution.
4. Contributed to developing, monitoring and evaluating pharmacy activities.

Skills and Abilities
1. Demonstrated ability to effectively work within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Good computer skills
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 62/2019: PHARMACY ASSISTANT, LABASA HOSPITAL

<table>
<thead>
<tr>
<th>Role:</th>
<th>Pharmacy Assistant</th>
</tr>
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<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
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<tr>
<td>Salary Range:</td>
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<tr>
<td>Location:</td>
<td>Labasa Hospital</td>
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<tr>
<td>Unit/Division:</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Principal Pharmacy Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position is responsible for assisting the Senior Pharmacy Technician in the delivery of pharmacy service to Outpatients and Inpatients including medicine ordering, storage & distribution.

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. Preparation of the dispensary ensuring cleanliness and adherence to Good Pharmacy Practice standards & Good Storage conditions to maintain quality of medicines
2. Replenishment of medicine stock from the Bulk Store to the dispensary
3. Pre-packing, labelling and maintaining a record of pre-packed medicines for the dispensary
4. Distribution of medicines & supplies to the clinics
5. Collection of data for workload analysis
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicators
1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner

Selection Criteria
The Person
In addition to a pass in the Fiji Seventh Form Examination or Year 13 or completion of Foundation Science from a recognised institution or equivalent; the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience
1. 3-6 months of experience in a pharmacy set-up or demonstrate ability to acquire the skill quickly on the job
2. Have some knowledge or understanding of Basic inventory management skills
Skills and Abilities
- Demonstrated ability to effectively work within a team environment
- Must possess sound analytical and problem solving skills in resource-constrained environment.
- Good computer skills
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

### MOHMS 63/2019: BOAT CAPTAIN [4 POSTS]

<table>
<thead>
<tr>
<th>Role:</th>
<th>Boat Captain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary 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>Central/Eastern/Western/Northern</td>
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<tr>
<td>Unit/Division:</td>
<td></td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Assistant Boat Captain</td>
</tr>
</tbody>
</table>

The Position
The position ensures provision of effective daily vessel services from and to the required destinations and also the safety of the passengers.

Key Responsibilities
The position will achieve its purpose through the following:
1. Maintaining cleanliness and timely survey of the vessel [6 monthly]
2. Ensure the security and safety of cargo and passengers during loading and discharging as stated in the Maritime safety regulation
3. Carry out watch duties during vessel travel and ensuring the passenger to wear life jacket during short travel.
4. Ensure repair/ maintenance of boats and timely servicing of boat engines
5. Ensure availability of all safety equipment’s and log books during audits and during each voyage

Key Performance Indicators
Performance will be measured through the following indicators:
1. Cleanliness and maintenance of marine vessel at all time
2. Efficient and effective vessel watch.
3. Adherence to instruction and compliance to vessel Preventive Maintenance System (PMS)
4. Work carried out within the given timeline

Selection Criteria
The Person
The person must possess a valid Deck Watch Rating certificate in line with Standards of Training, Certification and Watchkeeping for seafarers, STCW, Manila Convention 2010 OR Hold a valid Certificate of Competency in Master Class 6 / Boat Master License.

Knowledge and Experience
1. At least 2 years’ experience working in a similar role
2. Knowledge and experience of charts and electronic plotter system
4. Knowledge of Occupational & Health Safety Act

Skills and Abilities
1. Navigational skills
2. Ability to read and interpret paper charts and electronic plotter system
3. Ability to use computer programs
4. Ability to communicate both written and verbal
5. Ability to complete assigned tasks in a timely manner and a team player.

### MOHMS 64/2019: DENTAL HYGIENIST – 11 POSTS

<table>
<thead>
<tr>
<th>Role:</th>
<th>Dental Hygienist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
</tbody>
</table>
The Position
The Dental Hygienist will champion and facilitate with the DOH all Oral Health Promotion and Education activities based at the clinical or community level.

The Dental Hygienist is also accountable for the delivery of high quality of preventive, restorative and curative periodontal care and non-invasive primary restorative care like fissure sealants and ART.

The Dental Hygienist is accountable for the daily running of the clinic in managing, replenishing, controlling the usage of Consumables, revenue receipting and lodgements with the finer duty of keeping the clinic and its instruments, equipment and the environment clean and friendly and worker safe.

Key Responsibilities
1. Assist the Department of Oral health to deliver Non-Invasive Dental preventive care and Oral Health Education and Instruction to its clients that contributes to Good Oral Health.
2. Assist the Department Of Oral Health in providing effective reports on a monthly basis of the clinical output, accountability, usage and lodgements of Finances. Reporting is also done on the Integration and Coordination office on the utilization of Services to the underprivileged and the children under the age of 15 years old ensuring that key deadlines are met.
3. Implement approaches to allow Oral health Education and Instruction to be part of the Outcomes of the ACP of the MOHMS mainly NCD, Service Delivery, Adolescent Health, Health Information.

Selection Criteria
The Person
In Addition to a Certificate in Dental Hygiene from a recognized tertiary institution with a valid Annual Practising License with the Fiji Dental council, the following Knowledge, Experience, Skills and Abilities are required to perform the role of the post.

Knowledge and Experience
1. Experience in the provision of non-Invasive Dental preventive care, financial accountability with monitory and evaluation submissions.
2. Knowledge of the stores and financial instructions.

Skills and Abilities
1. Effective Dental Assisting and Hygiene Skills
2. Demonstrated ability to effectively and innovatively be part of a team
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
5. Ability to plan and deliver the service within a specified timeline.

MOHMS 65/2019: CLERICAL OFFICER, LEDGERS
<table>
<thead>
<tr>
<th>Role:</th>
<th>Clerical Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</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>Labasa Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Administration</td>
</tr>
</tbody>
</table>
Reports to: Administrative Officer
Subordinates: Nil

The Position
The position is responsible for the timely processing of LPO and Ledger update for Labasa Hospital as delegated by the Assistant Accounts Officer.

Key Responsibilities
1. Ensure that all Purchase Order Requests are in line with the requirements before processing of Local Purchase Order with the accounting system in a timely manner.
2. Maintain and prepare reports on monthly unpaid Local Purchase Order Returns all Purchase Order created every financial year.
3. Advise vendors should they need information about their Purchase Orders [PO] or payment updates
4. Maintain commitment ledger and despatched books for all purchase orders issued
5. Reduce complaints to the minimum and provide optimum service to all customers in accordance with standing rules and regulations

Key Performance Indicators
1. Ensure that all Local Purchase Order are processed on a timely manner to avoid disruption of services
2. Ensure that all invoices are tendered and adherence to processing time periods are followed
3. All reports to be submitted to the Assistant Accounts Officer in a timely manner
4. Participating in the Ministry corporate activities in a timely manner.

Selection Criteria
The Person
In addition to Form 7 pass education qualifications (or equivalent): the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience
1. Knowledge and experience in computerized accounting system
2. Understanding and knowledge of relevant Procurement and Finance regulations & policies
3. At least 2 years’ experience in a similar field
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Ability to use computerized accounting system
2. A team player
3. Ability to work effectively with a variety of personalities and to interact and communicate with internal and external customers
4. Service oriented approach, with a commitment to support the operational/ corporate environment of the organization.

MOHMS 66/2019: CLERICAL OFFICER, ESTABLISH
Role: Clerical Officer
Salary Band: Band C
Salary Range: $12,081.69 - $15,489.35
Location: Labasa Hospital
Unit/Division: Administration
Reports to: Administrative Officer
Subordinates: Nil

The Position
The position reports to the Medical Superintendent through the Hospital Administrator and the Manager Hospital Administration for the provision of administrative support and human resources functions.

Key Responsibilities
1. Responsible for all Human Resource functions and advice for Established staff, including doctors in accordance to relevant guidelines and procedures and within agreed timeframes.
2. Prepare and submit HR reports within agreed timeframes
3. Ensure proper Records management in accordance to relevant guidelines and procedures.
4. Actively contribute to the Ministry and/or Cooperate requirements.

**Key Performance Indicator**

1. All Human Resource functions & advice for Established Staff (including Doctors) are delivered within agreed timeframes.
2. HR reports are submitted within agreed timeframes on standard format.
3. All data received/sent to be maintained and stored on daily basis in the appropriate system and folders.
4. Participate in all Ministry and/or Hospital corporate activities in a timely manner.

**Selection Criteria**

**The Person**

In addition to Form 7 pass education qualifications (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

**Knowledge and Experience**

1. Good knowledge of office equipment, modern office methods and procedures, including business correspondence and filing
2. Knowledge of, and skilled in, a variety of clerical/administrative functions such as grammar, composition, typing, word processing, communication and file maintenance
3. Should have knowledge of the role of HR in a large organization
4. Experience working within a customer service delivery environment
   - Understanding of the relevant legislations governing terms and conditions of employment, OHS, industrial relations
   - Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

- Ability to maintain confidentiality. Must have a high level of interpersonal skills to handle sensitive and confidential situations
- Ability to establish excellent rapport with staff, employment applicants, and the general public.
- Ability to work effectively with a variety of personalities and to interact and communicate with individuals at all levels of the organization
- Ability to understand and carry out detailed written and oral instructions
- Must be able to work in an environment with many interruptions and deadlines
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

**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, February 11th, 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>
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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>
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