MOHMS 41/2019: PRINCIPAL SUPPLIES OFFICER, FIJI PHARMACEUTICAL SERVICES

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Principal Supplies Officer</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>Procurement Unit, FPBS</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director, Fiji Pharmaceutical &amp; Biomedical Services Centre</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Senior Supplies Officer, Supplies Officer, Stores Officer I, Storeman II, Packers</td>
</tr>
</tbody>
</table>

The Position

The position is responsible for the management and operations of the Procurement Unit and maintenance of an effective and efficient procurement system ensuring availability of medicines and similar health commodities.

Key Responsibilities

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

1. Oversee the efficient planning, and implementation and monitoring of the Procurement Unit Action Plan and the Annual Procurement Plan
2. Provide professional leadership to all staff and be responsible for their development and support.
3. Ensure that staff are performing and all delegated activities and work plan outcomes are met
4. Ensure reporting to the Director FPBSC on a daily basis
5. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicators

1. All activities within the Unit Action plan and Procurement Plan are achieved and delivered within agreed timeframes, and compliant with all relevant processes, legislations and policies
2. Learning and Development plan is implemented within the agreed timeframes and the learning outcomes are achieved.
3. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.
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/Business/Finance/Management; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Principal Supplies Officer:

Knowledge and Experience

1. At least 4 years’ experience working in a procurement and supply chain management system, managing inventory and conducting mass procurement for a medium - large organisation
2. Knowledge and understanding of the Tender Process, Contract management and supplier performance management
3. Sound knowledge and application of all relevant finance and procurement laws of Fiji.

Skills and Abilities

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computer programs to support the daily operations
4. Demonstrated ability to carry out negotiation with suppliers on contractual terms and conditions.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

### MOHMS 42/2019: SENIOR HEALTH INSPECTOR, FOOD UNIT

<table>
<thead>
<tr>
<th>Role</th>
<th>Senior Health Inspector</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>Environmental Health-Food Unit/Competent authority</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Chief Health Inspector</td>
</tr>
<tr>
<td>Reports To</td>
<td>8</td>
</tr>
</tbody>
</table>

### The Position

The position will take the leading role in planning, organising, management and review of the Fiji’s food safety management system to achieve regulatory objectives define in the food safety legislations, achieve the overall corporate plan of the Ministry of Health & Medical services and Fiji’s commitment to global health outcomes. It also plays key roles in providing sound regulatory and food safety technical advices to executive level of the Ministry of Health & Medical Services

### Key Responsibilities

1. Responsible to the Chief Health Inspector for the planning, management, supervision, delivery, control and implementation of all food safety program at national, divisional and sub-divisional levels.
2. Responsible for enforcement of the national control plan, food safety act and the Food Safety Regulation and subsequent amendment.
3. Responsible for the licensing of food establishments including inspection and approval procedures.
4. Formulate policies and laws in regards to food safety in Fiji for boards and cabinet approval and provide policy direction to Chief Health Inspector and the unit in all matters pertaining to food safety.
5. Responsible for the planning, management, implementations and administration of competent authority for all the export markets and control of exports of seafood.
6. Provide technically advises to key trade agencies such Ministry of Trade, Ministry of Economy, Department of Fisheries, Fishing Industries and fish processing establishments on market access requirements.

### Key Performance Indicators

1. Ensure standard operating procedures for inspections, sampling, analysis, and food safety training are developed, organised and implemented to food authorities in timely manner.
2. Ensure appointment of authorised officers and provide training on the application of right skill for the effective implementations of food standards.
3. All Staff individual work plans, attendance registers, journals and other performances standards are regularly monitored, verified to meet targets and deadlines.
4. Ensure Coordinated food safety activities are effectively implemented and reports are submitted on agreed timeframe for evaluation purposes to improve deliveries.

### Selection Criteria

#### The Person

In addition to a minimum University qualification of a Degree in Environmental Health and registered as an environmental health officer, the following knowledge, experience, skills and abilities below are required to perform the duties of the post:
Knowledge and Experience
1. At least 10 years’ experience in a similar position would be desirable.
2. Relevant knowledge, leadership skills and competency in management and administration of food safety.
3. Knowledge of existing legislative/policy and standard designed to protect food and the public health is essential.
4. Have general knowledge on the different food safety management system operations at global and regional level in relation to world and regional trade.
5. Have general knowledge on current and emerging food safety risk factors and the related global and regional strategies in addressing these identified risks.
6. Have basic knowledge on Codex and World Trade organisations issues including market access requirements on Fiji’s trading partners and have certain experiences in providing technically sound advices to key trade ministries and food industries including market access requirements.
7. Have some understanding on recall procedures and traceability mechanism and procedures.
8. Have experience in team building and able to provide counselling and mentoring program to enable to maximise workout in the achievement of organisational goals and objectives.

Skills and Abilities
1. Basic prosecution skills are essential.
2. Skills in writing cabinet papers and ability to contribute to the review of food safety legislations.
3. Ability to effectively mobilise team work within and analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Demonstrated ability to understand system operations and how to effectively handle weak links within the systems.
5. Good organisational and management skills of human resources;
6. Ability to develop, deliver and evaluate food safety training;
7. Strong oral and written communications skills;
8. Must have service orientation and customer focused skills and abilities.

MOHMS 43/2019: SENIOR HEALTH INSPECTOR, POLLUTION CONTROL & WASTE MANAGEMENT

<table>
<thead>
<tr>
<th>Position:</th>
<th>Senior Health Inspector - Pollution Control &amp; Waste Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</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>Namosi House</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>29</td>
</tr>
</tbody>
</table>

The Position
The position provides strategic advice and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Pollution Control/Waste Management.

Key Responsibilities
1. Responsible to the Chief Health Inspector for the planning, management, supervision, delivery, control and implementation of all Pollution Control and waste management and Public Health Nuisance at National, Divisional and Sub-divisional levels.
2. Responsible for enforcement of the relevant Laws and Regulation and subsequent subsidiary Legislations of Pollution control and waste management.
3. Provide technical support to clinical services in the area of Healthcare Waste Management.
4. Collaborate with other relevant government agencies and Non-Government Organization’s that have equal interest on pollution control waste management issues.
5. Provide policy direction to the unit in all matters pertaining to pollution control/waste management
6. Vetting and processing of all offensive trade applications, new waste water treatment designs and drinking water systems for Central Board Health approval

**Key Performance Indicators**
1. Ensure standard operating procedures for inspections, sampling, analysis, and food safety training are developed, organised and implemented to food authorities in timely manner.
2. Ensure appointment of authorised officers and provide training on the application of right skill for the effective implementations of food standards.
3. All Staff individual work plans, attendance registers, journals and other performances standards are regularly monitored, verified to meet targets and deadlines.
4. Ensure Coordinated food safety activities are effectively implemented and reports are submitted on agreed timeframe for evaluation purposes to improve deliveries.

**Selection Criteria**

**The Person**
In addition to a minimum University qualification of a Degree in Environmental Health and registered as an environmental health officer ,the following knowledge, experience, skills and abilities below are required to perform the duties of the post:

**Knowledge and Experience**
1. At least 10 years’ experience at a senior management level would be desirable
2. Understanding of legislative/policy approaches, responsibilities designed to protect the environment, public health and the basic sequence in enforcement process and litigation procedures.
3. Knowledge of sustainable development goal, healthy island settings to enhance community health and water, sanitation and hygiene implementation in the communities.
4. Experience in working with multiple partners in a constructive way that is beneficial to all parties.
5. Experience in and understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
6. Experience in post disaster response coordination and basic understanding of monitoring and evaluation

**Skills and Abilities**
1. Ability to facilitate process of drafting policy or by-laws.
2. Case investigation skills in enforcement work and ability to write project proposals, annual reports and business plan
3. Ability to give technical advice to clients or communities on environmental health issues and to analyse situations, decision making and initiating actions.
4. Ability to build and motivate team work with good organizational skills that demonstrates commitment.
5. Ability to effectively adapt, respond to changes within the organisation and to plan and meet deadlines
6. Strong oral and written communications skills;

**MOHMS 44/2019: SENIOR HEALTH INSPECTOR, VECTOR QUARANTINE BURIAL AND CREMATION**

<table>
<thead>
<tr>
<th>Position</th>
<th>Senior Health Inspector Vector Control, Quarantine, Burial &amp; Cremation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</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>Namosi House</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>29</td>
</tr>
</tbody>
</table>
**The Position**
The position provides strategic advice and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Vector Control, Quarantine, Burial & Cremation.

**Key Responsibilities**
1. Responsible to the Chief Health Inspector for the planning, management, supervision, delivery, control and implementation of Health Quarantine, Burial and cremations at National level and also provide support at Divisional and Sub-divisional levels.
2. Responsible for the coordination and enforcement of the Quarantine Act Burial and cremations Act and subsequent subsidiary Legislations.
3. Develop and provide policy advice to the Chief Health Inspector in all matters pertaining to enforcement of relevant Laws for control of vectors of disease, Port Health Quarantine, International Health Regulations Burial and cremations in Fiji.
4. Collaborate with other relevant government agencies and Non-Government Organization that have equal interest vector control, Port Health Quarantine, burial and cremations.
5. Formulate Policies and Laws in regards to vectors of disease, Port Health for Boards and Cabinet approval.
6. Provide technical advice to all Local Authorities and stakeholders on the matters pertaining to vector control, Port Health Quarantine, burial and cremations.
7. Provide technical support to Staffs at operation level to facilitate proper surveillance of mosquito vectors, clearance of Vessels and Aircrafts at ports of entries, burial and repatriation of human remains as required by Law.

**Key Performance Indicators**
1. All vector control/ quarantine/burial and cremations activities and targets in the Annual Corporate Plan and Environmental Health business plan are implemented and achieved in a timely manner.
2. All reports, cabinet paper, external correspondence, business plan progress and draft garbage by-laws are submitted within agreed timeframes, and meet the standard reporting requirements.
3. Effective support provided for prevention and control of leptospirosis, typhoid and dengue programs.
4. Effective and timely management of budgetary allocation for the program.

**Selection Criteria**

**The Person**
In addition to a minimum University qualification of a Degree in Environmental Health and registered as an environmental health officer, the following knowledge, experience, skills and abilities below are required to perform the duties of the post:

**Knowledge and Experience**
1. At least 10 years’ experience at a senior management level would be desirable.
2. Understanding of legislative/policy approaches and responsibilities designed to prevent vector borne diseases.
3. Knowledge and experience in enforcement process, litigation procedures and healthy island settings to enhance community health.
4. Good knowledge on basic entomology especially mosquitos, house fly and other pests, rodents that spread or carry human disease and a general understanding of human diseases and its pathogenesis especially communicable diseases.
5. Experience in working with multiple partners in a constructive way that is beneficial to all parties and understanding community mobilization concept of addressing vector control activities.
6. Experience in post disaster response coordination and basic understanding of monitoring and evaluation

Skills and Abilities
1. Ability to contribute to entomological and epidemiological research studies.
2. Ability to write project proposals, annual reports, business plan and case investigation skills in enforcement work.
3. Ability to give technical advice to clients or communities on vector management, environmental health issues and to analyse situations make decision and initiating actions.
4. Ability to build, motivate team work and good organizational skills demonstrating commitment.
5. Ability to effectively adapt, respond to changes within the organisation and a strong leadership skill
6. Strong oral and written communications skills;

MOHMS 45/2019: MEDICAL IMAGING TECHNOLOGIST HIGH GRADE GENERAL, CWM HOSPITAL

<table>
<thead>
<tr>
<th>Role:</th>
<th>Medical Imaging Technologist High Grade - General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</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>CWM Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Medical Imaging</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Supervisor MIT- General &amp; Ultrasound</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Medical Imaging Technologist</td>
</tr>
</tbody>
</table>

The Position
The purpose of the position is to support Radiological clinical activities for efficient and effective delivery of services aligned with the Ministry’s plans.

Key Responsibilities
The position will achieve its purpose through the following:
1. Schedules patient appropriately and performs examinations in accordance with its protocols and guidelines.
2. Ensure that equipment technical faults, structural defects and consumable issues are recorded and reported to Supervisors for rectification in a timely manner.
3. Ensure correct weekly and monthly statistics are collected and submitted.
4. Actively monitor and asses subordinates performance to enable the delivery of quality services and outcomes.
5. Actively contribute to the Ministry’s corporate requirements by attending staff meetings, conferences and workshops relevant to job role.

Key Performance Indicators:
1. All agreed activities for examinations requested are completed and delivered in a scheduled time.
2. Equipment are operational and safe practices are carried out with timely reporting of equipment issues.
3. Quality reports are provided and outcomes are actioned in a timely manner.
4. Effective and timely supervision of subordinates and students to ensure individual work plans are met.

Selection Criteria

The Person
In addition to a Bachelor in Medical Imaging Science, registered and licenced under the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience
1. At least 10 years of technical working experience in general and special radiography with sound knowledge of the units work processes and protocols.
2. Sound knowledge of medical imaging equipment quality assurance and control.
3. 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 and effectively work within a team environment.
2. Demonstrated ability to analyse and resolve complex problems.
3. Demonstrated supervisory and training skills to be able to effectively train subordinates.
4. Demonstrated ability to promote best use of resources and time to achieve work outcomes.
5. Demonstrated IT and Microsoft office skills to support the department operations.

MOHMS 46/2019: HEALTH INSPECTOR HIGHER GRADE, DEVELOPMENT CONTROL
[NAMOSI HOUSE]

<table>
<thead>
<tr>
<th>Role:</th>
<th>Health Inspector Higher Grade, Development Control</th>
</tr>
</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>Namosi House</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Health Inspector</td>
</tr>
<tr>
<td>Liaises with</td>
<td>21</td>
</tr>
</tbody>
</table>

The Position

The position provides strategic advice and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Development Control.

Key Responsibilities

1. Responsible to the Chief Health Inspector for the administration, planning, management, delivery of all Development control and Planning activities of environmental health services.
2. Oversee development activities and provide technical advice to the Local Authorities on matters pertaining to development on both health and structural matters. Also ensure effective planning, management, monitoring, and control of developments with Towns, Cities and Rural Local authorities.
3. Collaborate with other relevant government agencies and Non-Government Organization that have equal interest on Development control in Fiji and oversee compliance and timely approvals are granted.
4. Act in accordance with the policies, delegated authority and instructions of the Central Board of Health, Chief Health Inspector, to the achievement of the overall goals and objectives of the Ministry of Health as contained in the Environmental Health Business Plan, Annual Operations Plan and National Strategic Plan.
5. Oversee development activities and provide technical advice to the Local Authorities on matters pertaining to development on both health and structural matters. Also ensure effective planning, management, monitoring, and control of developments with Towns, Cities and Rural Local authorities.

Key Performance Indicators

1. All development control applications received by Central Board Health are processed in accordance with the relevant Laws in a timely manner.
2. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements as per Environmental Health monitoring matrix.
3. Provide timely assistance and advice to Divisional and Health Inspectors on development control activities.
4. Manage and maintain an effective and efficient record, development control registers, filing of plans to ensure timely access of documents.
5. Check and follow up on all development control applications with Rural Local Authorities for inspection and reports to be submitted to Town planning in an agreed timeline.
6. Coordination with all other relevant departments for efficient and timely approvals of all development control applications and provide timely feed backs to clients and Sub divisional officers.

**Selection Criteria**

**The Person**

In addition to a minimum University qualification of a Bachelor in Environmental Health and registered as an environmental health officer, the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

**Knowledge and Experience**

1. At least 8 years’ experience as a Health Inspector or at management level would be desirable.
2. Understanding of legislative/policy approaches and responsibilities designed towards development control and sustainable development.
3. Knowledge and experience in enforcement process, litigation procedures with experience in working with donor funding agencies to enhance community health.
4. Knowledge of building, development control legislations and policy are essential.
5. Good knowledge on building regulations, including knowledge on buildings and subdivision process, vetting of plans, environment impact assessment and health impact assessment is essential.
6. Knowledge and experience on development control impact and mitigations measures.

**Skills and Abilities**

1. Good management skills, ability to contribute to team work and working with other stakeholders on development control.
2. Ability to facilitate process of drafting policy documents, circulars and cabinet papers.
3. Skills in reading building plans, field inspections and facilitate approvals for Central Board Health.
4. Ability to make public speeches, press conferences and to write project proposals along with annual reports and business plan.
5. Ability to give technical advice to clients on development control, analyzing situations, decision making and initiating actions.
6. Good organizational skills with a demonstrative commitment and the ability to effectively adapt and respond to changes within the organization.
7. Innovative skills in computer programs, generating reports and strong leadership and organization skills with good oral and written communications skills;

---

<table>
<thead>
<tr>
<th>Role:</th>
<th>Health Inspector High Grade – Vector Control</th>
</tr>
</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>Namosi House</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Divisional Health Inspector, Central</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>21</td>
</tr>
</tbody>
</table>

**The Position**

The position provides strategic advice and oversees at national level the overall planning, management, enforcement, coordination and monitoring of environmental health programs related to Vector Control, Quarantine, Burial & Cremation and Communicable disease.

**Key Responsibilities**
1. Responsible to the Chief Health Inspector through Divisional Health Inspector Central and Senior Health Inspector Vector Control at Headquarters for the surveillance and monitoring of vector control activities in Fiji.
2. Provide vector surveillance and monitoring support to urban and Rural Local Authorities in Fiji.
3. Collaborate with other relevant government agencies and Non-Government Organization that have equal interest on vector surveillance and control of vector borne disease in Fiji.
4. Ensure that all vector control equipment’s and chemicals are in place and maintained in a working conditions.
5. Develop polices and Standard Operating Procedures of pesticide application and handling and safe storage of equipment’s and chemicals.
6. Develop Training materials and capacity building for Local Authority officers on vector control and
7. Lead all operational matters in the field for vector control activities and provide technical support to all local authorities on matters pertaining to threats of vector borne diseases.

Key Performance Indicators
1. Ensure monthly larval surveillance reports are made available to a Chief Health Inspector and Central Board of Health on a timely manner.
2. Ensure all planned vector source reduction campaigns are coordinated with other stakeholders in a consistent and timely manner.
3. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements as per Environmental Health monitoring matrix.
4. Provide timely assistance and advice to Chief Health Inspector, Divisional Health Inspector Central on vector control activities.

Selection Criteria
The Person
In addition to a minimum University qualification of a Bachelor in Environmental Health and registered as an environmental health officer ,the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

Knowledge and Experience
1. At least 8 years’ of experience at a Health Inspector or management level would be desirable.
2. Understanding of legislative/policy approaches and responsibilities designed to prevent vector borne diseases.
3. Knowledge and experience in enforcement process, litigation procedures and working with donor funding agencies to enhance community health.
4. Good knowledge on basic entomology especially mosquitos, house fly, other pests and rodents that spread or carry human disease and general understanding of human diseases and its pathogenesis especially communicable diseases.
5. Experience in working with multiple partners in a constructive way that is beneficial to all parties.
6. Experience in and understanding community mobilization concept of addressing vector control activities, post disaster response coordination and basic understanding of monitoring and evaluation

Skills and Abilities
1. Ability to contribute to entomological and epidemiological research studies.
2. Ability to facilitate process of drafting policy documents, circulars, cabinet papers and case investigation skills in enforcement work.
3. Ability to make public speeches, press conferences, write project proposals, annual reports and business plan
4. Ability to give technical advice to clients or communities on vector management and environmental health issues and to analyse situations, decision making and initiating actions.
5. Ability to build and motivate team work, good organizational skills and demonstrates commitment.
6. Ability to effectively adapt and respond to changes within the organisation and demonstrates strong leadership and organisation skills with strong oral and written communications skills.

MOHMS 48/2019: TECHNICAL OFFICER HIGHER GRADE, PUBLIC HEALTH MICROBIOLOGY, FCCDC

<table>
<thead>
<tr>
<th>Role:</th>
<th>Technical Officer High Grade (Public Health Microbiology)</th>
</tr>
</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>Fiji Centre for Communicable Disease Control (FCCDC), Tamavua</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Public Health Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Laboratory Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Laboratory Officers, Laboratory attendant, Medical and Laboratory Students, Attaché</td>
</tr>
</tbody>
</table>

**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. Responsible for performing bacteriological, parasitological, serological, and virological examinations on human and environmental specimens ensuring day to day operation are carried out.
2. Able to trace the origins of communicable disease outbreaks or monitor prevalence and spread of diseases already endemic in a community, whether the diseases are spread from person to person or from vectors borne diseases.
3. Prepares or directs the preparation of specimens for sending to referral laboratories for researches, develops and evaluates new testing procedures
4. Directs the maintenance of laboratory equipment; keeps records and makes reports; estimates supply and equipment needs
5. Serves as technical consultant and resource person to laboratory staff, physicians and other health professional and agencies
6. Training and mentoring of new laboratory technologist or other health professionals
7. Assumes responsibility for the operation of the laboratory in the absence of the Laboratory Manager.

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. All laboratory results are accurate and reliable with required turnaround time
2. All Lab and support staffs and are to be knowledgeable and competent on performing test procedures
3. Continuous improvement of processes to minimise errors and wastage of resources.
4. Completeness and timeliness of monthly reporting to internal and external stakeholders.

**Selection Criteria**

**The Person**

In addition to a Masters in Medical Laboratory Science, Medical Microbiology or other equivalent qualifications with Infectious Diseases-based subject with the following knowledge, experience, skills and abilities are required to successfully undertake this role and also possessed a valid practising license for Allied Health Practitioners.
Knowledge and Experience
4. Knowledge of accepted laboratory techniques, methods, and procedures for coordinating, mycological, parasitological, serological, bacteriological, and virological examinations.
5. Working knowledge of current trends and concepts of public health microbiology and causes and methods of transmission of communicable diseases.
6. Advance experience in analysing and interpret laboratory processes accurately in a quality and cost effective way
7. At least 10 years’ working experience either in Medical Microbiology Laboratory or Public Health Laboratory

Skills and Abilities
1. Skill in lab procedures such as: enzyme labelled assays, automated and conventional methods in culture and sensitivity, water testing and other public health laboratory investigations
2. Abilities to lead and provides direction, training and mentoring to laboratory staff and assistants.
3. Abilities to interpret and analyse data, as well as understand and draw conclusions about issues that pertain to public health and provide technical consultation to laboratory staff as well as to other health personnel and agencies.
4. Demonstrate analytic and problem solving skills with regards to internal Quality Control and Quality Assurances program.

MOHMS 49/2019: MEDICAL IMAGING TECHNOLOGIST, WAINIBOKASI HOSPITAL

<table>
<thead>
<tr>
<th>Role:</th>
<th>Medical Imaging Technologist</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>Wainibokasi Health Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Medical Imaging Central Division</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Sub Divisional Medical Officer, Rewa</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The purpose of the position is to support the clinical activities at Wainibokasi Hospital through effective and efficient delivery of radiological services. The position is always on standby after hours for emergency cases.

Key Responsibilities
The position will achieve its purpose through the following:
1. Performing requested examinations and its activities in line with departmental protocols, safety procedures and guidelines.
2. Responding to and performing after hour’s requests and outreach duties promptly.
3. Ensure that equipment are functioning and relevant consumables are available at all times
4. Collect and compile statistics for submission to relevant authorities and actively participates in quality improvement programs.
5. Actively contribute to the Ministry’s corporate requirements by attending staff meetings, conferences and workshops relevant to job role.

Key Performance Indicators
1. All activities under examinations are accurately recorded and performed on a scheduled time.
2. All after hour’s examinations are completed and outreach program reports tabled in a timely manner.
3. Timely submission of quality monthly and annual reports.
4. Equipment are functioning and consumables are available with timely reporting and rectifications and quality improvement activities are implemented.
Selection Criteria
The Person
In addition to a Bachelor in Medical Imaging Science, registered and licenced under the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience
1. At least 2 years of technical working experience in General Radiography.
2. Good knowledge of Ultrasound examination protocols to be able to work unsupervised.
3. Knowledge of relevant laws and legislations applicable to Radiology safety practices

Skills and Abilities
1. Demonstrated ability to work effectively within a team environment.
2. Demonstrated organizational and communications skills to be able to work with people of diverse background.
3. Demonstrated ability to promote best use of resources and time to achieve work outcomes.
4. Demonstrated IT and Microsoft office skills to support the department operations.

<table>
<thead>
<tr>
<th>MOHMS 50/2019: ADMINISTRATIVE OFFICER, LABASA HOSPITAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position:</strong> Administrative Officer</td>
</tr>
<tr>
<td><strong>Salary Band:</strong> Band F</td>
</tr>
<tr>
<td><strong>Salary range:</strong> $22,528.74 - $28,883</td>
</tr>
<tr>
<td><strong>Location:</strong> Labasa Hospital</td>
</tr>
<tr>
<td><strong>Unit/Division:</strong> Administration</td>
</tr>
<tr>
<td><strong>Reports to:</strong> Hospital Administrator</td>
</tr>
<tr>
<td><strong>Subordinates:</strong> 4</td>
</tr>
</tbody>
</table>

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

Key Responsibilities
1. Provide policy advice and support services on human resources, finance, asset management & administrative functions to all staff in compliance with relevant legislations, policies and guidelines in a timely manner.
2. Prepare and submit reports on human resources & administration, finance and asset management to supervisor and senior managers within agreed timeframes and in accordance with reporting requirements and standards.
3. Actively manage, monitor, assess and report on subordinate staff performance to enable business continuity, and the delivery of quality services, functions, and outcomes.
4. Actively contribute to the Ministry’s corporate requirements

Key Performance Indicators
1. All human resource functions and advice are provided within agreed timeframes and complying with relevant legislations, policies and guidelines.
2. All reports submitted within agreed timelines and in accordance with reporting requirements
3. All subordinate staff performances are actively managed, monitored, assessed and reported within agreed timeframes.
4. Participate in all Ministry and/or corporate requirements if available.

Selection Criteria
The Person
In addition to a Bachelor’s Degree in human resource management, public administration, industrial and employee relations or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience
1. At least 3 years working experience in human resources management and managing staff
2. Understanding of employee relations legislation, and ability to offer counseling and advice to staff on such matters.
3. Experience working within a customer service delivery environment
4. Understanding of human resources management
5. Experience in the use of computers, office equipment and the Microsoft Office suite of software.
6. Understanding of the relevant legislations governing terms and conditions of employment, Occupational Health & Safety, industrial relations

**Skills and Abilities**

1. Demonstrated ability to work independently, and in a team environment,
2. Proven ability to effectively supervise assigned staff, including allocating and monitoring work, and providing guidance, training and support in administrative processes and systems.
3. Proven ability to provide professional administrative support over a range of functions, including preparing correspondence and reports and undertaking financial and records management functions.
4. Possess excellent interpersonal and communications skills and a strong customer service orientation
5. Capacity to utilize computer programs to support human resources operations
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

---

**MOHMS 51/2019: HEALTH INSPECTOR [9 POSTS]**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Health Inspector</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>Labasa/Savusavu/Nadi Aiport/Sigatoka/Tavua/Nadi/Ba/Suva/Navua</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Divisional Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Senior Assistant Health Inspector</td>
</tr>
</tbody>
</table>

**The Position**

The purpose of the job is to provide strategic advice and oversee the implementation of Environmental Health services in the different subdivisions, which includes the overall planning, management, enforcement, coordination and monitoring of Environmental Health Programs.

**Key Responsibilities**

The roles of the Health Inspector involves of a middle management positions at the district level as follows:

1. Ensure that proper coordination and management of office resources with a multi-facet approach is maintained as stipulated in the business plan and mandated by other legislative requirements.
2. Responsible for the planning, management, organising, supervising, and controlling of all activities at the sub divisional level to determine the desired end results.
3. Advise to clients and stake holders on legislative/policy approaches designed to protect the environment and public health
4. Ensure the office financial accounts and transactions are in order, as per the requirements of the Central Board Health Grant Agreement and Fiji Financial Management Act.
5. Management of human resource by daily supervision, guidance, providing opportunities for capacity building and instituting disciplinary actions as may be required.
6. Collaborate with other relevant government agencies and Non-Government Organisation that have equal interest on Environmental Health in the sub division.

**Key Performance Indicators**

1. All regulatory violations are attended to in a timely manner, in accordance with the Environmental Health Standard Operating Procedures and non-compliances are processed for prosecution.
2. All authorised Local Authority payments are processed within agreed timeframes and compliant with financial management instructions, policies and procedures.
3. Efficient management of resources, databases, budgetary allocations and assets to support work plans, departmental objectives and budget restraints including an on-going contribution to sustainability.

Selection Criteria

The Person
In addition to a minimum University qualification of a Degree in Environmental Health and registered as an environmental health officer, the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

Knowledge and Experience
1. At least 5 years of experience and knowledge in environmental health with management and leadership skills.
2. Experience in coordination of post disaster public health responses and basic knowledge in field epidemiology.
3. Basic experience in accounting and financial management and strong understanding in the enforcement and litigation procedures.
4. Knowledge and experience in collaborating with government and non-government agencies to successfully implement and address the environmental health legislations in the community.
5. Experience in community empowerment and mobilization to alleviate the burden of disease by improving the living conditions of the vulnerable and disenfranchised in partnership with Non-Government Organisation and other partners.
6. Experience and knowledge in development of water sampling plan (drinking and recreational waters) and interpretation of water sampling results and identification of remedial actions.
7. Knowledge and understanding of the monitoring and evaluation framework.
8. Good knowledge of building and sub division of land approval processes.

Skills and Abilities
1. Skills and ability to prosecute in any court of law and investigating outbreaks of any infectious disease.
2. Ability to offer advice to clients or communities on environmental health issues.
3. Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner.
4. Possess strong and effective communication (Written, Verbal) skills.
5. Proven good organizational skills and demonstrates commitment.
6. Ability to work long hours and cope with pressure and setbacks.

MOHMS 52/2019: TECHNICAL OFFICER LABORATORY [12 POSTS]

<table>
<thead>
<tr>
<th>Position:</th>
<th>Technical Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band/Salary range:</td>
<td>Band E</td>
</tr>
<tr>
<td>Location:</td>
<td>CWMH/FCCDC/Lautoka Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Technical Officer High Grade</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Position Purpose
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 Indicators**
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 53/2019: SENIOR ASSISTANT HEALTH INSPECTOR [40 POSTS]**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Assistant Health Inspector</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>Waiyevo/Lakeba/Kadavu/Suva</td>
</tr>
<tr>
<td></td>
<td>Health/Korovou/Vunidawa/Nausori/Navua/Vector</td>
</tr>
<tr>
<td></td>
<td>Yard/Rakiraki/Tavua/Ba/Lautoka Yasawa/Nadi Rural/Nadi</td>
</tr>
<tr>
<td></td>
<td>Airport/Sigatoka/Food Unit</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**The Position**
The position contributes to the overall goals of the Ministry of Health and Medical Services by ensuring that factors, circumstances, and conditions in the environment or surroundings that can exert an influence on people’s health and well-being are assessed, corrected, controlled and prevented through the proper management of activities and resources outlined in the Subdivisional Business Plan.

**Key Responsibilities**
1. The implementation of surveillance, enforcement and promotion of Environmental Health activities required under the Local Environmental Health Programs.
2. The preparation of reports to supervisors and maintenance of records of inspections conducted on the Local Environmental Health Programs and its activities and outcomes, along with recommendations for voluntary improvements and/or prosecution under line legislations.
3. Work in collaboration with other health professionals including Government Agencies and Non-Government Organisation in a multidisciplinary team focusing on integrated approach to resolve public health issues and concerns.
4. Proactively provide information and assistance to operators of registered premises and community with guidance and advice in managing their obligations under various Acts.
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicators
1. All planned trainings and awareness in the Sub-divisional Business Plan are coordinated and implemented within agreed timeframes.
2. All surveillance and mandatory activities are conducted within agreed timeframes and are compliant with relevant processes, legislations and policies.
3. All essential documents and reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including any recommendations for improvement.

Selection Criteria
The Person
In addition to a minimum University qualification of a Diploma in Environmental Health and registered as an environmental health officer, the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

Knowledge and Experience
1. At least 3 year of work experience in a similar position would be desirable.
2. Understanding the basic sequence enforcement and litigation procedures.
3. Knowledge on development control especially building plans and construction is relevant.
4. Knowledge of (water, sanitation and hygiene) implementation in the communities.
5. Experience in working with multiple partners to benefit communities and parties involved.
6. Experience in understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility and post disaster response coordination.
7. Basic knowledge on field entomology, food science and microbiology and experience in contact tracing and disease investigation is desirable.

Skills and Abilities
1. Skills to carry out disease outbreak investigation, respond and to investigate cases and instigate prosecution.
2. Demonstrate the skills to conduct literature reviews, stakeholder/key expert interviews and other data gathering methods – including skills in drafting reports based on these.
3. Skills to write project proposals, prepare reports and strong verbal communication skills.
4. Ability to give technical advice to clients or communities on environmental health issues.
5. Ability to apply skills in addressing environmental health issues in various settings and clients.
6. Ability to critically analyse situations and initiating actions.
7. Ability to work as a team, and work long hours under minimal supervision, and cope with pressure and setbacks.

---

**MOHMS 54/2019: LABORATORY ASSISTANT, [2 POSTS]**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Laboratory Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band D</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$14,428.13 - $18,897.60</td>
</tr>
<tr>
<td>Location:</td>
<td>CWM Hospital, Taveuni Hospital</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Technical Officer High Grade</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>
The 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 of Health & Medical Services objectives.

Key Responsibilities
The position will achieve its purpose through the following:
1. Ensure timely, accurate and reliable laboratory results while maintain 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
Performance will be measured through the following indicators:
1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPs and within agreed time frames.
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 Certificate in Medical Laboratory Technology (or equivalent) with the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience
- Sound understanding of laboratory practices, processes and procedures;
- Knowledge of the general safety within the laboratory, effective personal protective equipment use complies to and advocates laboratory polices and Standard Operating Procedures [SOPs];
- Good understanding of Laboratory Quality Management System and its importance in clinical laboratory.

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

MOHMS 55/2018: PHLEBOTOMIST [5 POSTS]

<table>
<thead>
<tr>
<th>Role:</th>
<th>Phlebotomist</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 per annum</td>
</tr>
<tr>
<td>Location      :</td>
<td>CWM Hospital – 2, Lautoka Hospital – 1, Savusavu Hospital – 1, Wainibokasi Hospital - 1</td>
</tr>
<tr>
<td>Unit/Division :</td>
<td>Pathology Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Technical Officer High Grade</td>
</tr>
</tbody>
</table>
The Position
The purpose of this position is to provide support for blood collection, handling, distribution of laboratory samples and registration of samples in the Laboratory Information System (LIS) that contributes to delivery of accurate, reliable results within a short turnaround time. This position is also required to accompany Blood Donor Services for mobile and home to home blood drives.

Key Responsibilities
1. Ensure patient/blood donor comfort and confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health & Medical Services (MOHMS).
2. Ensure work area is clean at all times and disinfected daily, specimen handling is as per SOP and registration into Laboratory Information System (LIS), liaise with relevant Laboratory sections and disseminate updated information to patients/customers.
3. Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned specific duties in other sections is achieved.
4. Contribute to training, supervision and assessment of new recruits and students
5. Ensure proper handling of samples and registration of sample and test requests into the LIS within the expected turnaround time.

Key Performance Indicators
1. Demonstrate positive communication in all interactions with staff and patients and provide daily Customer Service questionnaire to clients to assess the services provided.
2. Daily cleaning of work areas and filling of the cleaning work sheets.
3. Ensure updated stocktake and ordering of consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
4. Fortnightly attendance or presentation in the Laboratory Scientific Session; assisting in monthly assessment of students or new recruits
5. Daily usage of Sample Acceptance Criteria and registration of samples in the LIS. Ensuring samples are delivered to various Sections of the laboratory every 20 minutes.

Selection Criteria
The Person
In addition to University qualifications (or equivalent) relevant to Phlebotomy, the applicant should demonstrate the capacity to learn and adapt to successfully perform duties of a Phlebotomist.

Knowledge and Experience
1. Identify and manage resources assigned to a Phlebotomist in a proper manner
2. Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
3. Understand and be receptive to applicable laws of Fiji.

Skills and Abilities
1. Demonstrated ability to effectively work within a team;
2. Good communication skills both written & verbal
3. Ability to work with minimum supervision

PROJECT POSITIONS
MOHMSP 06/2019: NATIONAL MANAGER BLOOD & AMBULANCE SERVICES – HQ
Role: National Manager Blood & Ambulance Service
The Position

The position contributes to planning, organising, delivery and monitoring of the effectiveness of the provision of services in support of the Ministry of Health & Medical Services plan.

Key Responsibilities

- Assist the Divisional Blood Service Managers in strategizing their recruitment plan in order to minimise blood shortages.
- Assist the Clerical Officer, Executive Officers in the division for the monitoring of ambulances and water vessels standard and condition for the provision of high quality standard of service.
- Organise meetings with internal and external partners such as National Ambulance Committees, National Ambulance Providers Forum, Blood drive organisers committee and also the internal ministry of health & medical services committees for these two areas.
- Conduct and Organise training to Ministry of Health & Medical staff focusing on developments of blood safety and first responder emergency training for ambulance and vessel officers.
- Responsible for the formulation of guidelines and policy for these two areas and other official documents required by the Ministry in regards to these two areas.

Selection Criteria

The Person

In addition to Bachelor’s Degree in Laboratory Technology, Administration [or equivalent] with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
2. Experience in designing & conducting training.
3. Requisite clinical knowledge on procedures, guidelines, policies and protocols and high level of competence.
4. Broad knowledge and understanding of national plans and policies and their linkages towards achieving national outcomes.

Skills and Abilities

1. Demonstrated ability to lead out and bring projects / initiatives to completion
2. Demonstrate flexibility and the ability to work effectively within changing healthcare environment
3. Demonstrate the ability to effectively evaluate information and make appropriate decision
4. Strong Organizational & Administrative Skills with ability to manage and work in a resource constrained environment.
5. Customer focused approach with commitment to supporting the operational goals of the organization.
Location: MOHMS HQ, Suva
Unit/Division: Family Health Unit
Reports to: Permanent Secretary for Health, Deputy Secretary for Public Health, Deputy Secretary Hospital Services & National Advisor for Family Health
Subordinates: Not Applicable

The Position
The Cancer Programme Officer has overall responsibility for planning, implementing, monitoring and reporting on the cervical, breast, prostate and early childhood screening program and related activities under the National Non Communicable Disease Strategic Plan, the Cervical Cancer Prevention Policy, and the Child Health Strategic Plan.

Key Responsibilities
1. Facilitate the implementation of the Cervical Cancer Prevention Policy, inclusive of the facilitation of the cryotherapy management.
2. Facilitate the implementation of all activities relating to the awareness, prevention and control of other forms of cancers namely prostate, breast and childhood cancers.
3. Coordinate and facilitate the procurement of all cancer services commodities within the Ministry and also with other key stakeholders.
4. Facilitate the provision of appropriate equipment’s and commodities to each division to implement the program.
5. Coordinate awareness and screening programs with other stakeholders. Facilitate the production of all advocacy materials related to Cancer.
6. Coordinate national and local activities for cancer awareness and screenings.
7. Develop information and community education initiatives to encourage population in the targeted group to attend screening.
8. Coordinate and facilitate the development or review and endorsement of Cancer related policies, legislation, curriculum or training materials in consultation with appropriate stakeholders including the National Advisors and the Deputy Secretary for Public Health.
9. Review and appraising proposals submitted for funding and monitor and evaluate the utilisation of domestic and donor funds at quarterly basis as received from the National Cancer programme.
10. Must be able to work with national and international stakeholders effectively and efficiently, Internal & External Stakeholders including Donor/International Agencies, Civil Society Organisations, Key Populations, and Faith Based Organisations etc.

Selection Criteria
The Person
In addition to a Bachelor’s Degree in Public Health, Health Promotion, Reproductive Health, [or equivalent], with the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience
1. Experience in working within a sexual and reproductive health department in government or private sector;
2. Experience in working in Public health, Community services or maternal health services within government or private institution.
3. Knowledge of public health approaches and methods including surveillance and monitoring and evaluation of activities.
4. Knowledge of basic procurement and public finance regulations.
5. Knowledge of administration and management skills with some experience in managing programs at national level.
6. Knowledge of writing proposals, allocation of budget, data management and report compilation
7. Knowledge and experience in working with national and international stakeholders

Skills and Abilities
1. Demonstrate ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet deadlines.
3. Demonstrated ability to work cooperatively and effectively within a challenging and vigorous working environment.
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Ability to effectively use computer programs to support the effective operations of the program.
6. Ability to conduct training relevant to the program
7. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole.

MOHMS 08/2019: PROGRAMME OFFICER, MATERNAL NEWBORN & REPRODUCTIVE HEALTH – FAMILY HEALTH UNIT

<table>
<thead>
<tr>
<th>Role:</th>
<th>Programme Officer, Maternal Newborn &amp; Reproductive Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</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>MOHMS HQ, Suva.</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Family Health Unit, National</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Permanent Secretary for Health, Deputy Secretary for Public Health &amp; National Advisor for Family Health</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

The Position
The position of the Programme Officer Maternal, Newborn & Reproductive Health is responsible for the coordination, implementation, monitoring and evaluating the process and output and effectiveness of the Maternal, Newborn & Reproductive Health programme and its related activities in Fiji.

Key Responsibilities
1. Provide guidance through consultations with the National Advisor Family Health and technical support for sectorial strategy planning and priority settings towards the Maternal, Newborn & Reproductive Health.
2. Provide strategic guidance, facilitation and technical support for planning, implementation, coordination and monitoring of all Maternal, Newborn & Reproductive Health programmes guided by plans, policies and regulations governing the programme.
3. Coordinates and facilitates the development of the Implementation Plan for the National Strategic Plan Maternal, Newborn & Reproductive Health in consultation with stakeholders in the country who are indirectly or directly involved in the Maternal, Newborn & Reproductive Health programme
4. Coordinates and facilitates the implementation of the Maternal, Newborn & Reproductive Health NSP Implementation Plan within the Ministry of Health & Medical Services including external stakeholders.
5. Coordinates and facilitates the review and development of the Monitoring and Evaluation Framework of the NSP including recommendation for timely reviews and delivery of quality Maternal, Newborn & Reproductive Health services
6. Assist in establishing and maintaining appropriate management and technical support for planning, implementation, coordination and monitoring of all Maternal, Newborn & Reproductive Health programmes implemented by internal and external stakeholders.
7. Coordinate and facilitate the development or review and endorsement of Maternal, Newborn & Reproductive Health related policies, legislation, curriculum or training materials in consultation with appropriate stakeholders including the National Advisors and the Deputy Secretary for Public Health.

8. Support the implementation of Maternal, Newborn & Reproductive Health activities within the division and the sub divisions coordinated by the National and Divisional Officers.

9. Development of strategies for the management of UNFPA, Fiji Government funding in areas of Reproductive Health and provide guidance to National Advisor Family Health on the development of biennial work plan for funding by UNFPA on the prioritised Maternal, Newborn & Reproductive Health program activities in Fiji.

10. Review and appraising proposals submitted for funding and monitor and evaluate the utilisation of domestic and donor funds at quarterly basis as received and prepare submission through accounts to Ministry of Finance for half yearly release of UNFPA Program funds and submit Quarterly Financial report and acquittals to UNFPA on FACE forms for programme fund.

11. Coordinate the auditing from the UNFPA external auditors. Keep full and correct accounts of all monies received of such accounts by the Auditor General or other auditors as recommended by the Donors or the internal finance system.

12. Coordinate and facilitate the preparation of the annual financial report for the previous financial year for the Maternal, Newborn & Reproductive Health programme for UNFPA funded activities and support the procurement of all Maternal, Newborn & Reproductive Health service commodities including the condom program and all family planning commodities for Fiji through third party procurement by UNFPA.

13. Prepare and submit quarterly RHCS report to the permanent Secretary for Health for endorsement and final submission to UNFPA.

14. Coordinates and facilitates the formulation of sub committees or Technical Working Groups as recommended by the National Advisor Family Health and initiating and strengthening strategic partnership with key stakeholders and facilitate the progressing of the Mother safe Hospital Initiative and related activities as directed by the National Advisor Family Health.

15. Conduct Biannual MSHI audit for Divisional hospital and annual audits for sub-divisional hospitals for all facilities in Fiji and provide sectorial ,logistic and administrative support to the Obstetric and Gynaecological service network, implement, monitor and evaluate all activities endorsed in the O&G CSN.

16. Coordinate capacity building visits, events small group learning processes as required UNFPA and National partners in areas of monitoring and evaluation and liaison with divisional heads on identifying new projects to be implemented in the various Division and provide logistical and administrative support to the National Advisor family health.

17. Must be able to work with national and international stakeholders effectively and efficiently, including Donor/International Agencies, Civil Society Organisations, Key Populations, and Faith Based Organisations etc.

**Selection Criteria**

**The Person**

In addition to a Bachelor’s Degree qualifications in Public Health, Health Promotion, Reproductive Health [or equivalent] with following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

**Knowledge and Experience**

1. Experience in working in Public health, Clinical services & Community medicine, in a government or private institution;

2. Experience in working in a sexual and reproductive health department in a government or private sector;

3. Knowledge of public health approaches and methods including surveillance and monitoring and evaluation of activities;
4. Understanding of the Fijian Constitution [2013], applicable laws of Fiji.
5. Knowledge of basic procurement and public finance regulations.
6. Knowledge of administration and management skills, with some experience in managing programs at national level.
7. Knowledge of writing proposals and budgets
8. Knowledge and understanding of data management and report compilation
9. Knowledge and experience in working with national and international stakeholders

**Skills and Abilities**
1. Demonstrate ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet deadlines.
3. Demonstrated ability to work co-operatively and effectively; and analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Ability to effectively use computer programs to support the effective operations of the program.
5. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole.
6. Ability to develop national plans strategically and in a timely manner
7. Ability to monitor and evaluate program activities and plans
8. Ability to conduct training relevant to the program.

**MOHMS 09/2019: PROGRAMME OFFICER, CHILD HEALTH – FAMILY HEALTH UNIT**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Programme Officer Child Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</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>Head Quarters</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Family Health Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>National Advisor for Family Health</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**The Position**
The position of the Programme Officer Child health is responsible for the coordination, facilitation, implementation, monitoring and evaluation of the processes and outputs of all Child Health Services programme and its related activities within the Ministry of Health and Medical Services in Fiji. The position works under the National Advisor Family Health.

**Key Responsibilities**
1. Coordinate and facilitate the implementation of all child health activities guided by all child health services related plans, policies and regulations.
2. Providing logistical and administrative support to the National Advisor Family Health.
3. Provides Secretariat support to the National Paediatric Clinical Service Network Committee.
4. Provide support to the review of child health services related policies, legislation, curriculum and training materials, and child health cards.
5. Coordinate and provide oversight on the implementation of Child Health activities within the division and the sub divisions.
6. Work in collaboration with donor partners to facilitate donor support activities.
7. Assists in the coordination and facilitation of procurement, distribution and monitoring of all consumables relevant to the discharge of child health services program in Fiji.
9. Works in collaboration with other MOHMS partners in the packaged delivery of the School health programme and also facilitates the implementation and monitoring of the same.
10. Assists in the development of the Child Health Strategic Plan including recommendation for timely reviews and delivery of quality Child Health Services.

Selection Criteria

The Person

In addition to a Bachelor’s Degree qualifications in Public Health, Health Promotion, Child Health [or equivalent] with the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience

1. Experience in working in Public health, Community medicine, Child health services, Paediatric health services or Maternal and Child health services in a government or private institution;
2. Knowledge and understanding of the Expanded programme on immunization in Fiji.
3. Knowledge of public health approaches and methods including surveillance and monitoring and evaluation of activities;
4. Knowledge of administration and management skills with some experience in managing programs at national level.
5. Knowledge and understanding of data management and report compilation.
6. Knowledge and experience in working with national and international stakeholders

Skills and Abilities

1. Demonstrate ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet deadlines and vet proposals submitted for funding
3. Demonstrated ability to work cooperatively and effectively within a challenging and vigorous working environment.
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Ability to effectively use computer programs to support the effective operations of the program.
6. Ability to develop national plans strategically and in a timely manner and monitor and evaluate program activities and plans
7. Ability to conduct training relevant to the program and service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole

MOHMS 10/2019: PROGRAMME OFFICER, EXPANDED PROGRAMME ON IMMUNIZATION – FAMILY HEALTH UNIT

<table>
<thead>
<tr>
<th>Role:</th>
<th>Programme Officer Expanded Programme on Immunisation (EPI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</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>MOHMS HQ, Suva</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Family Health Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>National Advisor for Family Health</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

The Position

The position of the Programme Officer Expanded Programme on Immunisation is responsible for the coordination, facilitation, implementation, monitoring and evaluation of the processes and outputs of all EPI Services programme and its related activities within the Ministry of Health and Medical Services in Fiji. The position works under the National Advisor Family Health.

Key Responsibilities

1. Facilitate the delivery and implementation of all National immunization services according to the Fiji National Immunization Programme Plan of Action
2. Responsible for monitoring all the relevant immunisation data related to the EPI activities, and
3. records of immunisation coverage kept at all Immunisation stations.
4. Responsible for the close monitoring of the rational use of the Child Health Immunization Records Card.
5. Contribute to the development of the National Immunization Plan.
6. Provide Secretariat support to the Vaccine Preventable Disease Committee, Interagency Committee on new vaccine introduction, and other related organizations relevant to the implementation and strengthening of the EPI Programme.
7. Facilitate the Implementation of the Adverse Event Following Immunization (AEFI) plan
8. Provides effective leadership for the EPI Programme
10. Responsible in reviewing the existing Immunization and Cold Chain Policies when due.
11. Responsible for facilitating social mobilization activities pertaining to the programme.

Selection criteria:
The Person
In addition to a Bachelor’s Degree qualifications in Public Health, Health Promotion, Child Health [or equivalent] with the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience
1. Experience in working in Public health, Community medicine, Child health services, Paediatric health services or Maternal and Child health services in a government or private institution;
2. Knowledge and understanding of the Expanded programme on immunization in Fiji.
3. Knowledge of public health approaches and methods including surveillance and monitoring and evaluation of activities;
4. Knowledge of administration and management skills with some experience in managing programs at national level.
5. Knowledge of writing proposals and budgets.
6. Knowledge and understanding of data management and report compilation.
7. Knowledge and experience in working with national and international stakeholders

Skills and Abilities
1. Demonstrate ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrated effective organisational skills to meet deadlines.
3. Demonstrate ability to vet proposals submitted for funding
4. Demonstrated ability to work cooperatively and effectively within a challenging and vigorous working environment.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Ability to effectively use computer programs to support the effective operations of the program.
7. Ability to develop national plans strategically and in a timely manner
8. Ability to monitor and evaluate program activities and plans
9. Ability to conduct training relevant to the program.
10. Service oriented approach, with a commitment to support the operational environment of the program and the organization as a whole

MOHMS 11/2019: NATIONAL PROGRAM HIV, ADOLESCENT & SEXUAL HEALTH – FAMILY HEALTH UNIT

| Role: | National Program HIV, Adolescent & Sexual Health |
Salary Band: Band H
Salary Range: $34,760.31 - $44,564.50
Location: HQ, Suva
Unit/Division: Family Health Unit, National
Reports to: National Advisor Family Health
Subordinates: National HIV/STI Project Assistant, Divisional HIV/STI & AHS Project Officers, HIV Advocates

The Position
The position of the National HIV & STI Project Officer contributes to the coordination, implementation, monitoring and evaluating the effectiveness of the HIV & STI program and its related activities across the Ministry of Health and Medical Services.

Key Responsibilities
The position will achieve its purpose through the following;
1. Assists in the formulation of the Implementation Plan for the National Strategic Plan on STI, HIV & AIDS.
2. Assists in the coordination and facilitation of the implementation of the STI, HIV & AIDS NSP Implementation Plan within the Ministry of Health & Medical Services including external stakeholders.
3. Assists in the development of the Monitoring and Evaluation Framework of the NSP including recommendation for timely reviews and delivery of quality HIV & STI services.
4. Assists in the coordination of monitoring and evaluating STI & HIV programs implemented by stakeholders.
5. Coordinates and facilitates monitoring and evaluation of HIV & STI activities including education, community based activities and National Events within the Ministry of Health & Medical Services.
6. Provide support to the CEO HIV/AIDS Board in the development or review of HIV and HIV related policies, legislation, curriculum or training materials.
7. Maintain relevant data related to STI and HIV program activities and providing timely quality and quantitative outcomes.
8. Coordinate and provide oversight on the implementation of STI & HIV activities within the division and the sub divisions.
9. Ensure regular reporting and acquittals of domestic and donor funds at the end of each quarter to the CEO HIV/AIDS Board & the NAFH.
10. Assists in the coordination of procuring and facilitates the distribution and monitoring of all STI & HIV health service commodities including condom program with other key stakeholders.

Key Performance Indicators:
Performance will be measured through the following indicators;
1. Implementation Work Plan for the National Strategic Plan on STI, HIV & AIDS is implemented, monitored and reviewed.
2. Qualitative and quantitative reports are provided on time for strategic planning.

Selection Criteria
The Person
In addition to a Bachelor Degrees qualifications relevant to Public Health, Health Promotion, and Reproductive Health [or equivalent], the following Knowledge, Experience, Skills and Abilities [KESAs] are required to successfully undertake this role:

Knowledge and Experience
1. At least 3-5 years’ post qualification experience working in a sexual and reproductive health department in a government or private sector;
2. Working knowledge of sexual and reproductive health management; including STI and HIV within the government and private sector;
3. Practical knowledge of public health approaches and methods including surveillance and monitoring and evaluation of activities;
4. Understanding of the Fijian Constitution [2013], applicable laws of Fiji.

Skills and Abilities
1. Demonstrate ability to coordinate and implement National programs including monitoring and evaluation of activities.
2. Demonstrate ability to carry out set tasks aligned to organizational and program plans in order to meet deadlines.
3. Demonstrate ability to work without supervision.
4. Demonstrated ability to effectively work within a team;
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Capacity to utilise computer programs to support the effective operations of the program.
7. Service oriented approach, with a commitment to supporting the operational environment of the program and the organization as a whole.

MOHMS 12/2019: SENIOR HEALTH INSPECTOR, WASH

<table>
<thead>
<tr>
<th>Role:</th>
<th>National WASH Compliance &amp; Cluster Coordinator</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>Duty Station:</td>
<td>Namosi House</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>16</td>
</tr>
</tbody>
</table>

The Position
The position provides strategic advice and oversees at national level the overall planning, management, coordination and monitoring of environmental health programs related to water, sanitation and hygiene.

Key Duties
1. The position provides advice to the Chief Health Inspector and oversees at national level the planning, management of the enforcement and compliance activities related to water, sanitation and hygiene.
2. The position is also responsible for management and coordination of the Fiji water, sanitation and hygiene cluster in the context of national disaster management or humanitarian effort.
3. Effective coordination of the enforcement and compliance activities pertaining to safe water, sanitation and hygiene in accordance with the requirements.
4. Oversee and monitor the implementation of drinking water safety planning program and national drinking water monitoring program in accordance with the national drinking water quality standards
5. Provide lead supportive role in the national water, sanitation and hygiene cluster set up with a purpose of ensuring mainstreaming of water, sanitation and hygiene cluster activities.
6. Representative of the ministry to the pacific water, sanitation and hygiene coalition meeting
7. Conduct cluster meetings on a quarterly basis during normal period and revert to weekly meeting during emergencies and disasters.

Key Performance Indicator
1. Activities and targets on water, sanitation and hygiene in the Annual Operational Plan and Environmental Health Operational Plan is implemented and achieved.
2. All training reports, cabinet paper, external correspondence, cluster plans, guidelines are submitted within agreed timeframes, and meet the standard reporting requirements.
3. Drinking water safety plans are developed, endorsed and implemented.
4. Effective and timely management of budgetary allocation for the water, sanitation and hygiene program
5. Quality reports and minutes from water, sanitation and hygiene, cluster and national drinking water quality meeting are provided, and outcomes are actioned in a timely and effective manner.

Selection Criteria

The Person
In addition to a Bachelor’s Degree in Environmental Health and registered as an environmental health officer, the following knowledge, experience, skills and abilities below are required to perform the duties of the post:

Knowledge and Experience
1. At least 10 years’ of experience at a senior management level would be desirable.
2. Understanding of existing national and international legislations and policies, guidelines on water, sanitation and hygiene.
3. Understanding of Fiji cluster system, and the international corresponding frameworks.
4. Knowledge and understanding of sustainable development goals and national water, sanitation and hygiene indicators.
5. Knowledge and understanding of cluster core functions and cluster coordination.
6. Knowledge and experience related to water borne disease and control.

Skills and Abilities
1. Cluster coordination and management skills
2. Ability to achieve results personally and through effective team leadership
3. Ability to write project proposals, humanitarian action plan, annual reports and business plan
4. Ability to analyse situations, make decisions and initiating actions.
5. Demonstrated ability to lead, plan and organize activities/projects and work cooperatively within a team environment

MOHMS 13/2019: QUALITY ASSURANCE/VACCINE PREVENTABLE DISEASES

SCIENTIFIC OFFICER - FCCDC

<table>
<thead>
<tr>
<th>Role:</th>
<th>Quality Assurance /Vaccine Preventable Diseases Scientific Officer</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>Duty Station:</td>
<td>Fiji Centre for Communicable Disease Control (Fiji CDC)/ Health Protection</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>National Public Health Laboratory</td>
</tr>
<tr>
<td>Reports to:</td>
<td>National Public Health Laboratory Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Laboratory Officers, Laboratory attendant, Project officers, visiting research officers, Medical and Laboratory students, Attachees.</td>
</tr>
</tbody>
</table>

The Position
To coordinate and strengthen quality management system for NPHL services to achieve operational standards for accreditation. The Quality Assurance (QA) officer will also be responsible for laboratory testing for Vaccine Preventable Diseases (VPD), including molecular testing and introducing new techniques for classifying organisms serotype and genotype in accordance to quality standards.

Key Responsibilities
1. Strengthen and review current Laboratory Quality Management System (LQMS/ISO15189/ISO17025 Standards) and establish Stepwise Laboratory Quality Improvement Process towards Accreditation (SLIPTA) programme.
2. Facilitate and manage the accreditation process of the National Public Health Laboratory
3. Establish and operationalize quality assurance programs for infectious diseases at the national level.
4. Monitor, evaluate, and advise on the performance of the quality management system, producing data and reporting on performance, measuring against set standards
5. Conduct and report on laboratory testing for VPD
6. Maintenance and capacity building for VPD lab testing, including conducting site visitations, consultations and training
7. Work with internal and external stakeholders to develop and evaluate laboratory technologies and operations

**Key Performance Indicators**
1. Effective management of NPHL accreditation process.
2. Effective maintenance and supervision of QA management system
3. Timely and complete laboratory testing and reporting for VPDs
4. Effective maintenance of VPD lab testing and capacity building

**Selection Criteria**

**The Person**
In addition to an undergraduate qualification in Medical Laboratory science or equivalent, Masters in Laboratory Medicine, Infectious diseases, Molecular Biology or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role

**Knowledge and Experience**
1. At least 10 years’ experience working in a medical laboratory; preferably in clinical microbiology and/or public health laboratory
2. Experience in molecular biology and diagnostics
3. Demonstrated knowledge of infectious diseases in general and vaccine preventable diseases in particular
4. Advanced experience in analysing and interpret laboratory processes accurately in a quality and cost effective way
5. Sound knowledge of a Laboratory Quality Management System and Good Laboratory Practice standards

**Skills and Abilities**
1. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment particularly with regards to internal Quality Control and Quality Assurances program
2. Capacity to utilise computer programs to support the operations of an organisation.
3. Strong organisational, communication and interpersonal skills and the ability to effectively consult with multidisciplinary teams
4. Ability to maintain confidentiality and neutrality, in a sensitive environment
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

**MOHMS 14/2019: NATIONAL SURVEILLANCE RESPONSE OFFICER, FCCDC**

<table>
<thead>
<tr>
<th>Role:</th>
<th>National Surveillance and Response Officer (NSRO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary:</td>
<td>$28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Fiji Centre for Communicable Disease Control (Fiji CDC)/ Health Protection, Mataika House</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Senior Medical Officer – Health Protection</td>
</tr>
<tr>
<td>Head of Health Protection</td>
<td></td>
</tr>
<tr>
<td>Reports to:</td>
<td>Divisional Surveillance &amp; Response Officers (3)</td>
</tr>
<tr>
<td>Vaccine Preventable Diseases Surveillance and Response Officer</td>
<td></td>
</tr>
<tr>
<td>Subordinates:</td>
<td></td>
</tr>
</tbody>
</table>

**The Position**
The National Surveillance and Response Officer (NSRO) reports to the Senior Medical Officer and the Head of Health Protection. The NSRO is the national focal point for communicable disease surveillance and is responsible for the implementation of communicable disease programs in accordance with the Fiji CDC business plan and Ministry strategic plan.
Key Responsibilities
1. Maintain and supervise operations of the Epidemiology, Surveillance and Response (ESR) Unit
2. Implementation, maintenance, and monitoring evaluation of programs to support and enhance communicable disease surveillance and response
3. Supervision of communicable disease surveillance and response systems
4. Provide regular analyses and reporting of national communicable disease surveillance and outbreak investigation and response
5. Provides assistance to divisions in surveillance, and outbreak investigation and response
6. Coordinate relevant communicable disease meetings, trainings, and events
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators
1. Effective management of operations of the ESR Unit
2. Effective implementation of communicable disease surveillance and response programs
3. Timely and complete submission of reports
4. Effective contribution to planning and budgeting requirements

Selection Criteria
The Person
In addition to undergraduate degree in Environmental Health, Science or Public Health/Nursing from a recognized tertiary institution, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of divisional surveillance & response officer.

Knowledge and Experience
1. At least 5 years of experience in public health surveillance or research
2. Sound knowledge of epidemiology, infectious disease surveillance and response, and public health
3. Significant experience in field epidemiology
4. Sound knowledge of data analyses and reporting
5. Experience in leading and managing small teams
6. Experience in project management

Skills and Abilities
1. Strong communication and interpersonal skills and the ability to effectively consult with multidisciplinary teams
2. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
3. Proficient in the use of the internet, email, MS Word, and MS Powerpoint and mobile internet based applications.
4. Proficient in the use of MS Excel for data analysis and presentation. Proficiency in statistical analysis software and/or databases would be an advantage.
5. Ability to maintain confidentiality and neutrality, in a sensitive environment
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

MOHMS 15/2019: DIVISIONAL MANAGER BLOOD SERVICES – 3 POSTS

<table>
<thead>
<tr>
<th>Role:</th>
<th>Divisional Manager Blood Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary:</td>
<td>$28,605.45 - $38,140.60</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Central/Eastern, Western &amp; Northern Health Services</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Blood Service Unit</td>
</tr>
</tbody>
</table>
The Position

The position contributes to planning, organising, delivery and monitoring of the effectiveness of the provision of Blood services in support of the Ministry of Health & Medical Services plan.

Key Duties

1. Organise recruitment plan in order to minimise blood shortages through organised blood drives.
2. Collate all blood donor recruitment data for the monitoring of service achievement and submission to Senior Ministry of Health & Medical in the Hospital Services.
3. Organise meetings with internal and external partners in the division in regards to blood donor recruitment program.
4. Organise training to Ministry of Health & Medical Services staff and blood drive organisers focusing on developments of blood safety.
5. Responsible for the formulation of standard operating procedures for the unit.

Selection Criteria

The Person

In addition to a Diploma qualification 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. Advanced computer literacy, in particular use of Microsoft Applications.
2. Knowledge and Experience in preparing reports according to specific standards.
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies.
4. Experience in supervising a team.
5. 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.

MOHMS 16/2019: PEER EDUCATOR, YOUTH & ADOLESCENT HEALTH SERVICES – 22 POSTS

Role: Peer Educator – Youth & Adolescent Health Services (YAHS)
Level: Band F
Salary range: $22,528.74 - $28,883.00
Location: Sub Divisions
Unit/Division: Adolescent Health, Family Health Unit
Reports to: Sub Divisional Health Sister, Divisional HIV/AHS programme officer, National Adolescent Health Services Programme Officer
Subordinates: Not Applicable

The Position

The position of the Peer Educator - Youth & Adolescent Health Service is responsible for coordinating, implementing, strengthening, monitoring and sustaining adolescent and youth health programme activities and initiatives at the medical sub divisional level. All activities must be aligned to the Sub divisional business plan, the Divisional business plan, Family Health Unit Business Plan, and also to the Ministry of Health & Medical Services Strategic Plan and Annual Corporate Plan.
Key Responsibilities

1. Co-ordinate and facilitate the implementation of all health and wellness related activities and initiatives for the provision, promotion and protection aimed at improving, strengthening and maintaining the health and wellbeing of adolescent and youths at sub divisional level.
2. Conduct public health, mental health, sexual & reproductive health awareness, advocacy and relevant training among staff, in-school and out-of-school youths, relevant stakeholders, and the communities in the subdivision.
3. Provide general counselling, HIV counselling and psychosocial support to individual clients, or groups, and make appropriate referral to clinical personnel as required.
4. Attend training and capacity building programs on YAHS related issues.
5. Apply relevant legislations, guidelines and procedures in the provision of equitable, accessible, safe and sustainable youth & adolescent health care services in the sub division.
6. Facilitate the implementation, monitoring and evaluation of the School Health Programme and the School Health Policy at Subdivisional level.
7. Promote MOHMS policies, Wellness programs and other relevant services that address adolescent health issues and promote youth and adolescent health wellbeing.
8. Maintain inventory of office materials and equipment’s provided through the program and maintain office cleanliness and youth friendly environment
9. Provide support to nursing operations without compromising core responsibilities
10. Record and manage distribution of condoms, IEC material, and program related stock.
11. Keep records of all reports, project proposals, budget details, site visit plans and registered client information
12. Draft and submit Individual Work Plan (IWP) to relevant supervisors in line with sub-divisional and national AHS Annual Work Plan (AWP)
13. Participate in sub-divisional and divisional reviews of AHS related program
14. Monitor and evaluate AHS related activities within the sub division as per work plan
15. Effectively maintain records of activities, and submit reports in a timely manner as guided by the National Programme Officer Adolescent Health Services.
16. Evaluate the effectiveness of personal and population based adolescent and youth health services at sub divisional level and make relevant recommendations for the strengthening of services that addresses the full range of typical and special needs.

Selection Criteria

The Person

In addition to Tertiary level education in Medicine, Nursing, Public Health, Mental health, Counselling & Psychosocial Management, Health Promotion, Reproductive Health or equivalent. Having qualification or work experience in counselling, services provision, awareness and advocacy in HIV & STI, Sexual & Reproductive Health, Public Health, Social work, Project management or other health related field would also be considered.

The person must have the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience

1. Experience in working with adolescents and youths including in school and out of school youths.
2. Experience in working in a sexual and reproductive health department in a government or private sector;
3. Knowledge and understanding of monitoring and evaluation of activities, including data management, collation and reporting.
4. Knowledge of writing proposals and budgets.

**Skills and Abilities**

1. Ability to recognise issues and risks faced by youths and adolescents, and to plan mitigating strategic activities accordingly.
2. Ability to develop work plans and implement activities in a timely manner, and report accordingly.
3. Ability to conduct trainings relevant to the program.
4. Demonstrated ability to coordinate and implement programs at the community level including monitoring and evaluation of activities.
5. Demonstrated effective organisational skills to meet tight deadlines.
6. Ability to work in a team to achieve results.
7. Good customer service skills
8. Computer literate with the ability to use Microsoft applications.

<table>
<thead>
<tr>
<th>MOHMS 17/2019: TOBACCO CONTROL ENFORCEMENT OFFICER – 3 POSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Role:</strong> Tobacco Control Enforcement Officer</td>
</tr>
<tr>
<td><strong>Level:</strong> Band F</td>
</tr>
<tr>
<td><strong>Salary range:</strong> $22,528.74 - $28,883.00</td>
</tr>
<tr>
<td><strong>Location:</strong> HQ/Suva 1 position; Lautoka 1 position; Labasa 1 position.</td>
</tr>
<tr>
<td><strong>Unit/Division:</strong> Department of Environmental Health/Tobacco Control Unit</td>
</tr>
<tr>
<td><strong>Reports to:</strong> Divisional Health Inspector and Manager/Tobacco Control through Sub divisional Health Inspector.</td>
</tr>
<tr>
<td><strong>Subordinates:</strong> Assistant Enforcement Officers</td>
</tr>
</tbody>
</table>

**The Position**

The Tobacco Control Enforcement Officer will be responsible for the running of the divisional enforcement offices and report directly to Divisional Health Inspector. The officer is responsible for developing the required divisional work plan and ensure its implementation, monitoring and surveillance.

**Key Responsibilities.**

1. Responsible for the organizing of enforcement operations, inspections, investigations and booking of offenders as per plan.
2. Ensure the proper management of human resources functions such as staff motivation, discipline, performance management, learning and development, coaching and guiding for the implementation of all tobacco control activities.
3. Collaborate with other relevant government Law enforcement agencies and NGO’s that have equal interest in Tobacco enforcement activities to promote Wellness and preventing diseases.
4. Provide legislative and operational advice to manager tobacco control and Chief Health Inspector at Head Quarters on Tobacco Control and Enforcement matters.
5. Provide effective management of all enforcement works, bookings, investigations and court attendances. In a timely manner and provide guidance to staffs including training, coaching and procedures on enforcement works.

**Key Performance Indicators.**

1. Timely provision of advice to Manager Tobacco Control and Chief Health Inspector pertaining to Tobacco Control and Enforcement works.
2. Contribute to the development of Tobacco Control and Enforcement Unit Business Plan in a timely manner.
3. All planned and agreed activities within the Tobacco Control Enforcement Unit are completed and delivered at Divisional and Sub divisional level in compliance with policy and legislative requirements.

4. All operational activities in relation to Tobacco Control and Enforcement are planned, budgeted, Managed, and executed within the agreed time.

**Selection criteria**

**The person**

In addition to a minimum University qualification of a Diploma in Environmental Health and consistent with the environmental health officer registration prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role as Tobacco Control Enforcement officer

**Knowledge and experience**

1. At Least 8 years of experience as a prosecutor, legal enforcement processes, investigation techniques, and court procedures.

2. Experience in conducting field operations, bookings and taking offenders to court.

3. Must possess adequate knowledge on the relevant Laws that govern court proceedings including Tobacco Control and enforcement Act and Regulations.

4. Adequate knowledge and experience in preparation of summons, charges, execution of bench and search warrants and must be familiar with court procedures and etiquettes.

5. Experience in conducting community awareness or similar activity.

**Skills and abilities**

1. Good communication skills such as public presentations, writing speeches for meetings, workshops including consultations and media advocacy.

2. Proficient investigations skills and laying charges and ability to prosecute in court.

3. Demonstrated ability to lead, plan and organize the operational activities of the unit.

4. Demonstrate ability to use MS Word, Excel and Power Point.

5. Ability to work under minimum supervision and meeting deadlines.

6. High level of customer service skills to clients and the general public

7. Ability to handle stressful situations and keep sensitive information confidentially

**MOHMS 18/2019: DIVISIONAL SURVEILLANCE RESPONSES OFFICER – 4 POSTS**

<table>
<thead>
<tr>
<th>Role:</th>
<th>Divisional Surveillance and Response Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</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 Health Services, Eastern Health Services, Western Health Services &amp; Northern Health Services</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Respective Divisional Medical Officers</td>
</tr>
<tr>
<td>Reports to:</td>
<td>None</td>
</tr>
<tr>
<td>Subordinates:</td>
<td></td>
</tr>
</tbody>
</table>

**The Position**

The incumbent will report to the Divisional Medical Officer as the focal point for health protection programs, especially communicable disease surveillance and response, in the respective division. The officer is also expected to be the focal for communications and reporting of divisional communicable disease information nationally to the Epidemiology, Surveillance and Response (ESR) Unit at Fiji Centre for Communicable Disease Control (Fiji CDC). The officer will further be required to assist in the implementation of other health protection programs, including environmental health, and climate change and health emergencies in the divisions.
Key Duties
1. Maintenance, operation, monitoring and reporting for the Early Warning Alert and Response System (EWARS) including routine visits to EWARS reporting sites.
2. Verification of alerts via indicator based (IBS) and event based surveillance (EBS), including conducting and reporting case investigations.
3. Active participation in outbreak investigation, response, and reporting.
4. Timely and complete communication of communicable disease, environmental health, and health emergencies information within the division and to Fiji CDC-Health Protection.
5. Participate and assist in the coordination of Divisional Outbreak Response Team (DORT) meetings, and other meetings relevant to health protection.
6. Assist in the planning and implementation of environmental health and health emergencies and climate change programs in the division.

Key Performance Indicators
Performance will be measured through the following indicators:
1. Timely and complete EWARS reporting and site visits
2. Timely and complete verification and case investigation for indicator based surveillance (IBS) and event based surveillance (EBS) alerts.
3. Active participation in outbreak surveillance and response, and timely and complete reporting during divisional and national outbreaks/health emergencies
4. Effective participation and support for Divisional Outbreak Response Team (DORT) meetings, and national health protection related meetings

Selection Criteria
The Person
In addition to a qualification in an Undergraduate degree in Public Health, Environmental Health, Nursing or equivalent, the following knowledge, experience, skills and abilities to undertake this role:

Knowledge and Experience
1. At least 3 years of experience in epidemiology, public health surveillance or research
2. Experience in field epidemiology
3. Sound knowledge and skills in surveillance data management and analysis
4. Proficient in the use of the internet, email, MS Word, MS Excel, and MS Powerpoint and mobile internet based applications.

Skills and Abilities
1. Possess strong oral and written communications
2. Able to provide technical reports at divisional and national level
3. Well organized and proactive self-starter
4. Demonstrated ability to effectively work within a team.
5. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.
7. Effective training development, delivery and evaluation skills through promotion of an educational environment that is conducive to personal and professional development of staff

MOHMS 19/2019: VACCINE PREVENTABLE DISEASES SURVEILLANCE AND RESPONSE OFFICER, FCCDC

| Role: Vaccine Preventable Diseases Surveillance and Response Officer (VPD-SRO) |
|---------------------|---------------------|
| Level:              | Band E              |
| Salary range:       | $19,041.75 - $24,412.50 |
| Location:           | Health Protection – Fiji Centre for Communicable Disease Control |
| Unit/Division:      | Suva               |
The Position
The Vaccine Preventable Diseases Surveillance and Response Officer (VPD-SRO) reports to the National Surveillance and Response Officer within the Epidemiology, Surveillance and Response Unit of the Fiji Centre for Communicable Disease Control, in the Division of Health Protection. The VPD-SRO is the focal point for vaccine preventable diseases surveillance and response in Fiji.

Key Responsibilities
1. Implementation of vaccine preventable diseases programs
2. Maintenance and operations of vaccine preventable diseases surveillance systems
3. Provide timely data collection, collation, analysis and reporting for vaccine preventable diseases
4. Active participation in outbreak investigation, response, and reporting.
5. Assist in coordinating relevant communicable disease and vaccine preventable disease meetings and trainings

Key Performance Indicators
Performance will be measured through the following indicators:
1. Effective implementation of vaccine preventable diseases programs
2. Effective maintenance and operations of VPD surveillance systems
3. Timely and complete VPD surveillance reports, alert verification and case investigation
4. Demonstrated active participation in outbreak investigation, response, and reporting.
5. Effective coordination of relevant VPD meetings, trainings, and events

Selection Criteria
The Person
In addition to an Undergraduate degree in Public Health, Environmental Health, Nursing or equivalent, the following knowledge, experience, skills and abilities, the applicant must have:

Knowledge and Experience
1. At least 3 years of experience in epidemiology, public health surveillance or research
2. Experience in field epidemiology
3. Sound knowledge and skills in surveillance data management and analysis
4. Proficient in the use of the internet, email, MS Word, MS Excel, and MS Powerpoint and mobile internet based applications.

Skills and Abilities
1. Possess strong oral and written communications
2. Able to provide technical reports at national level
3. Well organized and proactive self-starter
4. Demonstrated ability to effectively work within a team.
5. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 20/2019: NURSE BLOOD SERVICES – 3 POSTS
<table>
<thead>
<tr>
<th>Role:</th>
<th>Nurse Blood Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</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 &amp; Northern Health Services</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Blood Services Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Manager Divisional Blood Services</td>
</tr>
</tbody>
</table>
The Position
The position ensures that all Blood donors are eligible to donate blood and facilitate health checks to all our blood donors.

Key Responsibilities
1. Member of the Recruitment Team in conducting blood recruitment campaign via blood drive or in blood centres.
2. Conduct blood donor health check.
3. Ensure that all medical supplies/items for blood drive are available.
4. Conduct Pre and Post Counselling to all Blood donors.
5. Collate all Blood Donors information [Type of Donors, TTI status, Gender & Age etc]
6. Attend to any blood donor discomfort.

Selection Criteria
The Person
In addition to a Certificate in Enrolled Nurse (or equivalent)) with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience
1. Experience in the provision of primary and nursing support to patients within hospital setting or primary care institution;
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
3. Ability to treat all patients and clients with dignity, respect and all information gathered are kept confidential.
4. Possess a good knowledge on the nursing scope of practice as outlined in the nursing policy
5. Knowledge of health education theory and practice.

Skills and Abilities
1. Demonstrated ability to work independently, in a team environment,
2. Proven organizational skills with ability to determine competing priorities and plan, organize work activities to meet agreed goals
3. Good Clear/confident and excellent communicator skills

MOHMS 21/2019: SENIOR ASSISTANT HEALTH INSPECTOR, FOOD UNIT

<table>
<thead>
<tr>
<th>Role:</th>
<th>Senior Assistant Health Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</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>Food Unit</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Environmental Health Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Health Inspector</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position contributes to the overall goals of the Ministry of Health and Medical Services by ensuring that factors, circumstances, and conditions in the environment or surroundings that can exert an influence on people’s health and well-being are assessed, corrected, controlled and prevented through the proper management of activities and resources outlined in the Subdivisional Business Plan.

Key Responsibilities
1. The implementation of surveillance, enforcement and promotion of Environmental Health activities required under the Local Environmental Health Programs.
2. The preparation of reports to supervisors and maintenance of records of inspections conducted on the Local Environmental Health Programs and its activities and outcomes, along with recommendations for voluntary improvements and/or prosecution under line legislations.
3. Work in collaboration with other health professionals including Government Agencies and Non-Government Organisation in a multidisciplinary team focusing on integrated approach to resolve public health issues and concerns.
4. Proactively provide information and assistance to operators of registered premises and community with guidance and advice in managing their obligations under various Acts.
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators
1. All planned trainings and awareness in the Sub-divisional Business Plan are coordinated and implemented within agreed timeframes.
2. All surveillance and mandatory activities are conducted within agreed timeframes and are compliant with relevant processes, legislations and policies.
3. All essential documents and reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including any recommendations for improvement.

Selection Criteria

The Person
In addition to a minimum University qualification of a Diploma in Environmental Health and registered as an environmental health officer, the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

Knowledge and Experience
1. At least 3 year of work experience in a similar position would be desirable.
2. Understanding the basic sequence enforcement and litigation procedures.
3. Knowledge on development control especially building plans and construction is relevant.
4. Knowledge of (water, sanitation and hygiene) implementation in the communities.
5. Experience in working with multiple partners to benefit communities and parties involved.
6. Experience in understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
7. Experience in post disaster response coordination.
8. Basic knowledge on field entomology, food science and microbiology is desirable.
9. Knowledge and experience in contact tracing and disease investigation is desirable.

Skills and Abilities
1. Skills to carry out disease outbreak investigation and response.
2. Skills to investigate cases and instigate prosecution.
3. Demonstrate the skills to conduct literature reviews, stakeholder/key expert interviews and other data gathering methods – including skills in drafting reports based on these.
4. Skills to write project proposals, prepare reports and strong verbal communication skills
5. Ability to give technical advice to clients or communities on environmental health issues.
6. Ability to apply skills in addressing environmental health issues in various settings and clients.
7. Ability to critically analyse situations and initiating actions.
8. Ability to work as a team, and work long hours under minimal supervision, and cope with pressure and setbacks.

MOHMS 22/2019: ASSISTANT TOBACCO CONTROL ENFORCEMENT OFFICER – 9 POSTS

<table>
<thead>
<tr>
<th>Role:</th>
<th>Assistant Tobacco Control Enforcement Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary range:</td>
<td>S$19,041.75 - S$30,515.63</td>
</tr>
<tr>
<td>Location:</td>
<td>HQ/Suva 4 positions; Lautoka 3 positions; Labasa 2 positions.</td>
</tr>
</tbody>
</table>
Unit/Division: Tobacco Control Enforcement Unit

Reports to: Tobacco Control Enforcement Officer

Subordinates: None

The Position
The Assistant Tobacco Control Enforcement Officer (ATCEO) will be directly responsible to the Tobacco Control Enforcement Officer (TCEO). The Assistant Enforcement Officer shall be responsible for the active enforcement of the Tobacco Control Decree 2010 and shall assist the Enforcement Officer in achieving the planned output.

Key Responsibilities
The position will achieve its purpose through the following key duties:
1. Report directly to the Tobacco Control Enforcement Officer;
2. Organise and carry out inspections, investigations and booking of offenders;
3. Work closely with other law enforcement agencies on matters of equal interest;
4. Assist in community awareness programs related to tobacco-free initiatives;
5. Filing of legal documents in and obtaining case updates from court registries within the Division;
6. Appear for formal proofs and cross examinations in the Magistrates Court; and
7. Submit monthly reports of enforcement, prosecution and community awareness programs conducted within the Division.
8. The officer will also be responsible for execution of the legal documents and preparation of Witnesses Statements.
9. To contribute to the achievement of the overall goals and objectives of MOHMS as contained in the Sub divisional BP, Divisional BP, ACP and the NSP.
10. To provide a high level of customer service to clients and the general public.

Key Performance Indicators:
1. Ensure standard operating procedures for bookings and charging persons violating Tobacco Control Act and Regulations are followed.
2. Ensure all planned and agreed activities in relation to Tobacco enforcement are implemented within the agreed time frame.
3. Timely provision of all reports and case files to supervisors and attendances to court.
4. Ensure all Tobacco licenses and Registration applications are recorded and facilitated for processing within the agreed time line.

Selection Criteria
The person
In addition to a Tertiary qualification in Environmental Health or a Certificate in prosecution, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and experience
1. At least 5 Experience in legal enforcement or exposure at similar field.
2. Experience in field operations, bookings of offenders, preparations of court documents is desirable.
4. Knowledge of Tobacco Control Act and Regulations will an advantage.
5. Experience in conducting community awareness or similar activity will be an advantage.

Skills and abilities
1. Proficient in investigations and prosecution skills;
2. Demonstrate ability to confidently present self in court for formal proofs and cross examinations and witness.
3. Demonstrated ability to work effectively and efficiently within a team;
4. Demonstrate ability to speak and present in public settings such as community, schools or villages.
5. Demonstrate ability to use MS Word, Excel and Power Point
6. Ability to work under minimum supervision and meeting deadlines
7. Strong oral and written communications skills.

MOHMS 22/2019: RECRUITMENT OFFICER, BLOOD DONORS

<table>
<thead>
<tr>
<th>Role:</th>
<th>Recruitment Officer [Blood Donors]</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>Central/Eastern, Western &amp; Northern Health Services</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Blood Service Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Manager Divisional Blood Services</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Blood Service Nurse and Phlebotomist</td>
</tr>
</tbody>
</table>

The Position
The position contributes to facilitation of the recruitment program and monitoring of the effectiveness of the recruitment process in support of the Ministry of Health & Medical Services plan.

Key Duties
1. Organise recruitment team to conduct recruitment via blood drive and in the blood centre.
2. Conduct blood donor interview.
3. Organise & schedule blood drive.
4. Compile and update all recruitment data.
5. Act as a OHS and Inventory Control Officer
6. Responsible for the general cleanliness of the Unit.

Selection Criteria
The Person
In addition to a Form Seven pass in secondary education with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience
- Have sound knowledge of filing systems, information management
- Knowledge of using Microsoft programs
- Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
- Ability to communicate effectively with good listening skills
- Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
- Ability to analyse situation and act accordingly to provide best practical outcome
- Demonstrate high level of accuracy and attention to details
- Demonstrate ability to manage and work long hours as and when required

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;
   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 4th, 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></td>
</tr>
</tbody>
</table>