



MINISTRY OF HEALTH AND MEDICAL SERVICES

JOB DESCRIPTIONS FOR ADVERTISEMENT IN THE FIJI SUN SATURDAY, 16TH MARCH, 2019

MOHMS 158/2019: SENIOR TECHNICAL OFFICER, LABORATORY

Position Title:	Senior Technical Officer, Laboratory
Salary Band:	Band I
Salary:	\$43,296.63 - \$55,508.50
Location:	Fiji Pharmaceutical & Biomedical Services Centre, Jerusalem Road
Unit/Division:	Logistics Management Unit
Reports to:	Director - Fiji Pharmaceutical & Biomedical Services
Subordinates:	Nil

The Position

The position is responsible for analysing utilisation trends, evaluating demand and ensuring availability and accessibility of quality laboratory supplies at all public health laboratory facilities in Fiji.

Key Responsibilities

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

1. Prepare key sections of the operational plans of the Logistics Management Unit and ensure implementation of the unit activities
2. Manage the processes of technical evaluation, selection, quantification, and distribution of laboratory supplies procured by the FPBS for all public health laboratory facilities in Fiji, in consultation with stakeholders and within regulatory frameworks and guidelines
3. Provide technical advice and assistance to the Procurement Unit on laboratory supplies
4. Monitor and report on utilisation through facility audits, stock-takes and updating the inventory system to ensure consistent supply of laboratory items and supplies; and to facilitate process improvements
5. Conduct market research on availability of alternative products when necessary to ensure continuity of business and service
6. Facilitate inventory management training to relevant stakeholders and health professionals in relation to the utilisation of laboratory items to ensure good inventory management practices
7. Provide operational advice to the ministry of health pertaining to Laboratory supplies and services
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

1. All laboratory items procured meet acceptable quality standards, technical specifications, and are accessible to all
2. Quality reports on utilisation and stock levels are available for analysis and process improvements
3. Training plan aligned with core skills/needs of the department
4. Timely & effective management of the unit's performance to enable business continuity, and delivery of services.

Selection Criteria

The Person

In addition to a Bachelor's degree in Medical Laboratory Science (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. At least 7 years' experience as a medical laboratory technician
2. Sound knowledge and understanding of Laboratory services, clinical products terminology and use

Skills and Abilities

1. Highly developed organisational skills and ability to communicate with people at different levels and from different backgrounds
2. Demonstrated analytical ability and to contribute to solutions to complex problems, in a medium to large organisation
3. Capacity to use computer programs (MS Office products, word processing, spread sheets, internet, e-mail) to support the daily operations
4. Demonstrated ability to work within a team environment and to meet competing deadlines
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 159/2019: MANAGER, TOBACCO CONTROL ENFORCEMENT UNIT

Role:	Manager - Tobacco Control Enforcement Unit
Level:	Band I
Salary Range:	\$43,296.63- \$55,508.50
Location:	Level 3, Namosi House, Suva
Unit/Division:	Tobacco Control Reinforcement Unit/Central
Reports To:	Chief Health Inspector (CHI)
Subordinates:	1-Tobacco Control Enforcement Officers and 3-Assistant Tobacco Control Enforcement Officers = 4

The Position

The Manager Tobacco Control Position directly reports to the Chief Health Inspector/National Advisor Environmental Health. The work of the Manager is not only confined to a systematic enforcement program but includes a Comprehensive approach, tailoring other effective intervention programs such as cessation, health promotion and awareness, taxation advocacy and legislation in particular the Tobacco Control Act 2010 and its subsidiary legislation.

Key Responsibilities

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

1. Provide strategic advice on Tobacco Act and Regulation and enforcement to CHI and directions and guidance to staffs, tobacco industry including importers wholesalers and retailers.
2. Maintain effective administrative of the Tobacco Control Unit under supervision of Chief Health Inspector, strengthen enforcement partnership, networking and sharing of enforcement experience and information with other National and Regional organizations. Ensure that best practices prevail when enforcing the Law and facilitate review of sections of the Tobacco Control Decree which requires amendments to strengthen enforcement and prosecution procedures.
3. Ensure appropriate licensing and registration mechanism is in place and ensure compliance by all stakeholders with licensing provisions under the Tobacco Control Act 2010. Provide quality customer service, maintain quality of work, and work in a systematic and orderly manner to achieve overall goals of the organization.

4. Develop and monitor Unit Business plan, Unit budget and IWP for the unit officers. Monitor work performance of all Tobacco Control Enforcement Officers and Assistant Tobacco Control Enforcement Officers in Fiji.
5. Provide Quarterly Reports on all activities listed under the work plan and ensure timely submission of these reports and update WHO reporting instrument required under the Framework Convention on Tobacco Control.
6. Develop awareness programs, tobacco free settings, training package and formulate training plan for the unit and ensure that Tobacco Control Officers are trained accordingly and provided with appropriate enforcement knowledge and skills.

Key Performance Indicators

1. Number of collaborations held with other government and non- governmental organization to enforce tobacco Legislations and to ensure that existing laws and policies complement the Tobacco Act 2010 and its subsidiary Regulations.
2. Number of offenders booked and taken to court through effective implementation of Tobacco Control Act 2010,
3. Ensure that unit business plan deliverable are achieved as planned At least weekly Number of briefs and all reports are provided to CHI on a regular and at the end of the year on all activities done and outcomes achieved.
4. Ensure all Tobacco import, wholesale and retail including sukhi, electronic and e-cigarettes importations and sales are registered and licenses as per Tobacco Control Act and Regulations.

Selection Criteria

The Person

In addition to a minimum qualification of a University Degree in Environmental Health or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role as Manager Tobacco Control:

Knowledge and Experience

1. At least 10 years of experience as a Health Inspector, Tobacco Control Officer or in a similar position in any other organisation.
2. Thorough understanding and knowledge of the Tobacco Control Act and Tobacco Control Regulations, Knowledge on taxation, sentencing, Penalties, and Crimes Act and other legislations under the Environmental Health
3. Knowledge and experience in investigation and prosecution procedures, court procedures, protocols, litigation and experience in appearing in court as a prosecutor,
4. Understanding of international protocols and treaties under World Health Organisation Framework Convention on Tobacco Control (WHO FCTC) and experience in formulating and amending policies, regulations and reports,
5. Knowledge and experience in writing cabinet papers, development of MOUs and parliamentary questions and answers for the ministry.
6. Experience in community mobilization, media presentations, conducting trainings and report writing.
7. Experience in working with other stakeholder's internal and external customers, Government departments and NGOs who have equal interest in enforcement works.

Skills and Abilities

1. Demonstrate ability to Communicate (oral and written) effectively with all stakeholder in the workplace;
2. Ability to plan, organise, implement and monitor progress of the unit performance;
3. Demonstrate effective leadership skills and team work;
4. Demonstrate ability to maintain confidentiality and neutrality in a sensitive environment;

5. Ability to coordinate or facilitate multiple tasks activities including organisation of enforcement operational works.
6. Ability of applying technical expertise, drive for results with integrity and Willingness to take on any extra duties delegated by the supervisors.
7. Demonstrates good leadership and supervising skills, persuading and influencing, deciding and initiating actions.
8. Excellent prosecution and enforcement skills is required.

MOHMS 160/2019: NURSE UNIT MANAGER, MATERNITY [CWM HOSPITAL]

Role:	Nurse Unit Manager
Level:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Maternity Unit
Unit/Division:	Maternity Intensive Care Unit
Reports To:	Deputy Director of Nursing, Maternity Unit
Subordinates:	Team Leaders, Registered Midwives, Registered Nurses, Ward Assistants

The Position

The position coordinates all aspects of ward activities in the Maternity unit, from supervising nursing staff to monitoring patient care with proactive approach to caseload to ensure that practitioner skills are matched to clinical needs and also provides clinical and managerial leadership to subordinates ensuring that all applicable policies, clinical guidelines and protocols and nursing standard are adhered to.

Key Responsibilities

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

1. Provide clinical leadership and manage midwives and nurses of the maternity and gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit as per business plan, policies, and guidelines within the Midwifery and nursing scope of practice
2. Coordinate the efficient and effective management of the ward and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care to ensure service continuity
5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with midwifery nursing practices, and the legislative framework and agreed scope of nursing practice and plans.

2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceeds expectations

Selection Criteria

The Person

In addition to a Diploma in Nursing (or equivalent), Midwifery qualification, registered and a valid Midwife license to practice with the Fiji Nursing Council, the following knowledge, experience, skills and abilities are required for the position.

Knowledge and Experience

1. At least 5 years' experience in midwifery
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree, Mental Health Decree, HIV Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Neonatal resuscitation and HIV in Pregnancy and Infection Prevention and Control and other related neonatal clinical practices.
4. Has broad knowledge and experience on quality improvement systems and their implementations
5. An understanding of the *Constitution of Fiji* and applicable employment legislations and Acts

Skills and Abilities

1. Proven ward management experience and ability to effectively manage a busy maternity department.
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 160/2019: NURSE UNIT MANAGER, MATERNITY [CWM HOSPITAL]

Role:	Nurse Unit Manager Labour ward
Level:	H
Salary Range:	\$34,706 - \$44,564
Location:	CWMH-Suva
Unit/Division:	Labour Ward Shift Charge
Reports To:	Nurse Unit Managers Maternity Unit, Team Leaders Maternity Unit, Midwives Labor ward
Subordinates:	Clinical Nursing Sisters, Registered Nurses, Allied Health staffs
	Medical/Nursing Interns, Medical/Nurse Trainees and Ward Assistants

The Position

The purpose of the position of Labour Ward Shift Charges, CWMH, is to assist the Sister In Charge oversee the HR management of the Midwifery and Nursing workforce and their practice, that all applicable policies, clinical practice guidelines and standards are met, and to ensure the procurement

and supply of necessary resources (equipment, drugs and other consumables) for the Labour ward to provide a Safe and Quality Midwifery and Nursing service to expected Standards.

Key Responsibilities

1. Assist in managing and supervising staff of the Labour ward to provide midwifery care to laboring women and immediate neonatal care to their new born babies.
2. Assist to ensure that resources requirements (equipment, drugs, and consumables) are met to provide nursing care effectively.
3. Assist to provide nursing/clinical leadership and guidance to ensure nursing care are delivered as per protocols, policies, guidelines, and that staff work within their scope of practice and meeting nursing standards/competencies.
4. Assist to provide positive and open communication with all clients/families and members of the communities that are seen in Labour ward as well as with other Ministry and external stakeholders.
5. Assist to maintain continuous improvement by collecting and providing data and other reports to monitor the services progress against targets, and staff professional development.

Key Performance Indicators

1. Ensure that all staff are working effectively within Scope of Practice to provide Midwifery nursing care to all women admitted in labour ward (shift reports written and handover done to the next Shift Charge and Team)
2. Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (checking of all equipment's, consumable stock and Dangerous Drugs counted and tally per shifts.)
3. Provide regular supervision, mentoring and assist in ward training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates to the unit matron at least monthly. Provide Midwifery Support to the Central and Eastern Divisional sub divisional maternity unit by obtaining daily early morning round updates of midwifery activities and give feedback at the unit morning daily handover session. (Ensure timely response is provided and referral with evacuation of cases done appropriately.)
5. Ensure that daily ward activity data is collected (accurately) entered in the Ward Birth Register to assist the Sister in Charge in the collating of ward monthly report to inform on ward activities submitted to the unit matron to assist in meeting the targets of unit Business Plan in line of the CWMH Business Plan targets.

Selection Criteria

The Person

In addition to a Diploma in Nursing (or equivalent), Midwifery qualification, registered and a valid Midwife license to practice with the Fiji Nursing Council, the following knowledge, experience, skills and abilities are required for the position.

Knowledge and Experience

1. At least 10 of nursing experience and in any maternity unit or similar work environment.
2. Understanding of the applicable legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire);
3. Working knowledge of safe motherhood, management and how these functions are achieved through the nursing activities.
4. To have sound knowledge of Midwifery Scope of Practice outlined under the Nursing Decree-2011, OHS policies, nursing policies, guidelines and regulations that govern the Nurses' practice and code of ethics.
5. Understand the HIV Decree, Child Welfare Decree, Sexual Offence Unit (SOU) and Mental Health Decree.

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

Skills and Abilities

1. Demonstrated ability to effectively work within a team
2. Must possess sound analytical and problem solving skills in resource-constrained and at time remote environment.
3. Demonstrated ability to motivate and evaluate staff.
4. Demonstrated ability to use Microsoft applications and other Health related applications in compiling and generating reports, correspondence, updating records.
5. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 160/2019: NURSE UNIT MANAGER, MATERNITY [CWM HOSPITAL]

Role:	Nurse Unit Manger
Level:	Band H
Salary Range:	\$34,706 - \$44,564
Location:	Ante Natal Clinic
Unit/Division:	Maternity/CWM Hospital
Reports To:	Deputy Director of Nursing
Subordinates:	NUMS – MATERNITY UNIT, NUM OF OTHER UNITS - CWM, CLINICAL NURSE EDUCATOR – CWMH, CONSULTANTS OF HOSPITAL PATIENTS - CWMH

The Position

The purpose of this position is to manage the staff and resources of the Ante Natal Clinic (ANC) CWMH. Nurse unit managers coordinates all aspects of operating the wards in Ante Natal Clinic from supervising nursing staff to monitoring patient care with proactive approach to caseload to ensure that practitioner skills are matched to clinical needs and also provides clinical and managerial leadership to subordinates ensuring that all applicable policies, clinical guidelines and protocols and nursing standard are adhered to.

Key Responsibilities

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

1. Manage and supervise staff of the Ante Natal Clinic (ANC) on continuity of Low Risk Care for the antenatal
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide nursing care effectively.
3. Provide nursing/clinical leadership and guidance to ensure nursing care are delivered as per protocols, policies, guidelines, and that staff work within their scope of practice and meeting nursing standards/competencies.
4. Provide positive and open communication with all clients/families and members of the communities that attend ante natal clinic (ANC), as well as with other Ministry and external stakeholders.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the services progress against targets, and staff professional development.

Key Performance Indicators

Performance will be measured through the following indicators which are extensions of the above Key responsibilities and identify HOW the post will deliver on those. They should be Specific, Measurable, Attainable, Relevant, and Time bound; For Example:

1. Ensure that all staff are working effectively within Scope of Practice to provide ante –natal nursing care to all pregnant mum attending ante natal clinic (ANC) (including: develop and

- review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure staff provide evidence of annual re-license, mentor and support staff with regular ward meetings).
2. Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
 3. Provide regular supervision, mentoring and assist in ward training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
 4. Demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates to the unit matron at least monthly.
 5. Ensure that daily clinic activity data is collected (accurately) and a monthly report to inform on clinic activities submitted to the unit matron to assist in meeting the targets of unit Business Plan in line of the CWMH Business Plan targets.

Selection criteria

The Person

In addition to a Diploma in Nursing (or equivalent), Midwifery qualification, registered and a valid Midwife license to practice with the Fiji Nursing Council, the following knowledge, experience, skills and abilities are required for the position.

Knowledge and Experience

1. At least 10 years of nursing experience in maternity or similar environment
2. Working knowledge of mother craft, management and how these functions are achieved through the nursing activities.
3. To have sound knowledge of Midwifery scope of practice outlined under the Nursing Decree, OHS policies, CWMH nursing policies, guidelines and regulations that govern the Nurses’ practice and code of ethics
4. Understand the HIV Decree, Child Welfare Decree and Mental Health Decree.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to effectively work within a team
2. Must possess sound analytical and problem solving skills in resource-constrained and at time remote environment.
3. Demonstrate the ability to motivate and evaluate staff.
4. Ability to use Microsoft Applications and any Health related computer application
5. Demonstrated ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 160/2019: NURSE UNIT MANAGER, MATERNITY [CWM HOSPITAL]

Role:	Nurse Unit Manger
Level:	Band H
Salary Range:	\$34,706 - \$44,564.50
Location:	Ante Natal Ward
Unit/Division:	Maternity Unit
Reports To:	Deputy Director of Nursing
Subordinates:	Clinical Nursing Sisters, Registered Nurses, Allied Health staffs

The Position

The purpose of this position is to manage the staff and resources of the Ante Natal Clinic (ANC) CWMH. Nurse unit managers coordinates all aspects of operating the wards in Ante Natal Clinic from supervising nursing staff to monitoring patient care with proactive approach to caseload to ensure that practitioner skills are matched to clinical needs and also provides clinical and managerial

leadership to subordinates ensuring that all applicable policies, clinical guidelines and protocols and nursing standard are adhered to.

Key Responsibilities/duties

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

1. Manage and supervise staff of the ante natal ward (ANW) to provide ante- partum care to pregnant women with complications of pregnancy, early labor and to close monitor maternal and fetal well-being.
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide nursing care effectively.
3. Provide nursing/clinical leadership and guidance to ensure nursing care are delivered as per protocols, policies, guidelines, and that staff work within their scope of practice and meeting nursing standards/competencies.
4. Provide positive and open communication with all clients/families and members of the communities that are being admitted to ANW, as well as with other Ministry and external stakeholders.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the services progress against targets, and staff professional development.

Key Performance Indicators

Performance will be measured through the following indicators which are extensions of the above Key responsibilities and identify HOW the post will deliver on those. They should be Specific, Measurable, Attainable, Relevant, and Time bound; For Example:

1. Ensure that all staff are working effectively within Scope of Practice to provide ante-partum nursing care to all patient's admitted to ANW (including: develop and review IWPs, provide APA, develop suitable and appropriate monthly rosters, ensure staff provide evidence of annual re-license, mentor and support staff with regular ward meetings).
2. Ensure updated stock takes and ordering of drugs, consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
3. Provide regular supervision, mentoring and assist in ward training sessions/case review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Demonstrate positive communication and interactions with staff, clients and stakeholders and provide regular updates to the unit matron at least monthly.
5. Ensure that daily ward activity data is collected (accurately) and a monthly report to inform on ward activities submitted to the unit matron to assist in meeting the targets of unit Business Plan in line of the CWMH Business Plan targets.

Selection Criteria

The Person

In addition to a Diploma in Nursing (or equivalent), Midwifery qualification, registered and a valid Midwife license to practice with the Fiji Nursing Council, the following knowledge, experience, skills and abilities are required for the position.

Knowledge and Experience

1. At least 10 years of nursing experience with exposures at any maternity or similar work environment.
2. -Working knowledge of mother craft, management and how these functions are achieved through the nursing activities.
3. Sound knowledge of Midwifery scope of practice outlined under the Nursing Decree, OHS policies, CWMH nursing policies, guidelines and regulations that govern the Nurses' practice and code of ethics
4. Understand the HIV Decree, Child Welfare Decree and Mental Health Decree.

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

Skills and Abilities

1. Demonstrated ability to effectively work within a team
2. Sound analytical and problem solving skills in resource-constrained and at time remote environment.
3. Demonstrate the ability to motivate and evaluate staff.
4. Ability use Microsoft applications and any patient care related application.
5. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 161/2019: NURSE UNIT MANAGER, CORONARY CARE UNIT [CWM HOSPITAL]

Role:	Nurse Unit Manager
Level:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Coronary Care Unit and CATH LAB (CCU)
Unit/Division:	East Wing Deputy Director of Nursing
Reports To:	Cardiologist, Physicians, NUMs, DDON
Subordinates:	Team Leader, Registered Nurses & Ward Assistants

The Position

The position provides overall management and clinical supervision of Nursing Practice to ensure a safe and effective practice environment that supports the management of patient flow through the Coronary Care and CATH LAB units.

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. Collaboratively works with visiting teams in providing specialized coronary nursing service in conformity to the Scope of Practice, the Fiji Nursing standards, Fiji Nursing Policies, National & institutional policies & guidelines and clinical procedural guidelines.
2. Provides clinical leadership and guidance in the management of the Coronary Care Unit and acts as a resource to advise, educate and support those involved in the care of the patient.
3. Effectively procure and manage resources and the environment of care and augments safe, efficient provision of quality care.
4. Ensures effective records management including the Patient Information System (PATIS) and documentation including nursing care plans are updated as per guideline/policy.
5. Coordinate efficient and effective management of the ward and nursing workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
6. Guarantees continuous quality improvement and compliance with approved standards, policies and protocols related to critical cardiac nursing, Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Maintain compliance and adherence to professional coronary nursing practices, compliant with the legislative framework and agreed scope and timeframes of the nursing service deliverables and plans.

2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely management, professional development, and regular monitoring of staff performance and expected outcomes, and attendance to enable business continuity, and delivery of quality services.
4. Efficient and timely management of resources, budgetary allocations, and assets that support meeting hospital work plans, department objectives and budget restraints; including ongoing contribution to coronary nursing care sustainability.

Selection Criteria

The Person

In addition to a Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)

1. 10 years of nursing experience with exposures at Coronary care and CATH LAB
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Ability to effectively manage the critical work unit and adhere to professional standard
2. Capacity to utilise computer programs to support the operations of complex organisation;
3. Good communication skills and possess a good command of spoken and written English
4. Ability to make professional and timely clinical judgement and decisions to support quality nursing outcomes.
5. Demonstrated ability to provide leadership and work effectively within a team environment
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

MOHMS 162/2019: NURSE UNIT MANAGER, SPECIAL OUTPATIENT DEPARTMENT [CWM HOSPITAL]

Role:	Nurse Unit Manager SOPD
Level:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Special Outpatient Department (SOPD)
Unit/Division:	East Wing Deputy Director of Nursing
Reports To:	Consultants, Registrars, NUMs of the Hospital, GPs
Subordinates:	Registered Nurses, student nurses & Ward Assistants

The Position

To provide overall management and clinical supervision of nursing practice (special outpatient) to ensure a safe and effective environment for the delivery of optimal quality nursing care, in accordance with the standard, scope of nursing practice and national nursing standards.

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. Provide clinical leadership and manage nurses of the SOPD and act as a resource to advice, educate and support nurses to provide high quality nursing care to all patients as per business plan, policies, and guidelines within the nursing scope of practice.
2. Manage the adherence to Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Nursing Scope of

Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.

3. Effectively manage resources and the environment of care and ensure provision of safe, efficient and effective special outpatient services.
4. Ensures effective records management including the Patient Information System (PATIS) and management of patient's folder.
5. Coordinate efficient and effective management of the unit and nursing workforce coverage to ensure that all allocated activities are achieved and annual performance assessments are carried out.
6. Guarantees continuous quality improvement and compliance with approved standards, policies and protocols related to Intensive care nursing, Infection Prevention and control guidelines, Disciplinary Guideline and other related clinical practice guidelines.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Maintain compliance and adherence to legislative framework, agreed scope of practice and timeframes of the nursing service deliverables and plans.
2. Manage and maintain an effective and efficient record on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are action in a timely and effective manner.
3. Effective and timely management, professional development, and regular monitoring of staff performance and expected outcomes, and attendance to enable business continuity, and delivery of quality services.
4. Efficient and timely management of resources, budgetary allocations, and assets that support meeting hospital work plans, department objectives and budget restraints.

Selection Criteria

The Person

In addition to a Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)

1. 10 years of nursing experience with exposures to special outpatient care
2. Proven experience and comprehensive understanding of the registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Ability to effectively manage a day to day schedule clinics to a professional standard
2. Good communication skills and to possess a good command of spoken and written English.
3. Demonstrate the ability to handle emergency in the unit with good decision making skills.
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Ability to make professional and timely clinical judgement and decisions to support quality nursing outcomes during the clinic.
6. Demonstrated ability to provide leadership and work effectively within a team environment to achieve unit goals.

MOHMS 163/2019: NURSE UNIT MANAGER, ENDOSCOPY DEPARTMENT [CWM HOSPITAL]

Role:	Nurse Unit Manager
Level:	Band H

Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Endoscopy Unit, East Wing, Colonial War Memorial Hospital
Unit/Division:	NUM OT, OT Manager, Clinical Consultants, X-ray Department, Ward NUMs
Reports To:	DDON East Wing
Subordinates:	Endoscopy nurse ,Ward assistance, orderly ,student nurses

The Position

The purpose of this position is to oversee the smooth running of the unit and to ensure the endoscopy procedures protocol are strictly follow. To manage the staffs, specialized equipment's and resources, to provide planned range of specialized procedures to all patients who are schedules for endoscopy. The service has a focus on all referral patients from Special Out Patient Departments, major hospitals, private Practitioners both elective and emergency cases.

Key Responsibilities

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

1. Manage and supervise staff of the Endoscopy unit to provide the range of specialized procedures services.
2. Ensure that resources requirements (equipment, drugs, and consumables) are met to provide services effectively.
3. Provide nursing/clinical leadership and guidance to ensure endoscopy services are delivered as per approved plans, policies, guidelines, and that staff work within their scope of practice and meeting nursing standards/competencies.
4. Provide positive and open communication with all clients/families and members of the public who visit this specialized medical field, as well as with other Ministry and external stakeholders.
5. Maintain continuous improvement by collecting and providing data and other reports to monitor the effective of the service progress to achieve its targets, and staff professional development.
6. Ensures and supervise the proper handling of endoscope by the endoscopist [doctors] and only trained doctors can perform the endoscopy.

Key Performance Indicators

Performance will be measured through the following indicators which are extensions of the above Key responsibilities.

1. Ensure that all staff are working effectively within Scope of Practice to provide develop suitable and appropriate monthly rosters, on call Roster. Ensure staff provide evidence of annual re-license, triage of referrals and book patients accordingly, mentor and support staff with regular meetings).
2. Ensure updated stocktake and ordering of drugs, consumables are completed monthly and also that all equipment is checked regularly (any damaged equipment tested and sent for *repair*).
3. Provide regular supervision, mentoring and training sessions/procedure and duties review at least monthly with staff to ensure that policies, procedures, and guidelines are followed to meet approved standards (also ensure staff are aware of training opportunities and CPD requirements).
4. Demonstrate positive communication in all interactions with staff, clients and stakeholders and provide regular updates to the unit nurses, Operating Theatre NUM, Consultant Physician or Surgeon and Anaesthetist when necessary.
5. Ensure data is collected at time of service (accurately) and is reported monthly to inform on number of procedures and emergency intervention done
6. To supervise and maintain the maintenance of endoscopic and other specialized equipment's.

Selection Criteria

The Person

In addition to a Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience (essential)

1. At least 10 years' of nursing experience with exposures in endoscopy
2. Understanding of the applicable legislation, policies and procedures

Skills and Abilities

1. Demonstrated ability to effectively work within a team
2. Possess sound analytical and problem solving skills in resource-constrained and at time for emergency endoscopy cases
3. Demonstrate ability to motivate and evaluate staff.
4. Has the ability to teach train, mentor the subordinates on endoscopy policies and guidelines and support the continuous professional development of nurses
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 164/2019: NURSE UNIT MANAGER, WEST WING [CWM HOSPITAL] [3 POSTS]

Role:	Nurse Unit Manager
Level:	Band H
Salary Range:	\$ 34,760.31 -\$44,564.50
Location:	West Wing Supervisor (1), Paying Ward (1) , Women's Medical Ward(1)
Unit/Division:	Nursing
Reports To:	Deputy Director of Nursing West Wing, CWM Hospital
Subordinates:	Registered nurses, Medical orderlies, trainee nurses, ward assistants and attendant.

The Position

The purpose of this position is to manage staff and resources of the West Wing of CWM Hospital in the absence of the Unit Manager and the Deputy Director of West Wing, hence, responsible for the operational day to day management of the inpatient beds and patient flow related functions for the hospital to ensure a safe and effective flow of inpatient admission throughout the CWM hospital and aims to balance the access demand.

Key Responsibility

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

1. Discussion of bed state with other wing supervisors, Bed Manager and Deputy Director of Nursing West Wing for availability of beds at all wards of the West wing of CWM hospital and organizes transfers accordingly whether internally or other sub divisional hospital.
2. Organizing of the ward roster and monitoring of staffs attendance and deployment of appropriate staff if need be to resolve shortage.
3. Participate in clinical discussion with consultants and family conferences on any client need with further collaboration with other health care services and social workers on specific client need as required after hours.
4. Organize handing over sessions with nurses at all wards and updates all patient categories for continues follow up.
5. Providing follow up and guidance for all nurses for different patient condition and supervise documentation and management of care.
6. Participate in workshops and training as directed by Deputy Director of Nursing for West wing.
7. Ensure that all supplies of resources such as stationeries, surgical, consumables and non-consumables are readily available in the ward at all times.

Key Performance Indicator

Performance will be measured through the following indicators which are extensions of the above. Key responsibilities and identify how the post will deliver on those. They should be Specific, Measurable, Attainable, Time bound:

1. Ensure that all staff is working effectively within the scope of practice to provide high standard of health care services to patients.
2. Ensure that all wards coverage in West wing is maintained in all shifts and ensuring adequate stock of consumables is available.
3. Ensure that the staff attendance and overall report of the Units is reported daily to Deputy Director Nursing of West wing.
4. Coordinate ward conflicts in regards to nurse's performance and patient care, in the absence of Nurse Unit Manager and Deputy Director of Nursing.

Selection Criteria

The Person

In addition to a Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 10 years of nursing experience or in a similar field
2. Understand the applicable legislation or policies/ procedures with regards to the Nursing Decree (2011)
3. Working knowledge of curative, therapeutic, management and rehabilitative of patients and how this functions is achieved through the nursing activities.

Skills and Abilities

1. Demonstrated ability to work in a multidisciplinary team and be a team player.
2. Possess a good command of English in both oral and written.
3. Have a good management and leadership skills.
4. Must possess sound analytical and problem solving skills in resource-constrained and at time remote environment.
5. Demonstrate the ability to motivate and evaluate staff.
6. Ability to use Microsoft Applications and any Health related computer application
7. Demonstrated ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 165/2019: NURSE UNIT MANAGER, OPERATING THEATRE [LABASA HOSPITAL]

Role:	Nurse Unit Manager
Level:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Operating Theatre
Unit/Division:	Labasa Hospital
Reports To:	Director of Nursing
Subordinates:	Team Leaders, Registered Nurse Enrolled Nurse

The Position

To ensure the delivery of the highest standard of patient care which is clinically effective in a manner which respects people's dignity, and privacy in a safe environment.

Key Responsibilities

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

1. Provide clinical leadership and manage nurses in the Operating Theatre and act as a resource person to advice, educate and support nurses as per business plan, policies, and guidelines within the nursing scope of practice.
2. Coordinate the efficient and effective management of the department and nursing workforce so that all allocated activities are achieved and annual performance assessments are carried out in a timely manner.
3. Ensure continuous quality improvement and compliance with approved standards, policies and protocols related to intensive care nursing, infection prevention and control, human resources, and other related clinical practice guidelines.
4. Effectively procure and manage resources and the environment of care
5. Ensure effective records management including the regular update of Patient Information System (PATIS) and documentation of nursing care plans.
6. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and human resource activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and quality delivery of service that is in compliance and adherence with nursing practices, and the legislative framework and agreed scope of nursing practice and plans.
2. Patient records on the Patient Information System (PATIS) are updated regularly and quality reports are provided within the agreed timelines.
3. Professional development of staff, and regular monitoring of staff performance and attendance to enable quality service continuity.
4. Efficient and timely management of resources and assets of the unit so as to ensure continuity of service delivery.
5. Contributions to corporate requirements meet or exceed expectations.

Selection Criteria

The Person

In addition to a Diploma in Nursing (or equivalent) with a valid registration and practicing license with the Fiji Nursing Council. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years' experience in Operating theatre
2. Proven experience and comprehensive understanding of the operating theatre and registered nurses scope of practice, Fiji Nursing Decree and the Nurses Code of Conduct.
3. Has sound knowledge and competence on the Mega code or basic life support training, acute Medical and Surgical nursing experience.
4. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.
5. An understanding of the Constitution of Fiji and applicable employment legislations and Acts.

Skills and Abilities

1. Proven management experience and ability to effectively manage a ward
2. Demonstrated ability to provide leadership, manage staff performance and work effectively within a team environment to achieve unit goals.
3. Ability to make professional and timely clinical judgement and decisions.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the corporate

environment of the organization.

MOHMS 166/2019: SENIOR ACCOUNTS OFFICER, FIJI PHAMACEUTICAL & BIOMEDICAL SERVICES

Role:	Senior Accountant – Fiji Pharmaceutical & Biomedical Services Centre(FPBS)
Level:	Band H
Salary Range:	\$28, 155.85 - \$44,564.50
Location:	Fiji Pharmaceutical & Biomedical Services Centre(FPBS), Jerusalem Road
Unit/Division:	Accounts
Reports To:	Director FPBS
Subordinates:	Accounts Officer, Assistant Accounts officer, Clerical Officers

The Position

The position incumbent is responsible for the efficient management and operations of the financial services of Fiji Pharmaceutical & Bio- Medical Services. Ensure commitment and Compliance to good financial practises to enable the organisation to access quality, safe, effective and cost effective, essential pharmaceutical products and Bio-Medical Equipment for the people of Fiji.

Key Responsibilities

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

1. Take lead role for preparing, Compilation, Submission and administer proper Management/ monitoring and utilization of Annual Budget.
2. Ensure Financial Reports are timely submitted to Director, senior managers and Headquarters. Interpret the financial reports to management and recommend for improvement activities.
3. To ensure timely payments of all local and overseas Suppliers in accordance to the financial practises.
4. Guide and provide FMIS In-House training (Workshop) for Senior Managers, Technical officers, and other sub-ordinates.
5. Counsel, guide and Develop internal programme (internal Audit) to ensure adherence to policies, finance instructions and agreed policies.
6. Participate in performance evaluation of finance staffs and conduct counselling sessions to identify skill development needs to improve financial operation efficiency.
7. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

Key Performance Indicators

Improve financial sustainability, equity and efficiency

The Senior Accounts Officer is required effectively process release of funds, process payments for items received in a timely manner. To advise management on movements of funds, request budget and update GL system for activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.

Timely & effective management of the unit's performance to enable business continuity, and delivery of services.

Selection Criteria

The Person

In addition to Degree in Accounting (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 3 years' experience working in a Finance Environment with Minimum qualification Requirement.
2. Working Knowledge of Financial Management requirements, including the processing of expenditures within legislation and policy
3. Practical knowledge of anti-corruption approaches and methods
4. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji

Skills and Abilities

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

MOHMS 167/2019: SENIOR ADMINISTRATIVE SECRETARY, REGISTRATION [HEAD QUARTERS]

Role:	Senior Administrative Secretary
Level:	SS02
Salary Range:	\$29,530.00-\$37564.00
Location:	Registration
Unit/Division:	Hospital Services
Reports To:	Manager Patient Safety & Quality
Subordinates:	NIL

The Position

The position ensures that the various boards and committees are convened according to the Acts and its decision are implemented accordingly .To ensure applications for overseas treatment are promptly processed according to Ministry's' guidelines.

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. Convening quarterly meetings of and Boards which includes Board, Private Hospitals, Radiation, Optometrist, and Allied Health Board.
2. Ensure the appointment of Board of Visitors (BoV) members upon expiry, obtain requests from respective health facilities with BoV and submit requests to the Minister for new appointment extension of appointment of existing members for all Major Hospitals, Subdivisional Hospital and Health Centres & Nursing Stations.
3. To ensure requests for Medical Board on employees received from various Government organizations/statutory bodies are dealt with promptly.
4. Attend to all administrative related issues (correspondences, etc) for the boards and hospitals as directed by Minister, Assistant Minister PSH,

Key Performance Indicators

Performance will be measured through the following indicators:

1. Administration and timely organization of the respective Boards

2. Appointments of Board of Visitors members are effectively discharged
3. Medical Board request are dealt with in a timely manner
4. All Boards correspondence are efficiently dealt with

Selection Criteria

The Person

In addition to a relevant university degree, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post

Knowledge and Experience

1. Proven knowledge of Administration and management
2. Experience in managing resources in a resource constrained environment
3. Sound understanding of the Health Services and roles of Health professionals
4. Understanding of the relevant legislation governing terms and conditions of employment, OHS and industrial relations etc.

Skills and Abilities

1. Ability to maintain confidentiality and impartiality in managing work processes and applying policies, procedures and guidelines
2. Ability to handle sensitive and confidential information or situations
3. Ability to establish excellent rapport with staff and external partners
4. Strong written and verbal communication skills
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

MOHMS 168/2019: COMMUNITY REHABILITATION ASSISTANT, TAMAVUA TWOMEY HOSPITAL

Role:	Community Rehabilitation Assistant
Level:	Band D
Salary Range:	\$14,428.13 - \$18,497.60
Location:	Tamavua/ Twomey Hospital
Unit/Division:	Community Rehabilitation/Public Health
Reports To:	Medical Superintendent, Tamavua Hospital
Subordinates:	Nil

The Position

The position is responsible for the assessment, planning, delivery and monitoring of an effective, efficient and quality rehabilitation services to persons with disabilities; promotion and prevention of disabilities to ensure that persons with disabilities receive the best of care which will enable them to become self -reliant and as functional as possible to improve their quality of life.

Key Responsibilities

1. Organise and Conduct Disability Awareness and education at all levels in the community.
2. Liaise with Public Health Nurses in recording data regarding incidence and prevalence of disability and compiling a register of disabled or potentially disabled persons within the medical area to be utilized in the planning and development of services for persons with disability.
3. Assess, plan and implement therapeutic intervention of developmental, functional and social needs of an infant, child and adult with disabilities and their families.
4. Share knowledge and transfer therapeutic skills through demonstrations to persons with disabilities, parents, families/care givers, nurses, village health workers, volunteers and communities to develop their skills in offering simple advice, support and rehabilitation techniques based on assessed needs of the persons with disabilities
5. Facilitate the integration and inclusion of people with disabilities into functional community roles, activities, or work in accordance with the person’s interest and abilities.

6. Design, prescribe and organize Assistive Devices for persons with disabilities from Ministry of Health, Governmental Organizations and Non – Governmental organizations, donor agencies, Faith Based Organizations etc.
7. Assist the Public Health Staffs in the conducting of the Wellness Program and other national programs and events in combating Non Communicable Disease;
8. Promoting and facilitating the referrals of school aged children to the nearby pre-schools, schools and technical college to enhance the child’s education.
9. Promoting the importance of monthly development checklist to MCH Nurses and mothers as a tool for early identification of children at risks or with disabilities.
10. Maintain record keeping and organisational requirements including preparation of monthly work plans, monthly reports and annual reports and their submission to Sub-divisional Health Sister and CRA/CBR Coordinator as appropriate.

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Disability, Individual Support or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Community Rehabilitation Assistant:

Knowledge and Experience

1. At least 2 years’ experience working with people with disabilities
2. Experience developing and providing person centered services
3. Experience assessment, identification, planning, delivering and monitoring therapeutic interventions to persons with disabilities
4. Experience managing and developing working with people with cultural diversity
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
6. Understanding of the Rights of the Person with Disabilities Bill [2016] & United Nations Convention of the Rights of the Person with Disabilities.

Skills and Abilities

1. Excellent Communication Skills and have the ability to deal with persons with disabilities, their families and care givers with in the required legislative and policy framework.
2. Demonstrated ability to implement accurate therapeutic skills, delivery and evaluation.
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
5. Ability to network with other Stakeholders [GOs, NGOs, Faith Based Organizations, Donor Agencies] to meet the needs of the person with disabilities.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

MOHMS 169/2019: PACKER, FIJI PHAMACEUTICAL & BIOMEDICAL SERVICES

Role:	Packer
Level:	Band B
Salary Range:	\$5.37-\$6.89 per hour
Location:	Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Stores
Reports To:	Stock Controller
Subordinates:	Nil

The Position

The position contributes to the provision of health to the people of Fiji.

Key Responsibilities

1. Properly distribute all items from the warehouse after checking and packing
2. Check that correct items are selected by the clients and sign the picking slip for the items to be packed
3. Ensure to return the items back to warehouse which may be chosen in excess and to always keep record of such transaction
4. Ensure that all items received from the Bulk and Issue Stores are thoroughly checked and that the right quantity, batch, and item description are being chosen
5. Ensure that all cartons are properly labeled, carton numbered, name of customer, picking slip number and other details are stated on top of the carton
6. Ensure that all cartons have the "Sealed Stickers" this is a must and shall be followed at all times
7. Should notify warehouse / Team Leader- Bulk and Issue if the items chosen are wrong or does not match with the quantity as per the Picking Slip
8. Liaise with the customer service for consolidated deliveries, always notify all the stake holders on the delivery schedule
9. Respond to all queries in regards to distribution and problems which can bring along improvement in the operations of the warehouse
10. Carry out all additional duties as assigned by immediate supervisor or warehouse manager

Selection Criteria

The Person

In addition to the following Knowledge, Experience, Skills and Abilities a relevant Academic Qualifications is required to successfully undertake this role

Knowledge and Experience

1. Detailed knowledge of documentation requirements.
2. Application techniques in order to prepare and verify shipping documents for safety and destination coding, classifications, and hazardous material handling criteria.
3. Experience in a similar work environment
4. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of warehouse services

Skills and Abilities

1. Ability to communicate effectively both verbally and written
2. Demonstrated ability to effectively work within a team, adhere instructions and comply;
3. Ability to carry out repetitive tasks quickly and carefully
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization

MOHMS 170/2019: DRIVER

Role:	Driver
Level:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Several
Unit/Division:	Transport
Reports To:	Executive Officer
Subordinates:	Nil

The Position

The position ensures the safe transportation of staff and patients from one facility to another.

Key Responsibilities

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

1. Maintain Cleanliness of the vehicle at all times;
2. Use Motor Vehicle for Official purposes upon instructions from supervisor

3. Drive Motor Vehicle safely in accordance with all traffic laws and regulations of Land Transport Act or Fiji Police Force;
4. Complete and submit the daily running sheet for every trip taken, and submit to the respective Transport Officer at the end of the day for review and verification;
5. Take responsibility of the Motor Vehicle maintenance and regular servicing in consultation with the respective Transport Officer on:
 - a. Oil, fuel and lubrication service;
 - b. Tyre, battery and air conditioning servicing;
 - c. Motor Vehicle washing and cleaning;
 - d. Daily checks of vehicle tools, spare tyres
6. Efficiently report all minor or major accident to the vehicle under your care using the standard vehicle accident report form.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that vehicle, are in good running condition (clean, water, oil are sufficient) before moving the vehicle
2. Hospital runs are well planned;
3. Running sheets & fuel receipts, are submitted on daily basis;
4. Defects are reported and addressed in a given timeframe;

Selection Criteria

The Person

In addition to the completion of Secondary School or similar and the following valid driving license classifications 2, 4 & 6 with A valid Defensive Driving Certificate. The following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years working experience in a similar role
2. Good knowledge of vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Well versed with road Regulations and Acts;
5. Fair understanding of the Fijian Constitution (2013) and applicable laws of Fiji;

Skills and Abilities

1. Ability to drive safely and effectively
2. Ability to communicate in both verbal and written
3. Ability to work effectively with a team
4. Ability to do read and calculate mileage
5. Ability to manage time effectively

MOHMS 171/2019: COOK [SEVERAL]

Role:	Cook
Level:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Several
Unit/Division:	Food Services Unit
Reports To:	Executive Officer
Subordinates:	Nil

The Position

The incumbent is responsible for the preparation and presentation of meals for patients and staff.

Key Responsibilities

1. Cook meals according to menus, special dietary or nutritional restrictions instructed by the Dietician, and numbers of portions to be served
2. Estimate expected food consumption with reference to the diet lists and meal request figures and keep food waste to a minimum and maintain routine meal schedules and serving times.
3. Complies consistently with healthy standard portion sizes, cooking methods, specifications,

- quality standards and food service rules, policies and procedures.
- 4. Maintains a clean and sanitary work station area including tables, shelves, grills, fryers, oven, blenders, flat top range and refrigeration equipment.
- 5. Follow and practice Hazard analysis and critical control points (HACCP).
- 6. Assist in food preparation and serving during off-peak periods as needed. Actively contribute to the ministry and cooperate requirements including planning, budgeting, monitoring, record keeping and food services activities when required.

Selection Criteria

The Person

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

Knowledge and Experience

- 1. Knowledge of quality food preparation and presentation methods
- 2. Must have knowledge of food safety and hygiene
- 3. Experience in cooking in a similar environment
- 4. Basic knowledge of occupational health and safety in the workplace

Skills & Abilities

- 1. Ability to work effectively within a team
- 2. Ability to both vegetarian and non-vegetarian meals in large quantities and on time
- 3. Demonstrate a high standard of personal appearance and good personal hygiene
- 4. Demonstrate ability to work under minimal supervision
- 5. Effective verbal and written communication skills
- 6. Effective time management skills

MOHMS 172/2019: CLEANER SERVANT [SEVERAL]

Role:	Cleaner
Level:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Several
Unit/Division:	Hospital Services
Reports To:	Executive Officer
Subordinates:	None

The Position

The position provides efficient and effective cleaning services.

Key Responsibilities

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

- 1. Ensure the general upkeep and cleanliness of health facility is well maintained at all times;
- 2. Ensure that all cleaning equipment are operated in accordance with safety standards
- 3. Ensure the proper disposal of waste on a daily basis;
- 4. Report any minor damages to supervisors whilst carrying out duties in a timely manner
- 5. Actively contribute to the ministry’s corporate functions and activities.

Key Performance Indicators

- 1. Cleanliness of the health facility is maintained in compliance with standard procedures and regulations in a timely manner
- 2. Cleaning equipment are well maintained and stored appropriately.
- 3. Minor damages are addressed in a timely manner
- 4. Actively contribute to the Ministry corporate activities as and when required

Selection Criteria

The Person

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

Knowledge and Experience

1. At least 3 years' experience in a similar work environment;
2. Basic knowledge of the usage of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures;
3. Knowledge in providing and maintaining high quality customer care;
4. Knowledge of Occupational Health & Safety requirements;

Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Effective verbal and written communication skills
3. Ability to work with minimum supervision with an attention for details
4. Customer focused approach with commitment to supporting the operational goals of the organization

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, <https://www.health.gov.fj/wp-content/uploads/2018/09/Application-Form-MOHMS-FILLABLE.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, March 25th, 2019.

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

Or

Applications by Post Permanent Secretary	Applications Delivered "DROP MOHMS JOB APPLICATION BOX"
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Ministry Of Health & Medical
Services
P O Box 2223, Gov't Bldg,
Suva

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