



MINISTRY OF HEALTH AND MEDICAL SERVICES
JOB DESCRIPTIONS RE-ADVERTISED WEF 26/03/2019

NOTE: THOSE WHO HAD ALREADY APPLIED NEED NOT TO RE-APPLY

MOHMS 174/2019: ADMINISTRATIVE OFFICER, POST PROCESSING UNIT

Role:	Administrative Officer
Salary Band	Band F
Salary Range:	\$22,528.74 - \$28,883.00
Location:	Head Quarters
Unit/Division:	Post Processing Unit
Reports to:	Head of Human Resources
Subordinates:	EO/CO's

The Position

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

Key Responsibilities:

1. Process Nursing Vacancies in accordance with the Open Merit Recruitment and Selection process, MOHMS Recruitment Policy and Standard Operating Procedures.
2. Provide advice to MOHMS Senior Management, HR Management and PPU staff on PPU matters through provision of Monthly reports with updates on vacancies, HRIS, Pay updates and Ministry's Budget Submission (Personal Emoluments for SEG 1 and 2).
3. Assist with the preparation of Planning/Reporting documents, Standard Operating Procedures, templates and Process Improvements for the PPU

Key Performance Indicators:

1. All vacancies processed are in accordance with the revised OMRS Guidelines
2. Provide accurate Human Resource information for salaries and wages as and when required by Director Human Resources

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

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

MOHMS 175/2019: FITTER A, LABASA HOSPITAL

Role:	Fitter A
Salary Band	Band D
Salary Range:	\$7.50-\$9.61 per hour
Location:	Labasa hospital
Unit/Division:	Hospital Services
Reports to:	Hospital Services Foreman
Subordinates:	Foreman, Leading hand,

The Position

To manage a professional and fully competent hospital services team providing services in areas of fitting, carpentry, joinery, electrical, plumbing, air-conditioning/refrigeration, boiler services to the hospital as well as the Northern Health Services.

Key Responsibilities

1. Responsible for all fitting works in the hospital and assist Northern Health Services for fitting works required for sub-divisional facilities
2. Conduct daily ward rounds and submit report for all plumbing works
3. Actively contribute to the Ministry and/or corporate requirements

Key Performance Indicators

1. All required fitting works are completed within agreed timelines and complying to standard By Laws and OHS regulations
2. Daily ward rounds are conducted, defects rectified as soon as possible and report submitted, within agreed timelines
3. Participated in all ministry's or cooperate in social responsibilities

Selection Criteria**The Person**

In addition to the completion of Secondary School Education and Trade Certificate in Fitting and Machining, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 3 years' work experience as a fitter
2. Should have knowledge of all trades

Skills and Abilities

1. Good communication skills (oral and written)
2. Good time management and analytical skills
3. Ability to use engineering tools and machines
4. Ability to work under minimum supervision
5. Ability to complete jobs within time frame, work long hours and available for call backs as and when required.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization

MOHMS 176/2019: CUSTOMER RELATIONS OFFICER, LABASA HOSPITAL

Role:	Ward Assistant [Customer Relation Officer]
Salary Band	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Labasa Hospital
Unit/Division:	Labasa Hospital
Reports to:	Sister In Charge
Subordinates:	Nil

The Position

The position is responsible for assisting nursing officers with planning, organizing of patients care such

as transportation, support care and housekeeping.

Key Responsibilities

1. Damp dusting and carbolising of beds, cabinets and ledges
2. Cleaning of Dressing/Procedure room [Blood clots and human waste]
3. Rinsing of dirty linen and disposing linen to the linen chute. Cleaning of sluice room.
4. Taking non-sterile instruments to CSSD for autoclaving
5. Transport –incubator to Operating Theatre
 - Patients to treatments units using trolleys, wheel chairs or assisting them to walk
6. Taking blood samples to Laboratory e.g. urine, sputum, stool, bloods
 - Pharmacy Orders
 - Surgical households and stationery orders to the stores
7. Serving meals and feeding conscious patients
8. Help the registered nurse in giving personal hygiene in assisting them to the wash room – help in sponging of patients
9. Collect folders from Records clerk and returned
10. Serves beds pans and urinals and disposes of same s directed
11. Cleaning of equipment/machines after use by patients
12. Assists registered nurses in preparing and assembling equipment and supplies in preparation for various diagnostic or treatment procedures by Doctors and Nurses
13. Observes the condition of patients and reports to the Nurse in charge, as necessary
14. Assist in cleaning, sterilization, storing and preparing treatment trays and other Supplies used in the unit
15. Any other duties, as directed by a registered nurse, which reasonable accord with the training and experience of the job holder and the jobs purpose.
16. Miscellaneous i.e doing photocopying, faxing and delivering of letters/notes to administration

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. Good knowledge of medical terminology
2. Experience in handling confidential documents and numeric filing systems
3. Knowledge in customer service such as phonetic
4. Basic knowledge of Occupational Health and Safety at workplaces

Skills and Abilities

1. Ability to effectively use computer applications such as spread sheets, word processing and data base software
2. Demonstrate ability to communicate (verbal, written) effectively
3. Demonstrate ability to work effectively as a team
4. Ability to manage time effectively
5. Demonstrate ability to work extra hours

MOHMS 177/2019: HOSPITAL ATTENDANT, LABASA HOSPITAL

Role:	Hospital Attendant
Salary Band	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Labasa Hospital,
Unit/Division:	Anaesthesia and Operating Theatre, Northern Division
Reports to:	Senior Sister – OT

Subordinates:	None
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The Position

The **Anaesthetic Assistant** is a suitably trained individual, who is dedicated to assisting the anaesthetist from induction of anaesthesia through to immediate recovery of the patient. They are members of the perioperative team, which provides, in addition to assisting the anaesthetist, assistance for the surgeon, nurse during and after anaesthesia. While this work is predominantly performed in operating theatre suite, trained assistance is required wherever anaesthesia is administered which included areas such as Diagnostic Imaging, Emergency Departments, Maternity Units, Psychiatric Units and also outside the hospital during Outreach or Surgical Flying Squads. These areas are often isolated from the main operating theatre complex, and consequently the requirement for trained assistance is particularly important.

Key Responsibilities

1. Setting up the respective operating rooms everyday focusing on the anaesthesia workstations, intubation/airway devices, fibre-optic endoscopes, physiologic monitors, infusion devices, operating table and its accessories.
2. Performing a routine check to ensure safety of all anaesthetic equipment, drugs and consumables supplies and stock in the respective operating rooms.
3. Maintaining an infections control environment in the operating room through cleanliness in accordance to the quality assurance program and measures to minimise operating room pollution.
4. Providing regular updates on maintenance, damages, replacements, purchasing of anaesthetic equipment, drugs and consumables.
5. Assisting the anaesthetist in all the services provided in the operating room and any location outside of the operating room where anaesthesia and related services will be provided.
6. Maintain an anaesthesia inventory for all supplies, maintenance and stock updates and quality assurance activities.
7. Provide assistance to any overseas visiting anaesthetist, surgical and the nursing team in the operating theatre.
8. Actively contribute to training and human resource development programs in the operating theatre.

Selection Criteria

The Person

In addition to an Anaesthesia CSN recognised training certificate and qualifications (or equivalent) relevant to the role the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Anaesthetic Assistant:

Knowledge and Experience

1. Experience working in an Anaesthetic Unit with limited resources.
2. Experience in assisting the resuscitation of patients with life-threatening emergencies, participating in an emergency response, and supporting team members in management of very sick patients.
3. Experience in and understanding of staff development; adult learning principles; and approaches to effective staff training.
4. Awareness with some knowledge of medical and government legislation, anaesthesia and intensive care policies and medico-legal compliance.

Skills and Abilities

1. Good procedural and organisational skills.
2. Demonstrated satisfactory communication skills.
3. Demonstrated good personal reliability to work under pressure in a resource constraint facility/environment and cope with adverse outcomes in a multidisciplinary workplace.
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.

- Service oriented approach, with a commitment to supporting the operational environment of the anaesthesia and operating theatre team

MOHMS 178/2019: STORES ATTENDANT, LABASA HOSPITAL

Role:	Stores Attendant
Salary Band	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Labasa Hospital
Unit/Division:	Stores Unit
Reports to:	Storeman In Charge
Subordinates:	Nil

The Position

The position contributes to planning, delivery and monitoring effective inventory management and Supply chain activities in Labasa Hospital, Ministry of Health & Medical Services.

Key Responsibilities

- Receives incoming delivery of goods and materials and accepts items based on quality and condition.
- Determines minimum stock requirements; monitors inventory; reorders as necessary to maintain minimum levels.
Enters data into computerized inventory system and produces routine reports.
- Recognizes items and materials that require special handling or storage requirements and treats with appropriate care (perishable, volatile, toxic, etc.).
- Performs inventory counts; participates in monitoring facilities and in maintaining building security.
- Duplication of forms

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

- Knowledge and understanding of health supply chain
Experience in inventory control, storeroom or warehouse.
- Understanding of inventory management
- Knowledge of basic computer operations and ability to learn and use computerized inventory control systems.
- Understand OHS legislation and requirements

Skills and Abilities

- Ability to perform under pressure
- Ability to work as part of a team, with or without supervision
- Ability to interpret and follow oral and written instructions.
- Sound time management and organizational skills

Ability to communicate (written and verbal) effectively

MOHMS 179/2019: WARD ASSISTANT, LABASA HOSPITAL

Role:	Ward Assistant
Salary Band	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Labasa Hospital
Unit/Division:	Labasa Hospital
Reports to:	Sister In Charge
Subordinates:	Nil

The Position

The position is responsible for assisting nursing officers with planning, organizing of patients care such as transportation, support care and housekeeping.

Key Responsibilities

1. Damp dusting and carbolising of beds, cabinets and ledges
2. Cleaning of Dressing/Procedure room [Blood clots and human waste]
3. Rinsing of dirty linen and disposing linen to the linen chute. Cleaning of sluice room.
4. Taking non-sterile instruments to CSSD for autoclaving
5. Transport –incubator to Operating Theatre
6. -Patients to treatments units using trolleys, wheel chairs or assisting
7. them to walk
8. Taking blood samples to Laboratory e.g. urine, sputum, stool, bloods
 - Pharmacy Orders
 - Surgical households and stationery orders to the stores
9. Serving meals and feeding conscious patients
10. Help the registered nurse in giving personal hygiene in assisting them
11. to the wash room – help in sponging of patients
12. Collect folders from Records clerk and returned
13. Serves beds pans and urinals and disposes of same s directed
14. Cleaning of equipment/machines after use by patients
15. Assists registered nurses in preparing and assembling equipment and
16. supplies in preparation for various diagnostic or treatment procedures
17. by Doctors and Nurses
18. Observes the condition of patients and reports to the Nurse in charge, as necessary
19. Assist in cleaning, sterilization, storing and preparing treatment trays and other Supplies used in the unit
20. Any other duties, as directed by a registered nurse, which reasonable accord with the training and experience of the job holder and the jobs purpose.
21. Miscellaneous i.e doing photocopying, faxing and delivering of letters/notes to administration

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. Good knowledge of medical terminology
2. Experience in handling confidential documents and numeric filing systems
3. Knowledge in customer service such as phonetic
4. Basic knowledge of Occupational Health and Safety at workplaces

Skills and Abilities

1. Ability to effectively use computer applications such as spread sheets, word processing and data base software
2. Demonstrate ability to communicate (verbal, written) effectively
3. Demonstrate ability to work effectively as a team
4. Ability to manage time effectively
5. Demonstrate ability to work extra hours

MOHMS 180/2019: RECORDER, LABASA HOSPITAL

Role:	Recorder
Salary Band	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Labasa Hospital

Unit/Division:	Labasa Hospital
Reports to:	Sister In Charge
Subordinates:	Nil

The Position

The primary function of the position is to provide high quality medical records service delivery for all clients.

Key Responsibilities

1. Work with medical records team for delivery of effective and efficient services to all clients
2. Able to use Patient Information System software effectively and efficiently for delivery of services
3. Retrieve and file patient records in a timely manner for efficient delivery of services and continuity of quality patient health care
4. Maintain data integrity at all-time whilst using the Patient Information System software
5. Provide quality customer care services delivery to all clients
6. Provide effective reports to the Head of Departments for compilation of monthly/quarterly/annual report
7. Actively contribute towards continuous improvement on service delivery.

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. Experience in a similar work environment
2. Knowledge of basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services
4. Knowledge of standard operating procedures in the arrears of records service delivery

Skills and Abilities

1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team
3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality

MOHMS 181/2019: CENTRAL STERILE SUPPLY DEPARTMENT ATTENDANT, LABASA HOSPITAL

Role:	Central Sterile Supply Department Attendant
Salary Band	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Labasa Hospital
Unit/Division:	CSSD/Northern
Reports to:	Nurse Unit Manager Oncology/CSSD
Subordinates:	Nil

The Position

The position contributes to the delivery of Central Sterile Supply Department services.

Key Responsibilities

1. Provides effective disinfection and sterilization services
2. Cleaning, packing and labelling of all instruments and equipment required for use by OT and Wards
3. Maintain a clean and safe working environment in accordance to OHS and Infection Control Policies
4. To maintain constant supply of autoclaved items (trays, delivery bundles, swabs, OT gowns,

instruments, dressing packs, special packs) to the wards on a daily basis

Key Performance Indicators

Performance will be measured through the following indicators:

1. To perform in accordance to agreed CSSD standard procedure and policies in providing the best quality services to all wards and other health facilities contributing to the efficiency and effectiveness of the service.
2. Proper utilization of resources and assets to support hospital work plans, department objectives and budgets restrain including ongoing contribution to the hospital services sustainability.
3. Accountable for professional development of self-using contemporary practice in the delivery of standard of services.
4. Participate in all ministry or corporate social responsibilities.

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. Good knowledge of sterilization and infection control standards
2. Background experience within the medical services
3. General knowledge of instrument care and understanding of infection control and OHS standards
4. Basic knowledge of Occupational Health and Safety at workplaces

Skills and Abilities

1. Ability to effectively use computer applications such as spread sheets, word processing and data base software
2. Demonstrate ability to communicate (verbal, written) effectively
3. Demonstrate ability to work effectively as a team
4. Ability to manage time effectively
5. Demonstrate ability to work extra hours

MOHMS 182/2019: LEADING HAND, LABASA HOSPITAL

Role:	Leading Hand
Salary Band	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Location:	Labasa Hospital
Unit/Division:	Hospital Services
Reports to:	Foreman Hospital services
Subordinates:	Donkey Man (1) , Fitters (1), Plumbers (2), Electricians (1), Joiners (2) , Carpenters (1) , Fire men (3), Handy Man (1)

The Position

To manage a professional and fully competent hospital services team providing services in areas of fitting, carpentry, joinery, electrical, plumbing, air-conditioning/refrigeration, boiler services to the hospital as well as the Northern Health Services.

Key Responsibilities

1. Supervision and leadership of all traded skilled staff such as fitters, plumbers, carpenters, joiners, fireman, electrician's and ac/ref technician.
2. Planning, budgeting, organising and assigning of duties to subordinates.
3. Employee relations
4. Implement and comply with OHS regulations for all areas of work.
5. Administration and implement support to the hospital services unit.

Key Performance Indicators

1. All agreed skilled and technical support services, functions and advice are delivered within agreed time frames meeting specific requirements.
2. Effective and timely management and regular monitoring of technical staff as well as performance and attendance to enhance continuity of effective and quality service.
3. Effective and timely management of maintenance, stores and logistic requests and requirements.
4. Quality reports and secretariat services are provided and outcomes are achieved in a timely and effective manner
5. Participated in all Ministry or corporate social responsibilities

Selection Criteria

The Person

In addition to a Trade Certificate in Fitting and Machining (FIT) or equivalent and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Must have knowledge of repair works for Boiler, Incinerators, Autoclave, Sterilizers, Steam lines and Generators
2. Must have knowledge of basic computer applications
3. Knowledge of materials, Tools and equipment used in installation, maintenance
4. 5 years of work experience in the required field
5. On the job training under the apprenticeship scheme will be an advantage

Skills and Abilities

1. Demonstrated ability to work independently, and in a team environment, and to utilize proven organizational skills to determine competing priorities and plan and organize work activities to meet agreed goals and priorities.
2. Ability to handle the administrative duties of position, including completion of required documents and reports
3. Possesses organisational skills, time management, conflict resolution, problem solving and negotiation skills
4. possess excellent interpersonal and communications skills and a strong customer service orientation
5. Demonstrated ability to analyse 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 organisation.

MOHMS 183/2019: JOINER, LABASA HOSPITAL

Role:	Joiner
Salary Band	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Location:	Labasa Hospital
Unit/Division:	Hospital Services
Reports to:	Foreman Hospital Services
Subordinates:	Nil

The Position

The position manages a professional and fully competent hospital services team providing services in areas of fitting, carpentry, joinery, electrical, plumbing, air-conditioning/refrigeration, boiler services to the hospital as well as the Northern Health Services.

Key Responsibilities

4. Responsible for all joinery works in the hospital and assist Northern Health Services for joinery works required for sub-divisional facilities
5. Conduct daily ward rounds and submit report for all joinery works
6. Actively contribute to the Ministry and/or corporate requirements

Key Performance Indicators

4. All required joinery works are completed within agreed timelines and complying to standard By Laws and OHS regulations
5. Daily ward rounds are conducted, defects rectified as soon as possible and report submitted, within agreed timelines
6. Participated in all ministry's or cooperate in social responsibilities

Selection Criteria

The Person

In addition to a Trade Certificate in Joinery or equivalent and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. 5 years' of experience in the relevant field
2. Must have a knowledge of Joinery and Carpentry work
3. Must have a thorough knowledge of operating machinery

Skills and Abilities

7. Good communication skills (oral and written)
8. Good time management and analytical skills
9. Ability to use joinery tools and machines
10. Ability to work under minimum supervision
11. Ability to complete jobs within time frame, work long hours and available for call backs as and when required.
12. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization

MOHMS 184/2019: X-RAY ATTENDANT, LABASA HOSPITAL

Role:	X-Ray Attendant
Salary Band	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Labasa Hospital
Unit/Division:	Radiology
Reports to:	MIT Higher Grade, Supervising MIT & Senior MIT
Subordinates:	Nil

The Position

To position is responsible for developing-ray films, operating, monitoring and maintaining the film processing equipment used in radiology at Labasa Radiology department.

Key Responsibilities

1. Processing of all x-ray films flashing correct ID tags, reloading cassettes with unexposed films.
2. Clean processors on weekly basis and maintain general cleanliness of dark room.
3. Mix chemicals for processing of films
4. Provide update on available tracer consumables.
5. Dispatching consumable to outer centers
6. Provide report on any fault on processing machine.
7. Keeping records of in-hand films and chemicals
8. To ensure O.H.S policies are strictly adhered to.
9. To perform any other departments duties when called upon by the Senior Medical Imaging Technologist.

Key Performance Indicators

1. Ensure all darkroom processes are carried out
2. Monitor the physical stock In and stock Out on consumables
3. Alert supervisor on any fault on wet film processor.

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. Knowledge of x-ray film processing procedures, including using developing chemicals in automatic processing equipment;
2. Knowledge proper cleaning and maintenance of equipment
3. Knowledge appropriate safety precautions associated with film processing equipment and chemicals
4. Experience working in Radiology department or hospital environment.

Skills and Abilities:

1. Ability to read and follow instructions
2. Ability to take and develop x-rays x-ray films in the dark
3. Ability to clean and maintain automatic x-ray film processing equipment;
4. Ability to work under pressure in a busy department and in a team environment.
5. Good communication skills – written and oral.

MOHMS 185/2019: LAUNDRY HAND, LABASA HOSPITAL

Role:	Laundry Hand
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Labasa Hospital
Unit/Division:	Hospital Services
Reports to:	Laundry In Charge
Subordinates:	

The Position

The position reports directly to the Laundry In charge and indirectly to Senior Administrative Officer.

Key result areas

1. Ensure timely provision of Laundry services within agreed timeframes and adhering to relevant policies and guidelines.
2. Actively contribute to the hospital and/or corporate requirements.

Key Performance Indicators

1. All Laundry services are delivered within agreed timeframes.
2. Participate in all hospitals corporate activities

Selection Criteria

The Person

In addition to attainment of Fiji School Leaving Certificate education (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Laundry Hand:

Knowledge and Experience

1. Knowledge of laundry machines and its usage
2. Knowledge of infection control guidelines
3. At least 2 years working experience in a similar field (laundry or cleaning)

Skills and Abilities

1. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation
2. Effective Communication (verbal & Written) skills

PROJECT POSITIONS

MOHMS 26/2019: INFORMATION TECHNOLOGY SUPPORT OFFICER

Role:	Information Technology Support Officer (ITO)
Salary Band	Band E
Salary Range:	\$19,041.75 - \$24,412.50

Location:	Western Health Services, Central Health Services and Eastern Health Services, Northern Health Services, Labasa Hospital, Labasa Hospital
Unit/Division:	Health Information Research and Analysis
Reports to:	Systems Analyst
Subordinates:	None

The Position

The incumbent will be responsible for management of ICT Support for the assigned Health Facilities in Ministry of Health and Medical Services.

Key Duties

1. Manage assigned work activities, priorities, escalation, incident management, knowledge base and project activities.
2. Gather software and hardware requirements and proceed with procurements as and when required.
3. Conduct Hardware/Software Retentions and provide technical report.
4. Ensure that the Inventory and ICT Registers are up-to-date at all times.
5. Assist in the ICT Audit for other facilities while ensuring maximum compliance for the assigned facility.
6. Support for all Applications in Ministry of Health & Medical Services (PATISPlus, CMRIS, Laboratory Information Management System, Human Resource Information System (HRIS), Intranet, etc).
7. Ensure maximum uptime of ICT Systems and Services in the assigned facility.
8. Work closely with Customers in MoHMS and other teams to ensure assigned activities is executed on time.
9. Take Lead roles in times of need or on assigned projects.
10. Provides technical training, guidance, and resource support for end users.
11. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth management of hardware, software, network and other Support Services in the assigned facility.
2. Ensure maximum (at least 80%) compliance for all ICT Systems and Services.
3. Take project lead and report to various stakeholders.

Selection Criteria

The Person

In addition to Undergraduate Diploma or equivalent in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
3. Knowledge of Hardware/Software procurement and retention Procedures.
4. Experience in writing proposals, reports, documentation and project updates.
5. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Demonstrated ability to Innovate and attention to detail.
4. Communicate clearly and concisely, both orally and in writing.

MOHMS 27/2019: COMPUTER OPERATOR

Role:	Computer Operator
Salary Band	Band E
Salary Range:	\$19,041.75 - \$24,412.50
Location:	Headquarters, CWM Hospital, Fiji Pharmaceutical & Biomedical Services, Labasa Hospital, Lautoka Hospital
Unit/Division:	Health Information Research and Analysis
Reports to:	Systems Analyst- Service Desk / Manager IT
Subordinates:	Nil

The Position

The Computer Operator officer is responsible to the Manager IT through Systems Analyst Service Desk for:

1. Timely and quality execution of ICT Projects and activities as per Business Plan.
2. Ensure high level of Customer Satisfaction and adherence of 5S for ICT Operations.
3. Ensure improved management of client hardware and software, network, communications and other ICT Services.
4. Fully updated documentation including inventory, network, facility ICT details, etc.
5. Facilitate 1st Level Support for overall ICT including applications and escalate/consult for further assistance.

Key Duties

1. Provide day to day assistance to end users and record the actions.
2. Develop cost estimates, work plans, time schedules and make work assignments to meet objectives.
3. Conduct procurement for ICT Hardware and Services.
4. Provide technical report and conduct Board of Survey for ICT Hardware.
5. Organize and attend to trainings held for project updates and ICT Support.
6. Manage IT Projects and activities as directed by the Manager IT.
7. Preparation of Service Desk and Project Update Reports on a timely basis.
8. Research and innovation of eHealth Technologies.
9. Update and Manage all day to day task on the Service Desk System.
10. Support of PATISPlus, CMRIS, LIMS, HRIS, MSIS, Intranet and other in-house applications.
11. Other duties as assigned by Senior Managers, Manager and Director Health Information, Research and Analysis.

Key Performance Indicators

Performance will be measured through the following indicators

1. At least 80% of all helpdesk issues attended within the timeframe allocated.
2. All allocated activities within the ICT business plan completed and delivered as planned.
3. Completion of all required administrative task, reports and application support.

Selection Criteria

The Person

In addition to Undergraduate Diploma or equivalent in Computing Science or Information Technology from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.:

Knowledge and Experience

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
3. Knowledge of Hardware/Software procurement and retention Procedures.
4. Experience in writing proposals, reports, documentation and project updates.
5. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Demonstrated ability to Innovate and attention to detail.
4. Communicate clearly and concisely, both orally and in writing.

MOHMS 28/2019: PATISPLUS DEVELOPER

Role:	Project Officer – PATISPlus
Salary Band	Band E
Salary Range:	\$19,041.75 - \$24,412.50
Location:	Headquarters
Unit/Division:	Health Information Research and Analysis
Reports to:	Product Manager PATISPlus
Subordinates:	None

The Position

The incumbent will be responsible for Free Medicine Program registration and reporting for all Health Facilities in Ministry of Health and Medical Services.

Key Responsibilities

1. Receiving free medicines forms and processing Free Medicine Cards
2. Receiving and making calls for Free Medicine queries
3. Attending customer complaint on queries relating Free Medicine forms and requirements
4. Dispatching of cards to respective health centres
5. Preparing documents related to dispatching of cards
6. Helping out in other tasks assigned by Supervisors
7. Prepare reports
8. Data Entry
9. Dispense Free Medicines issued by Pharmacies (Central Division)
10. Create Digitized forms
11. Manage and design eSurvey on Qualtrics
12. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth registration of Free Medicine Program
2. Ensure maximum verification for all applications with proper customer service practise.

3. Take project lead role for eHealth Applications.

Selection Criteria

The Person

In addition to Undergraduate Degree or Diploma in Information Systems (or Equivalent) from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. Professional Certifications like A+, N+, CCNA, MCTS, and ITIL would be an added advantage.

Knowledge and Experience

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephone Systems.
2. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
3. Knowledge of Hardware/Software procurement and retention procedures..
4. Experience in writing proposals, reports, documentation and project updates.
5. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Demonstrated ability to Innovate and attention to detail.
4. Communicate clearly and concisely, both orally and in writing.

MOHMS 29/2019: PROJECT OFFICER FREE MEDICINE PROGRAM

Role:	Project Officer – Free Medicine Program
Salary Band	Band E
Salary Range:	\$19,041.75 - \$24,412.50
Location:	Headquarters
Unit/Division:	Health Information Research and Analysis
Reports to:	Manager IT
Subordinates:	Nil

The Position

The incumbent will be responsible for Free Medicine Program registration and reporting for all Health Facilities in Ministry of Health and Medical Services.

Key Responsibilities

1. Receiving free medicines forms and processing Free Medicine Cards
2. Receiving and making calls for Free Medicine queries
3. Attending customer complaint on queries relating Free Medicine forms and requirements
4. Dispatching of cards to respective health centers
5. Preparing documents related to dispatching of cards
6. Helping out in other tasks assigned by Supervisors
7. Prepare reports
8. Data Entry
9. Dispense Free Medicines issued by Pharmacies (Central Division)
10. Create Digitized forms
11. Manage and design eSurvey on Qualtrics
12. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure smooth registration of Free Medicine Program
2. Ensure maximum verification for all applications with proper customer service practise.
3. Take project lead role for eHealth Applications.

Selection Criteria

The Person

In addition to Undergraduate Degree or Diploma in Information Systems (or Equivalent) from a recognized institution and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role. Professional Certifications like A+, N+, CCNA, MCTS, and ITIL would be an added advantage.

Knowledge and Experience

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating Systems, Network and Telephony Systems.
2. Experience in Customer Services.
3. Experience in applying research methodologies for innovative applications.
4. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
5. Experience in writing proposals, reports, documentation and project updates.
6. Knowledge in Scheduling work assignments, settings priorities, escalation, incident management and knowledge base.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.
3. Ensure confidentiality of information.
4. Demonstrated ability to Innovate and attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

Application Process

Applicants are to note the following when applying.

1. You must personally complete the application form and sign the Declaration at the end of the form. The application form can be downloaded from the Ministry of Health Website, [http://www.health.gov.fj/PDFs/Application Form MOHMS FILLABLE 3.pdf](http://www.health.gov.fj/PDFs/Application%20Form%20MOHMS%20FILLABLE%203.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, experience and copies of qualifications to be attached;
 - 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 Tuesday, 3rd 2019.

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

Or

Applications by Post Permanent Secretary Ministry Of Health & Medical Services P O Box 2223, Gov't Bldg, Suva	Applications Delivered "DROP MOHMS JOB APPLICATION BOX" Reception Desk, Ground Floor, Dinem House, 88 Amy Street, Suva, Fiji
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WITHDRAWAL

VACANCY NUMBER	POST TITLE	REASON FOR WITHDRAWAL
MOHMSP 30/2019	Project Manager	Post already advertised