



## MINISTRY OF HEALTH AND MEDICAL SERVICES

### **JOB DESCRIPTIONS FOR ADVERTISEMENT IN THE FIJI SUN SATURDAY, 20<sup>th</sup> APRIL, 2019**

#### **MOHMS 186/2019: LABORATORY SUPERINTENDENT, CWM HOSPITAL**

<b>Position Title:</b>	Laboratory Superintendent
<b>Salary Band:</b>	Band I
<b>Salary:</b>	\$43, 296.63– \$55,508.50
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	Pathology Laboratory/Central
<b>Reports to:</b>	Consultant Pathologist
<b>Subordinates:</b>	Supervising Laboratory Technician, Technical Officer Higher Grade, Technical Officer, Laboratory Assistant, Phlebotomist, Laboratory Attendant

#### **The Position**

The purpose of this position is to oversee overall management, consistency and standardization of services of Government clinical laboratories in the Central Division as well as other laboratories in Fiji that support the Fiji Health System and Ministry objectives.

#### **Key Responsibilities**

The position will achieve its purpose through the following:

1. Plan, Manage and develop the laboratory services within Division and adapt to changing needs and requirements in consultation with Consultant Pathologist and Health Facility Management teams.
2. Identify, quantify and map appropriate resources required for laboratories in Fiji, actively participate in human resource recruitment & selection, technical evaluation for laboratory equipment, reagents and consumables when required.
3. Ensure client confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health and Medical Services.
4. Drive all laboratories towards Laboratory Quality Management System to ensure continuity, consistency and standardization of laboratory services in Fiji.
5. Identify risks and threats to service delivery, resolve or make necessary recommendation in a timely and holistic manner for good quality service continuity.
6. Provide timely professional advice to customers, donors, stakeholders that are within guidelines and represent interests of MOHMS and contribute to good work outcomes.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

#### **Key Performance Indicator**

Performance will be measured through the following indicators:

1. All Laboratory plans are developed, approved and implemented within the agreed timeframes.
2. Ability to monitor and evaluate Laboratories performance by use of various reports, audit tools and make evidence based decisions and link outputs to objectives.
3. Complete compliance with relevant MOHMS and laboratory policies, SOP requirements within the department.
4. Effective and timely management and regular monitoring of staff performance and attendance to enable service continuity, and delivery of quality laboratory services.

## **Selection Criteria**

### **The Person**

In addition to a Bachelor in Medical Laboratory Science (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 10 years' work experience in Medical Laboratory; preferably extensive experience with minimum 3 years' service as a Laboratory Supervisor/ Quality Manager/ Laboratory Logistics officer with good performance.
2. Knowledge of relevant policies and available literature specific to responsibilities of this job;
3. Identify and manage resources required to be able to perform assigned duties with due economy and conduct monitoring and evaluation;
4. Sound knowledge or understanding of the different modalities of technical protocols and best practice principles.

#### **Skills and Abilities**

1. Demonstrate leadership and management capabilities including justified holistic decisions and recommendations with reference from policies, standards and guiding documents.
2. Ability to analyse statistics and forecast improvement needs for laboratory services;
3. Demonstrated ability to communicate and negotiate with staff and stakeholders of different diverse background in order to achieve daily goals and objectives of the organisation;
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment;
5. Multi-tasking, ability with good planning and time management skills;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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### **MOHMS 187/2019: DEPUTY DIRECTOR OF NURSING, LABASA HOSPITAL**

<b>Role:</b>	Deputy Director of Nursing
<b>Level:</b>	Band I
<b>Salary Range:</b>	\$43, 296.63– \$55,508.50
<b>Location:</b>	Labasa Hospital , Labasa
<b>Unit/Division:</b>	Nursing, Labasa Hospital
<b>Reports To:</b>	Director of Nursing, Labasa Hospital
<b>Subordinates:</b>	<b>Nurse Unit Managers[Band H], Team Leaders[Band G], Registered Nurses[Band E&amp;F],Enrolled Nurses,Ward Assistants, Medical Orderlies</b>

#### **The Position**

The Deputy Director of Nursing participates in the Human Resource management of the Nursing workforce and their practice in the General and Specialised Units of Labasa Hospital, that all applicable policies, clinical practice guidelines and standards are met.

#### **Key Responsibilities**

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

1. Provide leadership, management and supervision of the General and Specialised Units Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Ensure efficient and effective management of the nursing workforce of General and Specialised Units are performing, and that all delegated activities are met.

4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of the General and Specialised Units reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Provide timely and expert advice on all General and Specialised Units nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

### **Key Performance Indicators**

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

### **Selection Criteria**

#### **The Person**

In addition to a Diploma In Nursing with a post graduate qualification relevant to nursing, a valid practising licencing with the Fiji Nursing Council. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

#### **Knowledge and Experience**

1. Has strong Leadership experience relevant to the position and worked at management level for at least 5 years.
2. Has practical working knowledge on the PSC Code of Conduct and the applicable legislation or policies/procedures with regards to the Nursing Decree (2011), HIV Decree, Child Welfare Decree and Mental Health Decree.
3. Understanding of teams and how to work within a high performing team.

#### **Skills and Abilities**

1. Proven management experience and ability to effectively manage a medium size workforce
2. Demonstrated ability to analyses and contribute to solutions to complex problems, in a resource constrained environment.
4. Capacity to utilize computer programs to support the operations of the organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.
6. Demonstrated ability to maintain confidentiality;

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### **MOHMS 188/2019: PRINCIPAL ADMINISTRATIVE SECRETARY, WORKFORCE DEVELOPMENT**

<b>Role:</b>	Principal Administrative Secretary
<b>Level:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50
<b>Location:</b>	Workforce Development
<b>Unit/Division:</b>	Workforce/Human Resources
<b>Reports To:</b>	Head of Human Resources
<b>Subordinates:</b>	HR Officers, HR Assistants.

#### **The Position**

The position ensures the effective identification and documentation of workforce development needs and the provision of appropriate measures to meet existing and emerging needs. The position ensures a client service ethos, and the equitable provision of appropriate measures to meet existing and emerging workforce needs throughout the MOHMS.

## **Key Responsibilities**

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the MOHMS:

1. Develop and implement internal procedures to ensure the Ministry has an adequate workforce and to recommend appropriate measures to meet these workforce targets;
2. Develop a strategic workforce plan for the MOHMS including a succession plan with a focus on scarce skills.
3. Develop and facilitate a process through meetings, workshops, focus groups and training sessions with key Ministry stakeholders to help them identify key workforce priorities, gaps and solutions (e.g. recruitment approaches, career pathways, training options, and retention) building on changes already introduced through performance management, broad banding and other reform initiatives.
4. Contribute to and support the implementation of a coordinated program of change, to achieve high levels of service delivery in all aspects of workforce development in the Ministry;
5. Provide policy advice as required to the Permanent Secretary, Senior management and staff on existing and emerging staffing needs, targeted at ensuring the Ministry has qualified and competent staff to meet workforce needs;
6. Contribute to and ensure effective implementation of the Human Resource Management policy and procedures manual;
7. Effectively communicate with ministry management to ensure the provision of appropriate staffing numbers to meet Ministry needs;
8. Provide input to key sections of the budget, corporate and operational plans.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Internal procedures for identification of adequate workforce numbers are developed, documented, approved and implemented to support the achievement of a high performing culture in the MOHMS;
2. A strategic workforce plan is developed, budgeted and is submitted together with the Annual Operational Plan of the MOHMS;
3. Active participation in the corporate activities including budgeting and preparation of operational plan.

## **Selection Criteria**

### **The Person**

In addition to a Degree in Human Resource Management, Public Administration, Policy & Planning or equivalent relevant experience, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 5 years' experience successfully developing and implementing strategic plans and policies of a complex and high performing organisation;
2. Strong client service focus, with Strategic knowledge and understanding of the impact of an equitable and targeted workforce in achieving organisational objectives;
3. Significant experience implementing change in a diverse organisation;
4. Understanding of the Fijian Constitution (2013) and applicable labour laws of Fiji;

5. Understanding of teams and how to build and maintain high performing teams.

### **Skills and Abilities**

1. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment;
2. Demonstrated ability to ensure that an equitable workforce is identified to contribute to a high performing culture in a complex organisation using project management methodology and monitoring and evaluation techniques;
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
4. Strong communication skills and the ability to effectively consult with others to develop sound internal policy and procedures.
5. Capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **MOHMS 189/2019: PRINCIPAL ADMINISTRATIVE SECRETARY, LEARNING DEVELOPMENT UNIT – will be uploaded later**

### **MOHMS 190/2019: SENIOR ACCOUNTS OFFICER, LAUTOKA HOSPITAL**

<b>Role:</b>	Senior Accounts Officer
<b>Level:</b>	MIH02
<b>Salary Range:</b>	\$34,760.31-\$56,596.92
<b>Location:</b>	Lautoka Hospital
<b>Unit/Division:</b>	Accounts Department/Lautoka Hospital
<b>Reports To:</b>	Hospital Administrator
<b>Subordinates:</b>	5 Clerical Officers, 1 Assistant Accounts Officer

### **The Position**

The position ensures all payment and revenue are properly accounted for under Financial Instructions, manage and monitor budget for cost centre, provide advice to management in terms of budgeting and funding.

### **Key Duties**

1. Prepare the yearly cash flow for Hospital
2. Prepare budget baseline for the Hospital
3. Prepare monthly financial report to Hospital Management and
4. Present the monthly reports
5. Advice the management on utilizations and forecasted plans
6. Approve PO Online Limit \$5000 sign purchases
7. Monitor and certify of all payments and postings
8. Select voucher using FMIS AP410 AP415 PO401 GL874 GL675
9. Closed open payable in the system using PO479 PO478 PO481
10. Run bank Statement on line for BSP Accounts
11. Answer and Attend to Audit queries
12. Prepare audit report and submit to management
13. Attend Exit Audit finance meeting with MOH/MOE/OAG
14. Provide training to GWE new staff, revenue staff, account Department in the regards to processes and policy
15. Prepare virement request for additional funding
16. Coordinating with Clinical and Support HOD on budgeting, funding and training

### **Selection Criteria**

### **The Person**

A relevant Post Graduate or an undergraduate Degree in Accounting/ Finance/Commerce from an accredited University and a Provisional Member of the Fiji Institute of Accountants or an equivalent professional body.

### **Knowledge and Experience**

1. Must have the 5 years' work experience in similar roles
2. Competence knowledge of financial rules and regulations and competency in conducting account reconciliations
3. Understanding of the 2013 Fijian Constitution
4. Competent knowledge in compiling audit report/ responses

### **Skills and Abilities**

1. Demonstrated ability to provide practical solutions and advise to management in line with relevant financial regulations
2. Demonstrated good financial analytical skills and proficiency
3. Good proficiency in computer software
4. Demonstrated ability of effective time management skills
5. Ability to manage demanding workload and meeting deadlines
6. Demonstrated ability to effectively work within a team
7. Demonstrated ability to supervise and train staff

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### **MOHMS 191/2019: SUPERVISING DENTAL TECHNICIAN**

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<b>Role:</b>	Supervising Dental Technician
<b>Level:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$ 38,140.60
<b>Location:</b>	Several
<b>Unit/Division:</b>	Divisional Hospital
<b>Reports To:</b>	Senior Dental Officer Prosthetic/Principal Dental Officer/ Divisional Dental Officer
<b>Subordinates:</b>	Dental Technicians

### **The Position**

The Supervising Dental Technician oversees and ensures that high quality laboratory prosthetic work is completed efficiently, as prescribed, and in time required, by the Dental Technician team. The role also ensures that the unit maintains a professionally trained and managed workforce to achieve service demands via the individual team members work targets and the Oral Health Business Plan.

### **Key Responsibilities**

Their Key Duties are:

1. To ensure and be accountable for the accomplishment of the cooperative plan for the organisation working closely with the National Advisor Oral Health and the prosthetic team.
2. Monitor team training and identify areas of training need against approved professional development and promote opportunities for mandatory CPD with the dental technician team in the three divisions.
3. Manage, monitor, liaise and consult with the Divisional Dental Team and the supervising dental technicians to ensure procurements and budget for prosthetics consumables /equipment to accomplish national target. Provide supervision to the dental technology team to ensure quality work, promote staff welfare and maintain a healthy work environment in the Dental Laboratory.
4. Provide support for outreach clinics to provide prosthetic and orthodontic services.
5. Monitor equipment service and procurement of adequate supply of prosthetic materials / resources and consumables to ensure team can complete work demands in required timeframes.
6. Monitor and promote quality data collection process in technician team and review for accuracy when preparing professional level reports.

7. Manage and complete auditing on all dental laboratories
8. Provides updates on new development in material and procedures and organise further training for staffs where appropriate.

### **Key Performance Indicators**

1. Ensures HR management of team is effective to provide services as planned including reviewing staffing requirements, work procedures or duty assignment. Professional development and training completed successfully against the recommended courses of training.
2. Monitor and report on clinical targets to ensure that prosthetic and orthodontic services are provided according to Oral Health Business Plan.
3. Monitor and maintain prosthodontics resources, stores (equipment and consumables) and ensure procurements are from recommended list from FPBS and to agreed standard.
4. Provide accurate review of collected data for decision making.
5. Manage and support prosthetics outreach services.
6. Undertake annual audit of all dental laboratories in Fiji to oversees that specialised prosthodontics appliance are provided to approved standard.

### **Knowledge and Experience**

1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Technologist.
2. A minimum qualification of Certificate/Diploma of Dental Technology or equivalent from a recognised Institution.
3. Post graduate qualification or other advanced training in a related area is an advantage.
4. Sound knowledge and 5 years minimum experience as a Dental Technician, and in leading / managing a dental technology unit and team, overseeing team continuing professional development; and be experienced in the design, materials, construction, repair and adjustment processes, guidelines and standards required for effective dental appliances, prosthetics and orthodontics use.
5. Sound knowledge with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
6. Proven knowledge of relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to contemporary dental technology practice.
7. Maintain privacy and confidentiality of all patient or staff information and data.
8. Demonstrate experience in professional level communications (written, oral and interpersonal), evidence-based decision making, and good organisational and planning skills to implement and evaluate programs effectively.

### **Skills and Abilities**

1. Demonstrate leadership and accountability for all actions and use approved clinical practice guidelines and evidence-base data in working with dental prosthetics, appliances and providing orthodontic services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental technologist and to meet targets (as outlined in the IWP).
3. Demonstrate ability to use high level analysis and solve complex issues and problems in often resource constrained environments and budgets.

4. Demonstrate ability to manage and work effectively and cooperatively as a lead member of the oral health dental technology team, to ensure expected standards are met and reflecting the MOHMS values.
5. Demonstrate ability to communicate respectfully, effectively and positively with all patients/ their families, and colleagues.

#### **MOHMS 192/2019: DENTAL TECHNICIAN**

<b>Role:</b>	Dental Technician
<b>Level:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00
<b>Location:</b>	All
<b>Unit/Division:</b>	Subdivisional / Divisional Hospital
<b>Reports To:</b>	Supervising Dental Technician
<b>Subordinates:</b>	None

#### **The Position**

The Dental Technician designs, constructs, repairs and adjusts dentures (false teeth) and other dental appliances including crowns and bridges. Dental technicians work closely with the dentists in the construction, modification and repair of dentures and other dental appliances. They provide these services within the clinical and also on outreach services in rural and maritime areas.

#### **Key Responsibilities**

Their Key Duties are:

1. Design and construct and modify high quality removable prosthetic and surgical appliances to replacing missing teeth, and orthodontic appliances for treatment of malformed dentitions diagnosed and prescribed by Dental officers.
2. Collaborate and consult with the oral health team and clients to ensure dental prosthetics and orthodontics are suitable and fit for purpose.
3. Manage and prepare procurement requests for prosthetic appliances and materials to meet service demand and within clinic budget in consultation with oral health team.
4. Work as an effective and professional member of the oral health team.
5. Participate in outreach clinics to provide prosthetic and orthodontic services.
6. Participate in collection and reporting of Monthly data reports.

#### **Key Performance Indicators**

1. Clinical Targets (with reference to IWPs) are achieved to ensure that prosthetic and orthodontic services are provided according to the Oral Health Business Plan and in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Attend and provide Prosthetic and Orthodontic Health Services to outreach programs as programmed in the Lautoka Hospital Oral Health Business Plan.
3. Prepare and provide specialised prosthetic appliances to approved standards and to the requirements prescribed.
4. Maintain Prosthetic and Orthodontic resources stores (equipment, materials and consumables) to agreed standard to provide expected services (check stores weekly and submit request monthly).

- Provide relevant and timely submission of data on the type and number of prosthetic/orthodontic and specialised services and appliances and services provided to monitor demand and service output (from the clinic and from outreach clinics).

### **Knowledge and Experience**

Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Technologist.

- A minimum qualification of Certificate / Diploma of Dental Technology or equivalent from a recognised Institution.
- Sound knowledge of the design, materials, construction, repair and adjustment processes, guidelines and standards required for effective dental appliances, prosthetics and orthodontics use.
- Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
- Familiar with relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
- Maintain privacy and confidentiality of all patient or staff information and data.
- Demonstrate effective and developing professional level communications in all interactions with clients, families, co-workers and other stakeholders.

### **Skills and Abilities**

- Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in working with dental prosthetics, appliances and providing orthodontic services.
- Demonstrate technical competence in line with the recognised scope of practice for dental technologist and to meet targets (as outlined in the IWP).
- Work effectively and cooperatively as a member of the oral health team (prosthetic and surgical team), and to the expected standards reflecting the MOHMS values.
- Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.

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### **MOHMS 193/23019: SUPERVISING DIETICIAN**

<b>Role:</b>	Supervisor Dietician
<b>Level:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 – \$36,103.75
<b>Location:</b>	Lakeba Sub Division, Lomaloma Sub Division, Cakaudrove Sub Division, Bua Sub Division, Lomaiviti Sub Division.
<b>Unit/Division:</b>	Dietetics/Eastern & Northern
<b>Reports To:</b>	Sub divisional Medical Officer,
<b>Subordinates:</b>	Dieticians

### **The Position**

The purpose of this position is to supervise dieticians and ensure the implementation of the Dietetics and Nutrition unit plan.

### **Key Responsibilities**

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

- Supervise and assist Dieticians and kitchen staff in the implementation of the Plan and other nutrition intervention projects/programs funded by external donors.
- Management of ration budget allocation, equipment and human resource at sub divisional levels
- Provide technical assistance and capacity building for health staff and government wage earners
- Timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Sub divisional Medical Officer and Senior Dietician.

5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

#### **Key Performance Indicators**

1. Ensure supervision are provided to all staff at all levels of care and services in accordance with agreed time lines.
2. Provision of technical assistance and capacity building for staff
3. Ensure timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Sub divisional Medical Officer and Senior Dietician.
4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

#### **Selection Criteria**

##### **The Person**

In addition to Bachelor of Dietetics & Nutrition or similar, the following knowledge, experience, skills and abilities are required to successfully undertake this role

#### **Knowledge and Experience**

1. At least 6 years of work experience in a similar or related field.
2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
4. Knowledge of government legislation, Nutrition and Health policies, procedures and guidelines.

#### **Skills and Abilities**

1. Excellent verbal and Written Communications Skills
2. Ability to analyze and contribute solutions to complex problems, in a resource constrained environment.
3. Training and supervisory skill
4. Computer Literate with Microsoft Word, Outlook and PowerPoint.
5. Demonstrated ability in supporting the operational / corporate environment of the organization

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#### **MOHMS 194/2019: EXECUTIVE OFFICER, REGISTRY**

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<b>Role:</b>	Executive Officer [Registry]
<b>Level:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50
<b>Location:</b>	Headquarters, Suva
<b>Unit/Division:</b>	Registry Section/Personnel Unit
<b>Reports To:</b>	Principal Administrative Officer (Personnel)
<b>Subordinates:</b>	3 Clerical Officers – Confidential, Nursing and Other Cadres, 1 Recorder III, 1 Messenger/Cleaner, 1 Driver

#### **The Position**

To ensure all human resource and administrative support functions including policy advice with regards to effective and efficient Records Management is provided to all staff of the Ministry in a timely manner.

#### **Key Responsibility**

Ensure all activities with regards to managing and maintaining an effective and efficient records management system, both manual (Transit Cards, Registers, File Census, File Away, File Numbering) and electronic (inward/outward correspondence database, human resource management information system [HRMIS]) is performed for timely access to files, documents and information.

1. Ensure distribution of official mails to relevant desk officers/Units for action through subordinates.

2. Ensure to circulate Internal Circulars and Memorandums to all MOHMS staff manually and electronically.
3. Facilitate monthly reports to Principal Admin Officer (Personnel) in a timely manner.
4. Facilitate retrieval of closed files from archives as and when required.
5. Providing customer service, at the counter, via telephone and emails
6. Actively contribute to all corporate functions of the Ministry.

### **Key Performance Indicators**

1. Manage and maintain an effective and efficient records management system both manual and electronic to ensure timely access to files, documents and information.
2. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements.
3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.

### **Selection Criteria**

#### **The Person**

In addition to relevant tertiary qualifications in human resource or office administration, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of this post.

#### **Knowledge and Experience**

1. Understanding and experience of at least 2 years of human resource management; HR policies; with some supervisory experience
2. Working knowledge of filing and records management systems both manual and electronic
3. Working knowledge of a human resource information system and computer programs such as Microsoft Office
4. Understanding of the relevant legislations governing terms and conditions of employment, OHS, industrial relations
5. Understanding of the role of HR in a large organization
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

#### **Skills and Abilities**

1. Demonstrated oral and written communications and ability to maintain confidentiality
2. Demonstrated ability to lead and work within a team of people from diverse backgrounds
3. Ability to understand and carry out detailed written and oral directives
4. Ability to multitask to meet tight deadlines
5. Excellent customer service skills
6. Good interpersonal skills with the ability to handle sensitive and confidential information and situations
7. Interact and communicate with individuals at all levels of the organization

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#### **MOHMS 195/2019: EXECUTIVE OFFICER, TAMAVUA TWOMEY HOSPITAL**

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<b>Role:</b>	Executive Officer
<b>Level:</b>	Band E
<b>Salary Range:</b>	[\$19,041.75 - \$24,412.50]
<b>Location:</b>	Tamavua Twomey Hospital
<b>Unit/Division:</b>	Administration/Central Division
<b>Reports To:</b>	Medical Superintendent
<b>Subordinates:</b>	2 x Telephone Operator, 3 x Clerical Officers, 1 x Typist, 1 x Store man, 1 x Housekeeper and 50 x GWE

#### **The Position**

The primary purpose of this role is overall human resources management of Administration staff including GWE's, service and support staff, stores and technical general staff. In addition to this is planning, provision of advice to Senior Management and overseeing the other general administrative and prompt financial support services including vehicle, stores maintenance, and management.

### **Key Responsibility Areas**

1. Implement effective Human Resources management system in the Administration Unit including planning, supervising, monitoring, coaching, counselling and review staff performance.
2. Provide advice to Head of Department and management on Administrative functions in accordance with relevant legislative including finance, stores and OHS.
3. Identify and facilitate training for Tamavua Twomey Hospital staff in accordance with training and succession plans for TTH and performance assessment.
4. Facilitate recruitment and appointment of staff for temporary, substantive and project vacant positions in accordance with the open merit recruitment and selection guidelines.
5. Monitor and facilitate the maintenance and management of the TTH fleet of vehicles in accordance with Finance Instruction 2010.
6. Prepare and submit the Administration unit monthly return [vehicle returns, quarters return, establishment return, absenteeism return, late arrival return] to MS Secretary for compilation of monthly report.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

### **Key Performance Indicator**

Performance will be measured through the following indicators:

1. Effective and timely human resources management in planning, supervising, regular monitoring of staff performance in ensuring individual work plan are met. Also provide HOD on the function of the Administration Unit in accordance with relevant legislation.
2. Ensuring to facilitate the Training of TTH staff, timely recruitment and appointment of staff to all vacant positions in accordance with the open merit recruitment and selection guidelines.
3. Actively monitor the management of TTH fleet of vehicles, and timely submission of monthly report.
4. Active participation in Ministry's corporate activities when required in a timely manner,

### **Selection Criteria**

#### **The Person**

In addition to relevant tertiary qualifications in human resource or office administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of this post.

#### **Knowledge and Experience**

1. Understanding and experience of at least 2 years of human resource management; HR policies; with some supervisory experience
2. Working knowledge of filing and records management systems both manual and electronic
3. Working knowledge of a human resource information system and computer programs such as Microsoft Office
4. Understanding of the relevant legislations governing terms and conditions of employment, OHS, industrial relations
5. Understanding of the role of HR in a large organization
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

#### **Skills and Abilities**

1. Demonstrated oral and written communications and ability to maintain confidentiality
2. Demonstrated ability to lead and work within a team of people from diverse backgrounds
3. Ability to understand and carry out detailed written and oral directives

4. Ability to multitask to meet tight deadlines
5. Excellent customer service skills
6. Good interpersonal skills with the ability to handle sensitive and confidential information and situations
7. Interact and communicate with individuals at all levels of the organization

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#### **MOHMS 196/2019: RECORDER - SEVERAL**

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<b>Role:</b>	Recorder
<b>Level:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89
<b>Location:</b>	Several
<b>Unit/Division:</b>	TTH/Central/Western/Northern/CWMH/Lautoka Hospital
<b>Reports To:</b>	Executive Officer/Clerical Officer
<b>Subordinates:</b>	Nil

#### **The Position**

The position is responsible for maintaining, organizing and effectively providing medical records for patient's at all times to all clients.

#### **Key Duties**

1. Issuing new medical record numbers, create and change of folders and collecting of folders throughout the hospital or health centre
2. Receiving and registering of all cases and referral from other health facilities, public and private into the system
3. Creating of new folders for new patients and appointments as well
4. Retrieving, Sorting, Culling and Filing of patient's medical folders for services using terminal digit filing system.
5. Collect discharged patients medical folders from the wards
6. Coding of patient folders
7. Data entry of patient information into computerized patient information systems
8. Ensure timely communication of information.
9. Collaborate with all staff and promote excellent patient service
10. Monitor flow of folders and fast track medical records folders
11. Organise and review data for accuracy and completeness
12. Maintain patient confidentiality and privacy by adherence to Ministry of Health and Medical Services policy and procedures and any/all legislation relating to Health Information and Medical Records, relating to appropriate legislation including: Health Information Policy 2011, Child Welfare Decree 2010, Mental Health Decree 2011, HIV Decree 2011, and meet signatory obligation on the Conventions on the rights of the child (Article 16 protection of Privacy)
13. Actively contribute to the ministry and cooperate requirements including planning, report submissions and administration activities when required

#### **Selection Criteria**

##### **The Person**

In addition to completion Form 6 Level qualification; 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
5. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

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### **MOHMS 197/2019: ELECTRICIAN [SEVERAL]**

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<b>Role:</b>	Electrician
<b>Level:</b>	Band D
<b>Salary Range:</b>	\$7.50 - \$9.61
<b>Location:</b>	Hospital Services
<b>Unit/Division:</b>	Leading Hand Electrician
<b>Reports To:</b>	Foreman/Executive Officer
<b>Subordinates:</b>	Assistant Electrician & Trade Assistants

#### **The Position**

The position uses a working knowledge of electrical systems to conduct maintenance, fault-finding and diagnostics on existing systems, installs new electrical systems, to customer standards and to maintain those systems while upholding safety guidelines and complying with codes and regulations.

#### **Key Responsibilities**

The position will achieve its purpose through the following:

1. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes and occupation, health and safety requirements.
2. Carry out repairs of electrical problems in commercial and domestic electrical systems, including fault-finding, rewiring, reporting and monitoring
3. Actively contribute to all electrical requirements of the department, including maintaining current electrician's license, surveying, scoping and estimating work activities where required
4. Provide exceptional customer service and advice for customers
5. Provide, maintain and safely store appropriate hand tools necessary for electrical works.
6. Actively contributing to all cooperate requirements of the Ministry, including human resource activities where required.

#### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies
2. Timely and accurate repairs of electrical equipment and accessories as stipulated in the relevant manuals and standards
3. Submission of timely reports detailing achievements to management

#### **Selection Criteria**

##### **The Person**

In addition to a Trade Certificate in Electrical Engineering or relevant experience; with a **valid Wireman's License**, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

##### **Knowledge and Experience**

1. At least 4 years of working experience in the related field;
2. Possess working knowledge of AS/NZS 3000:2007 wiring standards
3. Demonstrated knowledge of occupation health and safety standards.

- Wide knowledge of different kinds of electrical installation and repair tools and devices

### **Skills and Abilities**

- Excellent communication skills and analytical thinking in solving complex problem to reach a solution;
- Ability to work with minimum supervision;
- Capable of working according to the allocated budget and timelines;
- Capacity to utilize computer programs to support daily operations
- Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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### **MOHMS 198/2019: FITTER, SEVERAL**

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<b>Role:</b>	Fitter
<b>Level:</b>	Band D
<b>Salary Range:</b>	\$7.50 - \$9.61
<b>Location:</b>	Several
<b>Unit/Division:</b>	Hospital Services
<b>Reports To:</b>	Supervisor Higher Grade
<b>Subordinates:</b>	None

### **The Position**

The principal purpose of fitter/machinist is to ensure that layout; fitting and machining works are well sustained on the ground floor.

### **Key Responsibilities**

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

- Liaise with Leading Hand for daily work routine
- Set up, operate and maintain fitting & machining equipment
- Produce operation works according to specifications.
- Using multiple workshop tools to repair and maintain equipment and structures of various sizes
- Read and interpret diagrams, sketches and designs to determine operations, required materials.
- Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

### **Key Performance Indicators**

Performance will be measured through the following indicators.

- Maintenance of work routine to meet set timeline
- Understanding the use of different type of fitting/machinist equipment
- Producing operation products according to specifications
- Producing the required end product at the agreed timeframe

### **Selection Criteria**

#### **The Person**

In addition to a recognized trade certificate in fitting and machining (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles:

#### **Knowledge and Experience**

- Knowledgeable in fitting and machining works.
- Understand the different fitting/machinist equipment used for different works
- Prior 2 years' experience in any fitting and machining works in relevant industry.

### **Skills and Abilities**

- Ability to work under pressure.
- Ability to read and interpret diagrams for fitting and machining works
- Ability to work and camp in rural job sites for a period of time.
- Attention to detail, quality and high level of accuracy

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### **MOHMS 198/2019: PLUMBER, SEVERAL**

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<b>Role:</b>	Plumber
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<b>Level:</b>	Band D
<b>Salary Range:</b>	\$7.50 - \$9.61
<b>Location:</b>	Several
<b>Unit/Division:</b>	Hospital Services
<b>Reports To:</b>	Supervisor Higher Grade
<b>Subordinates:</b>	Assistant Plumber

### **POSITION PURPOSE:**

The position supports the functions of the Leading Hand in carrying out all Plumbing works as assigned.

### **Key Responsibilities**

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

1. Attend to plumbing duties as assigned by the leading hand.
2. Fabrication of sheet metal products.
3. Attend to plumbing complains and maintenance of plumber shop products.
4. Maintain record of all works carried out.
5. Ensure cleanliness and OHS compliant work environment is maintained at all times.
6. Carry out any other duties assigned by the Leading Hand.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Functional products made to specifications.
2. Professional finish of fabricated products.
3. Timely attendance of complaints.
4. Proper records for all works carried out
5. Safe working environment

### **Selection Criteria**

#### **The Position**

In addition to a Trade Certificate in Plumbing (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

#### **Knowledge and Experience**

1. At least some experience in general plumbing & sheet metal work in the public sector or corporate environment.
2. Working knowledge on the usage of plumbing & sheet metal fabrication tools and machines.
3. Proficient in reading blue prints.
4. Demonstrated ability to carry out general plumbing & sheet metal work.

#### **Skills and Abilities**

1. Able to work with less supervision
2. Able to work in a team
3. Analytical and problem solving
4. Attention to detail and high level of accuracy

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### **MOHMS 199/2019: HANDYMAN, SEVERAL**

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<b>Role:</b>	Handyman
<b>Level:</b>	Band B
<b>Salary Range:</b>	\$5.37 – \$6.89
<b>Location:</b>	Several
<b>Unit/Division:</b>	Hospital Services
<b>Reports To:</b>	Executive Officer
<b>Subordinates:</b>	None

### **The Position**

Uses a working knowledge of carpentry to conduct maintenance and repairing to customer and patients standards and to maintain those standards while upholding safety guidelines and complying with codes and regulations.

### **Key Responsibilities**

The position will achieve its purpose through the following:

7. Assist Carpenter to Inspect premises to identify the need for repairing
8. Assist Carpenter to carry out repairs of all damaged building structures and furniture.
9. Actively contribute to all carpentry requirements of the hospital, including maintaining current structure and building status, surveying, scoping and estimating work activities where required
10. Provide exceptional customer service and advice for customers
11. Provide, maintain and safely store appropriate hand tools necessary for carpentry works.
12. Actively contributing to all cooperate requirements of the Ministry, including human resource activities where required.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies
2. Timely and accurate repairs of the hospital building structures and furniture. Submission of timely reports detailing achievements to management
3. Effective minor maintenance of all carpentry works in the hospital

### **Selection Criteria**

#### **The Person**

In addition to a Tradesman Certificate or relevant experience the following knowledge, experience, skills and abilities are required to successfully undertake this role.

#### **Knowledge and Experience**

5. At least 2 years of working experience in the related field;
6. Possess working knowledge of Carpentry and Joinery or Building.
7. Demonstrated knowledge of occupation health and safety standards.
8. Wide knowledge of different kinds of carpentry and joinery work.

#### **Skills and Abilities**

6. Excellent communication skills and analytical thinking in solving complex problem to reach a solution;
7. Ability to work with minimum supervision;
8. Capable of working according to the allocated budget and timelines;
9. Capacity to utilize computer programs to support daily operations
10. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

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### **MOHMS 200/2019: ASSISTANT CARPENTER, SEVERAL**

<b>Role:</b>	Assistant Carpenter
<b>Level:</b>	Band B
<b>Salary Range:</b>	\$5.37 – \$6.89
<b>Location:</b>	Several
<b>Unit/Division:</b>	Hospital Services
<b>Reports To:</b>	Foreman
<b>Subordinates:</b>	None

#### **The Position**

The position provides support to the management by carrying out regular minor maintenance work to the Health Infrastructures and access infrastructures for major maintenance work.

#### **Key Responsibility Areas:**

The position will achieve its purpose through the following:

1. Ensure that scope of works and maintenance for building infrastructures that need minor maintenance works are carried out in timely manner ;
2. Assist supervisor in carrying out the scope of works for major maintenance of Health Facilities and in accordance with the maintenance plan;

3. Ensure that all materials list needed is planned in advance and submitted to the Supervisor for purchasing before commencement of maintenance work or immediately after the scope of work is carried out;
4. Ensure all OHS rules and regulations are adhered to at all times;
5. Provide proper detailed report on the maintenance that has been carried out;
6. Working in conjunction with other tradesmen as and when required; and
7. Ensure safe keeping of all tools and materials under his responsibility.

### **Key Performance Indicators:**

Performance will be measured through the following:

1. All carpentry scheduled plans are delivered within agreed timeframes and compliant with necessary procedures and regulations
2. Assist in scope of works for maintenance plans to be produced in an effective and timely manner in compliance with construction regulations.
3. Assist in maintenance reports in accordance with completed schedules to be produced within agreed timeframes

### **Selection Criteria**

#### **The Person**

In addition to completion of secondary school qualification or equivalent and 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 role;
2. Sound knowledge on Building maintenance and carpentry works;
3. Sound knowledge of safe operation of basic hand and power tools;
4. Knowledge of workplace safety and safe lifting and handling procedures;
5. Basic knowledge of Occupational Health Services.

#### **Skills and Abilities**

1. Ability to operate required equipment in a safe and responsible manner;
2. Good client service and public interaction skills, be respectful, courteous while interacting with superiors and other staff ;
3. Demonstrated ability to work as a team;
4. Ability to follow instructions and meet set timeline;
5. Service oriented approach, with a commitment to supporting the operational environment of the organization.

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### **MOHMS 201/2019: ASSISTANT ELECTRICIAN, SEVERAL**

<b>Role:</b>	Assistant Electrician
<b>Level:</b>	Band B
<b>Salary Range:</b>	CWM Hospital, Suva
<b>Location:</b>	Hospital Services
<b>Unit/Division:</b>	Foreman
<b>Reports To:</b>	None
<b>Subordinates:</b>	

#### **The Position**

The position assists the electrician for the effective day to day operations, maintenance and repairs of all Electrical works and fixtures, equipment's, operating and backup generators at any health facility.

#### **Key Responsibilities**

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

1. Assists with electrical maintenance of all health facilities in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing, and all other electrical issues.
2. Assist in the planning of labor requirement, duration, and material for assigned work.

3. Assists in establishing and maintain liaison with electrician and professional staff regarding maintenance programs.
4. Assists in maintenance programs that are in place which should include the adherence to OHS rules and regulations.

### **Selection Criteria**

#### **The Person**

In addition to completion of secondary school qualification or equivalent and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position:

#### **Knowledge and Experience**

1. Acquired knowledge of more than five years in a similar role
2. Knowledge and experience of electrical wiring and repair of electrical steam operated equipment's, generators and pumps, laundry machines, wiring installation and electrical fixtures.
3. Knowledge of procurement of materials, preparing and maintaining reports

#### **Skills and Abilities**

1. Ability to detect and assist in analysing electrical faults and breakdown.
2. Ability to assist in physical work and minor repair of underground electrical cabling
3. Ability to communicate effectively in both oral and written communication
4. Demonstrated ability to organise and meeting deadlines
5. Ability to work in a team

### **PROJECT POSITIONS**

#### **MOHMS 30/2019: COORDINATOR LYMPHATIC FILARIASIS**

<b>Role:</b>	Coordinator Lymphatic Filariasis
<b>Level:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60
<b>Location:</b>	Fiji Centre for Communicable Disease Control
<b>Unit/Division:</b>	Mataika House, FCCDC
<b>Reports To:</b>	National Advisor CD
<b>Subordinates:</b>	LF Project Assistants * 4 & Morbidity LF Project Assistant *1

#### **The Position**

Manage the Lymphatic Filariasis (LF) Implementation program to work towards the sustainable elimination of LF, and to provide consultation on LF in support of the strategic objective of FCCDC.

#### **Key Responsibilities**

1. Manage the development and implementation of the National Filariasis program aligned with Ministry and Donor requirements.
2. Manage and report on the progress towards elimination of LF through surveys and assessments.
3. Ensure that all staff is performing, and that all activities are aligned with the Section Plan in order to meet business objectives.
4. Manage training and awareness for relevant personnel in program implementation.
5. Coordinate relevant LF committees and meetings.
6. Provide consultation and referral services to LF patients.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

#### **Key Performance Indicators**

1. All agreed program activities have project plans aligned with National program requirements, implementation timeframes, and Ministry and donor specific requirements.
2. Provision of quality progress reports and secretariat services, and outcomes are actioned in a timely manner.

- timely and effective manner.
3. Effective and timely management and regular monitoring of staff performance and attendance to enable business continuity, and delivery of quality services.
  4. Deliver timely and appropriate referral services.

### **Selection Criteria**

#### **The Person**

In addition to a Degree with relevant qualifications in Health related studies or project management from a recognized tertiary institution, the following Knowledge, Experience, Skills and Abilities are required:

#### **Knowledge and Experience**

1. At least 3 years work experience in a relevant field
2. Some experience in surveys and field work
3. Experience in leading and managing a team
4. Sound knowledge of data analyses and reporting

#### **Skills and Abilities**

1. Strong communication and interpersonal skills and the ability to effectively consult with others
2. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
4. Capacity to utilise computer programs to support the operations of the department.
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

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#### **MOHMS 31/2019: ASSISTANT LYMPHATIC FILARIASIS - 4 POSTS**

<b>Role:</b>	Assistant Lymphatic Filariasis
<b>Level:</b>	Band D
<b>Salary Range:</b>	\$14,428.13 - \$18,497.60
<b>Location:</b>	Fiji Centre for Communicable Disease Control
<b>Unit/Division:</b>	Mataika House, FCCDC
<b>Reports To:</b>	Head of Health Protection through LF Coordinator
<b>Subordinates:</b>	None

#### **The Position**

The position assists in supporting lymphatic filariasis activities, and to work towards the sustainable elimination of lymphatic filariasis.

#### **Key Responsibilities**

1. Provide all logistic arrangements and support for the efficient delivery of LF activities.
2. Conduct surveys and assessments to assist towards the elimination of LF.
3. Conduct Data recording, verification and entry.
4. Assist with training and awareness for relevant personnel in program implementation.
5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

#### **Key Performance Indicators**

1. All logistic arrangements are provided within agreed timeframes.
2. All survey and assessments are achieved, and meet the required targets.
3. All data entry information is accurate and entered within agreed timeframes.
4. Training and awareness sessions meet the required standards, and are delivered within agreed timeframes.

## **Selection Criteria**

### **The Person**

In addition to a Diploma with relevant qualifications in Health related studies or project management from a recognized tertiary institution, the following Knowledge, Experience, Skills and Abilities are required:

### **Knowledge and Experience**

1. At least 2 years work experience in a similar field
2. Some experience in surveys and field work
3. Knowledge of data analyses and reporting

### **Skills and Abilities**

1. Good communication and interpersonal skills and the ability to effectively liaise with others
2. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment
4. Capacity to utilise computer programs to support the operations of the department
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

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## **MOHMS 32/2019: PROJECT OFFICER, SOIL TRANSMITTED HELMINTHS PROJECT**

<b>Role:</b>	Soil Transmitted Helminths Project Officer
<b>Level:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00
<b>Location:</b>	Fiji Centre for Communicable Disease Control (FCCDC)
<b>Unit/Division:</b>	Soil Transmitted Helminths Project
<b>Reports To:</b>	Head of Health Protection
<b>Subordinates:</b>	

### **The Position**

To coordinate the soil transmitted helminths project and provide quality public health laboratory services for diagnostic and support surveillance for Soil Transmitted Helminths in Fiji.

### **Key Responsibilities**

1. Coordinate all laboratory processes aligned with standard operating and quality control procedures.
2. Recording and verifying all obtained data and findings from tests and surveys.
3. Coordinate communications with internal and external stakeholders.
4. Assist with the ongoing management of the Laboratory Quality Management System.
5. Coordinate all activities that deals with the elimination of STH in Fiji
6. Assist in health promotion and awareness of STH throughout Fiji
7. Conduct field visits, assessments and interventions in endemic STH localities

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. All sample testing processes are conducted meeting required standards, and submitted within the agreed timeframe and schedule.
2. Deliverance of completeness and timeliness of monthly Laboratory reports to Internal and External stakeholders.
3. Maintaining standards in samples shipment locally with internal and external stakeholders.
4. Broadening of Knowledge and Understanding on STH throughout Fiji
5. Good communication and commitment from internal and external stakeholders for the purpose and aim of eliminating and controlling STH infections in Fiji.

## **Selection Criteria**

### **The Person**

In addition to a Bachelor of Science or Bachelor of Medical Laboratory Science, with the following Knowledge, Experience, Skills and Abilities required to successfully undertaking this role:

**Knowledge and Experience**

1. At least 2 years' experience working in a Laboratory
2. Sound knowledge of a Laboratory Quality Management System
3. Understanding of teams and how to work effectively within a team environment
4. Knowledge of writing proposals and budgets

**Skills and Abilities**

1. Good communication skills and the ability to effectively consult with others.
2. Demonstrated ability to analyze biological samples with the usage of microscope.
3. Capacity to utilize computer programs to support the operations of an organization.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.
5. Have the ability to work with minimum supervision and portray good time management and organization skills
6. Ability to analyse, interpret and present reports

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**MOHMS 33/2019: COMMUNITY REHABILITATION COORDINATOR**

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<b>Role:</b>	Community Rehabilitation Coordinator
<b>Level:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00
<b>Location:</b>	Tamavua/Twomey Hospital
<b>Unit/Division:</b>	Community Rehabilitation/Public Health
<b>Reports To:</b>	Medical Officer In-Charge, Rehab
<b>Subordinates:</b>	Community Rehabilitation Assistants

**The Position**

The position coordinate, implements, monitor and promote community rehabilitation services and Public Health care initiatives.

**Key Duties**

1. To facilitate the development and coordination of Ministry of Health policies and strategies for disability management and Community Based Rehabilitation programme in accordance with identified needs.
2. Monitor & evaluate the effectiveness of Community Rehabilitation service provision and identify issues for program planning
3. Develop and maintain network links and relationship with international and local organization through sharing learning expertise and resource material in relation to the Community Based Rehabilitation.
4. Develop and maintain a resource database and information center to strengthen systems for accessing relevant materials/information to be disseminating and loaning of books, journals, research papers.
5. To provide advocacy, assistance, mentoring and technical line management support and supervision of the Community Rehabilitation Assistant.
7. Facilitate and coordinate the provision of in-service [CRA] training in collaboration with relevant institution to ensure the maintenance of competency standards and course quality which include Technical Training, Community Development Training and Managerial training.
8. Coordinate the National Rehabilitation Medicine Out-Reach Clinic & Home Visit Team in all the Divisions.
9. 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.

**The Person**

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

### **Knowledge and Experience**

1. At least 10 years' experience with relevant work experience;
2. Experience developing and providing person centred 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.

### **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.

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### **MOHMS 34/2019: COMMUNITY REHABILITATION ASSISTANT- 5 POSTS**

<b>Role:</b>	Community Rehabilitation Assistant
<b>Level:</b>	Band D
<b>Salary Range:</b>	\$14,428.13 - \$18,497.60
<b>Location:</b>	Valelevu Health Centre/Nausori Health Centre/Rakiraki Health Centre/Tavua Health Centre & Namaka Health Centre
<b>Unit/Division:</b>	Community Rehabilitation/Public Health
<b>Reports To:</b>	Respective Sub-divisional Medical Officers and Community Rehabilitation Coordinator
<b>Subordinates:</b>	-

### **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 Duties**

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 centred 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.

#### **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 35/2019: NON-COMMUNICABLE DISEASE PROJECT OFFICER – 4 POSTS**

<b>Role:</b>	Non Communicable Disease Project Officer
<b>Level:</b>	F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00
<b>Location:</b>	Central, Eastern/Western & Northern Health Services
<b>Unit/Division:</b>	Non- Communicable Disease Unit
<b>Reports To:</b>	National Advisor, NCD and Respective DMOs
<b>Subordinates:</b>	None

### **The Position**

The position of the Non Communicable Disease Project Officer is responsible for the coordination, facilitation, implementation, monitoring and evaluation of the processes and outputs of all Non Communicable Disease Prevention Programs and its related activities within the Ministry of Health and Medical Services at Divisional and Sub-Divisional Level. The Officer will acts under the direction of the National Advisor Non Communicable Disease and performs under the general administration of the Divisional Medical Officer and liaises with the same while delivering all related activities at the division and the sub-divisions

### **Key Responsibilities**

1. To provide secretariat support and contributes to Divisional NCD Committee, PEN (Package of Essential Non Communicable Disease) Core Working Group (CWG) and other small working groups related to NCD/ Wellness.
2. To plan, coordinate, implement, monitor and evaluate, report Divisional NCD Programs as documented in the National NCD Strategic Plans, Annual Corporate Plan and Divisional Business Plan.
3. To coordinate and conduct Health Education on Lifestyle Risk Factors, Advocate on NCD Prevention and Awareness and promote wellness programmes at various settings namely workplaces, schools, villages, settlements, faith based organizations, municipalities and sporting venues.
4. Provide Technical support to assist subdivisions to conduct mini-STEPS screening of their adult populations: 25% of adults >30 years age.
5. Provide technical , administrative and funding support through receiving proposals to assist Subdivision in conducting community based activities addressing Wellness Promotion and Lifestyle Behavioural Risk Factors (diet, tobacco, physical activity, obesity) targeting population subgroups in settings (church, workplace, schools, villages, settlements, sports, municipalities).
6. Coordinate Continual Assessments of Multidisciplinary functions of SOPD Clinic/Foot Care Clinic and the full implementation of PEN Model Concept in all Sub-Division Health Facilities.
7. Assist in conducting small scale research/analysis, audits, surveys under the oversight of Divisional Medical Officer and National Advisor NCD.
8. Coordinate, Organize and Facilitate In -Service Staff Training Program to all cadres (Medical Officers, Nurses, Dieticians, etc.) related to NCD Toolkit, Motivational Interview, Diabetes Retinopathy, Diabetes Management Guidelines, Cardiovascular Guidelines, Foot Care & Foot Assessment, PEN Model , Wellness Promotion, 7D Wellness Projects and other NCD related topics.
9. Collaborate and communicate effectively with other officers within the Ministry of Health and Medical Services and external stakeholders in coordinating Wellness Promotion Programs through 7D Wellness Settings Approach and NCD Prevention and Control programmes and activities.

### **Key Performance Indicators**

1. NCD/ Wellness Screening and SNAP Counselling conducted through setting based for 30yrs and above for early detection, risk assessment, behaviour change counselling, clinical management, and rehabilitation for targeted NCDs are reported and updated quarterly.
2. Bi – Annual Assessment of Multidisciplinary functions of SOPD Clinic/Foot Care Clinic and the full implementation of PEN Model Concept in all Sub-Division Health Facilities against CVD / DM Guidelines conducted and reports disseminated.
3. Ongoing In- Service Training for Staff on Wellness Promotion, Motivational Interviewing, NCD Prevention and Control Education, Wellness Toolkits, CRAM (Package of Essential Non Communicable Disease) Protocol Guidelines along with Diabetes Management Guidelines and Cardiovascular Therapeutic Guidelines to ensure effective treatment and continuum of care are implemented within the agreed timeframes.

4. Effective and Efficient NCD/ Wellness Intervention Activities and Programs delivered in the Division within available funding allocations and resources.
5. Project Proposals on Trainings and Intervention Activities for staff and community awareness are received, processed, implemented, monitored and reviewed in a timely manner.
6. Timely Submission and Dissemination of reports to Director Wellness/National Advisor NCD via Divisional Medical Officer.

### **Selection Criteria**

#### **The Person**

In addition to a post graduate qualification in Public Health from a recognised institution with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

#### **Knowledge and Experience**

1. At least 5 – 10 years related work experience in managing public health
2. Experience in fostering collaboration, networking and working in partnership with any government department, non- governmental or private sector
3. Experience in writing project proposals, costed budget, technical reports and financial acquittals.
4. Knowledge of basic procurement and public finance regulations

#### **Skills and Abilities**

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

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#### **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 Tuesday, April 30<sup>th</sup>, 2019.

Applicants are encouraged to submit their **application by email** to [recruitment@health.gov.fj](mailto:recruitment@health.gov.fj)

Or

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

**WITHDRAWN VACANCIES**

<b>POSITION</b>	<b>VACANCY NO</b>	<b>REASON</b>
Medical Orderly	MOHMS 800/2018	Post filled
Ward Assistant, CWM Hospital	MOHMS 786/2018	Past processing period
Handyman, Tamavua Twomey Hospital	MOHMS 799/2018	Past processing period
Senior Domestic Assistant, Tamavua Twom Hospital	MOHMS 801/2018	No suitable applicants
Electrician, Tamavua Twomey Hospital	MOHMS 784/2018	No suitable candidate
Handyman, Western Health Services	MOHMS 601/2018	Past 4 months processing period