MOHMS 218/2019: SENIOR DENTAL OFFICER, BA HEALTH CENTRE

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Senior Dental Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band I</td>
</tr>
<tr>
<td>Salary:</td>
<td>$43,296.63 - $55,508.50</td>
</tr>
<tr>
<td>Location:</td>
<td>Ba Health Centre</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Oral Health / Western Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Dental Officer/Subdivisional Medical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Dental Officer, Dental Therapist, Dental Hygienist</td>
</tr>
</tbody>
</table>

The Position

To coordinate, deliver, monitor and evaluate all oral health services and activities in accordance in relevant oral health standards, regulations and policies in an efficient and effective manner.

Key Responsibilities

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

1. Provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases.
2. Prepare, deliver and assess the effectiveness of community outreach programs according to agreed policy and plans.
3. Gather and document relevant data, and prepare and submit required reports within the agreed time lines.
4. Actively contribute to all corporate requirements and activities of the Ministry where required

Key Performance Indicators

1. Oral health/clinical dental records, programs and activities are provided in accordance with approved dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Clinical Targets are achieved as per Oral Health Business Plan and variations are captured and recorded.
3. Reports are submitted within the agreed time lines and in accordance with reporting standards.
4. Actively contribute to all corporate requirements and activities of the Ministry when required

Selection Criteria

The Person

In addition to a Bachelor of Dental Surgery or equivalent, registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice as a General Dentist, the following knowledge, experience skills and abilities are required to perform the role of the post.

Knowledge and Experience

1. At least 6 years’ experience as a dental officer.
2. Demonstrated knowledge and practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontic, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Proven capacity and knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.

Skills and Abilities
1. Demonstrated ability in the use of approved clinical guidelines and evidence base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrated ability to effectively work within and manage a team.
3. Demonstrated ability to communicate effectively including excellent report writing skills with an attention for details.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
5. Demonstrated ability to manage, supervise, mentor, and train staff.
6. Customer focused approach with commitment to supporting the operational goals of the organization.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Senior Dental Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band</td>
<td>Band I</td>
</tr>
<tr>
<td>Salary</td>
<td>$43,296.63 - $55,508.50</td>
</tr>
<tr>
<td>Location</td>
<td>Ba Health Centre</td>
</tr>
<tr>
<td>Unit/Division</td>
<td>Oral Health / Western Health Services</td>
</tr>
<tr>
<td>Reports to</td>
<td>Principal Dental Officer/Subdivisional Medical Officer</td>
</tr>
<tr>
<td>Subordinates</td>
<td>Dental Officer, Dental Therapist, Dental Hygienist</td>
</tr>
</tbody>
</table>

The Position
To coordinate, deliver, monitor and evaluate all oral health services and activities in accordance in relevant oral health standards, regulations and policies in an efficient and effective manner.

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

1. Provide clinical assessment, diagnosis and treat patients for preventive, conservative, or curative dental services including the identification and referral of oral pathology and complex surgical cases.
2. Prepare, deliver and assess the effectiveness of community outreach programs according to agreed policy and plans.
3. Gather and document relevant data, and prepare and submit required reports within the agreed time lines.
4. Actively contribute to all corporate requirements and activities of the Ministry where required.

Key Performance Indicators
1. Oral health/clinical dental records, programs and activities are provided in accordance with approved dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Clinical Targets are achieved as per Oral Health Business Plan and variations are captured and recorded.
3. Reports are submitted within the agreed time lines and in accordance with reporting standards.
4. Actively contribute to all corporate requirements and activities of the Ministry when required.

Selection Criteria
The Person
In addition to a Bachelor of Dental Surgery or equivalent, registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice as a General Dentist, the following knowledge, experience skills and abilities are required to perform the role of the post.

Knowledge and Experience
1. At least 6 years’ experience as a dental officer.
2. Demonstrated knowledge and practice of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontic, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Proven capacity and knowledge of Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.

Skills and Abilities
1. Demonstrated ability in the use of approved clinical guidelines and evidence base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrated ability to effectively work within and manage a team.
3. Demonstrated ability to communicate effectively including excellent report writing skills with an attention for details.
4. Demonstrated high level ability to manage and resolve conflict, to negotiate with influence and promote effective communication and collaboration with all stakeholders.
5. Demonstrated ability to manage, supervise, mentor, and train staff.
6. Customer focused approach with commitment to supporting the operational goals of the organization.

MOHMS 220/2019: SUPERINTENDENT PHYSIOTHERAPIST - will be updated later

MOHMS 221/2019: SUPERVISING PHYSIOTHERAPIST

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Supervising Physiotherapist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band H</td>
</tr>
<tr>
<td>Salary:</td>
<td>$34,760.31 - $44,564.50</td>
</tr>
<tr>
<td>Location:</td>
<td>Northern Health Services, Labasa</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Physiotherapy</td>
</tr>
<tr>
<td>Reports to:</td>
<td>The Divisional Medical Officer,</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Physiotherapists</td>
</tr>
<tr>
<td></td>
<td>Junior Physiotherapists</td>
</tr>
</tbody>
</table>

The Position
To develop, implement and monitor the Physiotherapy Business Plan in accordance with the Ministry’s Annual Operational Plan, Physiotherapy Strategic Plan and will recommend and finalize physiotherapy clinical policies to ensure standardized practice. The post will manage and administer the department, identify specialized areas, need for up skilling, and enforce and sustain all policies on technical services.

Key Responsibilities
The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:
1. Complete departmental management tasks within timeframe.
2. Supervise and assess human resource to enable productive motivated health workforce.
3. Provide safe physiotherapy services in accordance to Standards of Practice.
4. Perform appropriate allocated duties that assist the Department, Hospital or Ministry plans.
5. Attend relevant attachments, trainings or workshops.
6. Coordinates Physiotherapy student attachments
7. Compile relevant unit reports.
8. Organize and conduct Physiotherapy workshops.

**Key Performance Indicators**
Performance will be measured through the following indicators:
1. Develop unit plans, approved and implemented within the agreed timeframes.
2. Effective and Timely management of all clinical physiotherapy clients on quarterly rotation when needed.
3. Demonstrate appropriate and safe physiotherapy service to contribute towards standard service delivery.
4. Collation, submission and monitoring of appropriate data and reports within agreed time frames, to enable business continuity, and delivery of quality Physiotherapy service.

**Selection Criteria**
**The Person**
In addition to Bachelor (or equivalent) of Physiotherapy the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

**Knowledge and Experience**
1. At least 9 years’ proven experience in the field of physiotherapy, with 3 years at a supervisory level.
2. Knowledge and understanding of International conventional physiotherapy practice, OHS and Labor regulations and physiotherapy standards of practice.
3. Proven experience in supervising and assessing performance of staff

**Skills and Abilities**
1. Ability to give technical and clinical advice to customers and stakeholders on physiotherapy issues.
2. Strong communication skills and the ability to effectively consult with others to
3. Develop sound plans, internal policies and procedures.
4. Excellent analytical and problem solving skills with an attention for detail
5. Capacity to utilise computer programs to support the operations of a complex organisation.
6. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

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**MOHMS 222/2019: SENIOR ADMINISTRATIVE SECRETARY, ASSET MANAGEMENT UNIT**
*will be updated later*

**MOHMS 223/2019: SENIOR ADMINISTRATIVE SECRETARY, PERSONNEL**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Senior Administrative Officer - Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band G</td>
</tr>
<tr>
<td>Salary:</td>
<td>$28,605.74 - $38,140.60 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Personnel Unit, Human Resources</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Corporate Services, Headquarters</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Principal Administrative Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Administrative Officer - x1</td>
</tr>
<tr>
<td></td>
<td>Executive Officer - x1</td>
</tr>
<tr>
<td></td>
<td>Stores Officer - x1</td>
</tr>
<tr>
<td></td>
<td>Government Wage Earners - x1</td>
</tr>
</tbody>
</table>
**The Position**

To ensure that all Human Resource functions and administrative support with regards to Terms and Conditions of Employment, Records Management and Stores, including policy advice is provided to all staff of the Ministry in a timely manner.

**Key Responsibilities**

1. Provide HR support functions and policy advice with regards to Terms and Conditions of Employment, Records Management and Stores to all staff of the Ministry in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Lead and Manage staff performance and attendance for subordinates.
3. As secretariat for the National Posting and National Posting Appeals Committee ensure verification and compilation of transfer requests received and dissemination of decisions made to staff.
4. Compile and submit HR reports and statistical data with regards to Transfers, Secondments, Volunteer engagements in a timely manner (monthly reports).
5. Actively contribute to all corporate functions of the Ministry.

**Key Performance Indicators**

1. All HR support functions and policy advice with regards to Terms and Conditions of Employment, Transfers, Secondments, Volunteer engagements and Stores are provided in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
3. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements.

**Selection Criteria**

**The Person**

In addition to University undergraduate qualifications in human resources management (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of this position:

**Knowledge and Experience**

1. Proven understanding and experience of at least 6 years in human resource management
2. Experience in effective staff management of a small team/leading and supervising a small team
3. Experience in the use of IT software such as Microsoft applications

**Skills and Abilities**

1. Excellent time management skills
2. Ability to lead and work within a team
3. Extensive communication skills both written and verbal
4. Good interpersonal skills
5. Ability to actively participate in all corporate functions of an organization

<table>
<thead>
<tr>
<th>MOHMS 224/2019: EXECUTIVE OFFICER, GENERAL SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Title:</strong> Executive Officer General Services</td>
</tr>
<tr>
<td><strong>Salary Band:</strong> Band E</td>
</tr>
<tr>
<td><strong>Salary:</strong> $19,041.75 - $24,412.50 per annum</td>
</tr>
<tr>
<td><strong>Location:</strong> Central Health Services, Tamavua</td>
</tr>
<tr>
<td><strong>Unit/Division:</strong> Corporate Services, Central Health Services, Tamavua</td>
</tr>
<tr>
<td><strong>Reports to:</strong> Senior Administrative Officer</td>
</tr>
<tr>
<td><strong>Subordinates:</strong> Clerical Officer, GWE’s</td>
</tr>
</tbody>
</table>
The Position
The position provides administrative support in the effective operations of the Central Health Services, General Service Unit.

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

1. Ensure facilities are maintained to the highest possible standards and in accordance with OH&S requirements for a safe workplace.
2. Ensure management deliver an effective and responsive reactive and cyclical maintenance service of EHS’s assets.
3. Monitor vehicle, vessel maintenance and monthly returns
4. Ensure timely distribution of rations to facilities
5. Ensure updated inventory of all EHS’s Assets and conduct annual BOS
6. Ensure an effective filing and record-retrieval system is maintained
7. 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:

1. Divisional facilities infrastructure are well maintained
2. Adherence of General Service Unit Standard Operating Procedures
3. All planned activities are implemented within the agreed time frames

Selection Criteria
The Person
In addition to a Diploma in Management or Public Administration (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience
1. Proven understanding and experience of administration work or similar
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in facilitating adherence to the Health and Safety at Work Act and its related regulations and policies
4. Experience in supervising a team.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities
1. Demonstrated ability to effectively work within a team and to meet agreed timelines
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to utilise computer programs to support the daily operations
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

MOHMS 225/2019: SECRETARY [2 POSTS]

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary:</td>
<td>$19,041.75 - $24,412.50 per annum</td>
</tr>
<tr>
<td>Location:</td>
<td>Central Health Services, Tamavua &amp; Nursing Division</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Corporate Services, Central Health Services, Tamavua</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Administrative Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Position
The position provides effective and efficient general administrative duties and support to the Head of Department on daily operations.

Key Responsibilities
The position will achieve its purpose through the following:
1. Maintain effective and efficient Secretarial support services to the Head of Department in the daily operation and providing services.
2. Maintaining Filing correspondence and ensure information are kept confidential.
3. Ensure that messages are communicated promptly to the Head of Department and appropriate feedback are provided in a timely manner.
4. Ensure recording minutes of the meetings and other meetings as assigned by HoD.
5. Organize for the Divisional Quarterly and Annual meetings with sub divisional heads.
6. Facilitate itinerary arrangements for the Head of Department or any other staff as assigned by the HoD for meeting and workshops.
7. Maintaining service oriented approach and customer satisfaction;

**Key Performance Indicators**
Performance will be measured through the following:
1. Ensure effective and timely facilitation of Secretarial work is provided within the anticipated standards.
2. Manage, plan and organize the Head of Department’s daily calendar.
3. Ensure that the Head of Department is provided with timely and correct information as and when required.
4. Inward, outward mails and files are maintained in line with registry procedures.

**Selection Criteria**

**The Person**
In addition to Diploma in Secretarial Studies, Office Administration, and Management (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Secretary:

**Knowledge and Experience**
1. Proven understanding and experience of 3 to 4 years administration work or similar
2. Working knowledge of Microsoft Office programmes

**Skills and Abilities**
1. Demonstrated ability to organise, multitask, prioritize and work under pressure to meet set timelines
2. Good communication (verbal and written) and interpersonal skills
3. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment
4. Demonstrated ability to work with a team
5. Service oriented approach with a commitment to supporting the operation and corporate environment of the organisation.

**MOHMS 226/2019: STORES OFFICER, NADI SUB DIVISIONAL HOSPITAL**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Stores Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary:</td>
<td>$19,041.75 - $24,412.50</td>
</tr>
<tr>
<td>Location:</td>
<td>Nadi Subdivisional Hospital</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Corporate/ Western Health Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Officer, SDMO Nadi</td>
</tr>
<tr>
<td>Subordinates:</td>
<td></td>
</tr>
</tbody>
</table>

**The Position**
The Position is responsible for the supervision of stores on consumables, stationery, domestic rations, medical gas and donations enhancing quality efficient and effective health services.

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

1. Identify and plan purchasing need for hospital general stores and rations, pharmaceutical and clinical products with relevant stakeholders and the FPBS.
2. Raising of Indents & Local Purchase Orders (LPOs) and working with suppliers regarding order enquiries.
3. Monitor, update and communicate with program managers on estimated time of arrival of pharmaceutical & clinical products.
4. Ongoing liaison in consultation with Fiji Procurement Office Logistic Management Unit and relevant stakeholders for procuring of goods.
5. Assist the Tender team with Tender activities.
6. 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:

1. All purchasing needs are identified, and the Purchasing plan is implemented within the agreed timeframes, compliant to specifications, processes, legislations and policies.
2. All indents & LPOs are processed with appropriate suppliers within the timeframe to ensure timely delivery of products to hospital facility departments.
3. Accurate and timely reports are submitted, including outcomes and action items.
4. Active participation in the corporate activities of the Ministry as and when required.

**Selection Criteria**

**The Person**

In addition to a Diploma in Accounting/Economics/Finance /Management/Business or equivalent; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

**Knowledge and Experience**

1. At least three (3) years’ experience in a procurement setting conducting mass purchasing
2. Sound knowledge and understanding of procurement processes and supply chain management
3. Knowledge and understanding of the relevant procurement laws.
4. An understanding of Occupational and Health & Safety at the Work Place.

**Skills and Abilities**

1. Demonstrated ability to effectively work within a team
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Must possess sound analytical and problem solving skills
4. Service oriented approach, with a commitment to supporting department business plan
5. Capacity to utilize basic computer programs to support operations of the department/health facility

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**MOHMS 227/2019: CLERICAL OFFICER – SEVERAL**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Clerical Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band C</td>
</tr>
<tr>
<td>Salary:</td>
<td>$12,081.69 - $15,489.35</td>
</tr>
<tr>
<td>Location:</td>
<td>Several</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Divisional</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Subdivisional Medical Officer</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**The Position**

The position is responsible for the implementation of all financial and HR issues within the subdivision. Ensure that all stations have a timely supply of stores and are well equipped with all tools needed for efficient and effective delivery of service to the community.
Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:

1. To carry out the duties of the position with efficiency and effectiveness.
2. Monitor all HR and Admin issues within the Sub Divisions.
3. Updating Personal Files for GWE’s according to their leave,
4. Submit Absence and Late Arrival returns for the Sub Divisions
6. Ensure the availability of fuels, stores, stationeries, rations; gas and oxygen are in stock.
7. Issuing of LPO’s upon SDMO’s endorsement to local suppliers and following up on invoices for payments.
8. Updating of Commitment & Expenditure Ledgers,
9. Process payments for bills (Telecom/ FEA/ Water/ Local Suppliers etc. and any other services provided in the Sub Division.
10. Ensure that Board of Survey is carried out within the Sub Division once a year.
11. Arrangements of boat/air fare to patients on referrals to CWM Hospital.
12. Ensure regular updating of tally cards and registers is maintained.
13. Any other duties assigned by the Supervisor from time to time.

Selection Criteria
The Person
In addition to an academic qualification relevant to Human Resources, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience
1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years’ experience in the similar field or equivalent. Computer literate

Skills and Abilities
1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and assist staff when required
3. Demonstrated ability to communicate effectively with good listening skills
4. Ability to analyze situation and act accordingly to provide best practical outcome;
5. Ability to follow instructions and meet targets
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Demonstrate ability and efficiency to achieve customer expectations.
8. Demonstrated ability to manage and work long hours as and when required;

MOHMS 228/2019: ASSISTANT STATISTICIAN, PUBLIC HEALTH

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Assistant Statistician – Public Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band E</td>
</tr>
<tr>
<td>Salary:</td>
<td>$19,041.75 - $24,412.50</td>
</tr>
<tr>
<td>Location:</td>
<td>HQ, Suva</td>
</tr>
<tr>
<td>Unit/Division:</td>
<td>Data Analysis Management Unit</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Statistician</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Statistical Officer (PHIS I), Statistical Officer (PHIS II)</td>
</tr>
</tbody>
</table>

The Position
The Assistant Statistician (Public Health) administers the day to day management of public health information system [PHIS] and communicable diseases data collection systems. The Assistant Statistician (Public Health) directly reports to the Statistician and provide leadership and mentoring to subordinates. Provision of training on Health Information System (HIS) is the key role of this position.

**Key Responsibilities**

1. Supervise and monitor the compliance, quality and timeliness of Public Health and Communicable Disease data collection systems and strengthen data quality
2. Follow up on default medical areas on the late submission
3. Assist in delivering training on the relevant data collection system to subordinates, divisions and nationally and on coding not limited to ICD 0, ICD 10 and ICD 10AM
4. Assist coding of all manual discharge data using the appropriate classification system
5. Compile and provide reliable and comprehensive health information, statistics and key reports to health personnel in a timely manner.
6. Assist the Statistician, Senior Statistician and Head of Research, Innovation in communication with the respective HODs and health facilities.
7. Assist in the co-ordination of quality assurance program for the Medical Record Department with appropriate stakeholders.
8. Assist the review of policies and procedures affecting the collection of patient information and Medical Records Services.
9. Assisting staffs in conducting Supervisory visits to all health facilities and assist in providing appropriate reports.
10. Provide mentorship to all subordinates and peers ensuring a sustainable and well-functioning health information unit.
11. Undertake any required activities to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.

**Key Performance Indicators**

1. Effective and timely assessment of all data collected and analyzed at the Health Information Unit
2. To monitor and evaluate morbidity & mortality coding and cause of death training conducted in relation to Health Information Unit policies
3. Ensure timely management of operational standards to strengthen high quality Health Information system services is provided.
4. Ensuring improvements in quality assurance and timely access to health information
5. Effective and timely submission of weekly, monthly, quarterly and annual reports within agreed timeframes to Supervisors

**Selection Criteria**

**The Person**

In addition to having a recognized undergraduate qualification in either Population Studies or Health Information Systems or Statistics from university/tertiary level (Or equivalent) relevant to the Health Information Unit, the incumbent must also have the following; Knowledge, Experience, Skills and Abilities:

**Knowledge and Experience**

1. At least 3-5 years experiences in a similar field
2. Able to analyse, interpret and present reports
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

**Skills and Abilities**

1. Capacity to utilise computer programs to support the various data collection system
2. Demonstrated organizational skills to assist senior staff and co-ordinate subordinates to meet tight deadlines
3. Demonstrated ability to work cooperatively and effectively within a team environment
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Demonstrated ability to communicate with Medical Professionals in order to ascertain information and reporting needs
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
7. Effective training development, delivery and evaluation skills.

PROJECT POSITION
MOHMS 38/2019: PROJECT OFFICER – FIJI COLLEGE OF NURSING [FCN]

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Project Officer – Fiji College of Nursing (FCN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Band:</td>
<td>Band I</td>
</tr>
<tr>
<td>Salary:</td>
<td>$43,296:63 - $55,508.50</td>
</tr>
<tr>
<td>Location:</td>
<td>Nursing Division, HQ</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Nurse &amp; Midwifery Officer (CNMO)</td>
</tr>
<tr>
<td>Subordinates:</td>
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The Position
The position is responsible to the Chief Nurse & Midwifery Officer (CNMO) for the planning, coordination, implementation and evaluation of the functions of the Fiji College of Nursing and specified responsibilities enshrined in the College Constitution. The position provides logistical support to Nursing Management and is also responsible for the provision of secretariat support to the Fiji Council Nursing National Executive Committee.

Key Responsibilities
The position will achieve its purpose through the following key responsibilities/duties:
1. Organize and facilitate Continuing Nursing Education (CNE) to improve skills and competence of Registered Nurses in Fiji by promoting on-going training, education and research.
2. Coordinate appropriate specialised training courses for registered nurses.
3. Work with donor and central agencies on scholarships for formal postgraduate nursing courses.
4. Provide support to nurses by ensuring that the health and safety of the members of the college including their complaints and views are represented at the appropriate authority levels for consideration.
5. Work with other associations, colleges or organisations having the same or similar objectives as the college.
6. Organise and arrange all nursing logistics for uniforms and shoes.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicator:
1. All college training plans are developed, approved and implemented within the agreed timeframes.
2. All activities within the college plans completed and delivered as planned and budgeted.
3. Effective and timely management of uniform and shoe logistics to ensure compliance with the relevant processes, legislation and policies.
4. Quarterly reports are submitted within the agreed timeframes and annual training report is submitted detailing the return on investment and core learning outcomes achieved.
5. Contributions to corporate requirements meet or exceeds expectations

Selection Criteria
The Person
In addition to being registered nurse with the Fiji Nursing Council with a valid licence. The position holder must have a Bachelor of Nursing with other relevant Post Graduate Qualification preferably in
Leadership & Management, Education, Human resource development or similar with 5 years’ experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Project Officer of the Fiji College of Nursing.

**Knowledge and Experience**
4. At least 5 years’ experience in a similar role
5. Proven experience in nursing and training policies and its execution.
6. Proven experience in negotiations and discussions with relevant stakeholders
7. Experience in development of training packages and curriculum
8. Understanding of the Nursing Decree (2011) and other applicable laws governing nursing in Fiji.

**Skills and Abilities**
1. Ability to plan, develop, deliver and evaluate relevant training programs to address competency and skill development.
2. Demonstrated ability to effectively work within a team
3. Demonstrate ability to meet deadlines in a constraint environment.
4. Excellent report writing and the ability to communicate effectively.
5. Capacity to utilise computer programs to support the operations of the unit;
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

**Application Process**
Applicants are to note the following when applying.
2. Ensure that your first name, last name and date of birth are the same as those on your identity documents
3. All communication regarding your application will be via email. Ensure that you provide a valid email address and that you check this email regularly for communication regarding your application.
4. As part of your application, please submit
   a. A completed and signed application form;
   b. Current CV outlining your qualifications and experience;
   c. For clinical/technical positions only (whenever applicable): a certified copy of your registration and/or valid practicing license; and certified copies of your qualifications.
5. Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.
6. The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as this criteria will be considered in assessing the relative suitability of applicants.

**Submission**
Applications must be submitted by 4.30pm Monday, 13th 2019.
Applicants are encouraged to submit their **application by email** to recruitment@health.gov.fj

Or

<table>
<thead>
<tr>
<th>Applications by Post</th>
<th>Applications Delivered</th>
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</thead>
<tbody>
<tr>
<td>Permanent Secretary</td>
<td>“DROP MOHMS JOB APPLICATION BOX”</td>
</tr>
<tr>
<td>Ministry Of Health &amp; Medical Services</td>
<td>Reception Desk, Ground Floor, Dinem House, 88 Amy Street,</td>
</tr>
<tr>
<td>P O Box 2223, Gov’t Bldg, Suva</td>
<td>Suva, Fiji</td>
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</tbody>
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