

MOHMS 365/2019



**Ministry of Health & Medical Services
ROLE DESCRIPTION**

Corporate Information

Role:	Principal Administrative Officer
Band:	Band H
Salary range:	\$34,760.31 – \$44,564.50 per annum
Location:	CWMH
Duration:	3 years
Unit/Division:	Corporate Services
Reports to:	Hospital Administrator
Subordinates:	1 Executive Officer and 5 Clerical Officers

The Position

The position provides advice and manages the implementation of HR Management, Productivity Management and Administration services in CWMH. Also assist the Hospital Administrator in providing accurate advice to HODs' and Management in terms of HR management and staff development issues and records management

Key Responsibilities

1. Provide policy advice to Management and Head of Divisions on Human Resources Management and Administrative functions, policies and procedures.
2. Develop, maintain, implement and ensure compliance with Human Resource Management policy, related polices and legislations.
3. Facilitate appropriate Learning & Development Plan and Induction training programs;
4. Provide weekly updates; monthly reports and Annual Report on the HR deliverables .
5. Conduct counselling, resolve grievances and prepare disciplinary submissions to HQ.
6. Coordinate human resource and administration operational requirements by scheduling and assigning employees; following up on work results and ensuring that key deliverables in the Business Plan are met.
7. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure the all Human Resource support functions with regard to Staff Establishment Management, Recruitment and Selection, Human Resource Information System, including policy advice is provided to all staff of the CWMH in a timely manner in accordance with relevant legislations, policies and guidelines.
2. All agreed Human Resource functions and activities are carried out in compliance with the standard operating procedures, business service standards, reform guidelines and applicable legislation.
3. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable successful delivery of quality and timely outputs identified in individual work plans and operational plans.
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including recommendations for improvement

Selection Criteria

The Person

In addition to a Post Graduate Diploma (or equivalent work experience) in Management & Public Administration, Human Resource Management, Business Administration or another relevant field, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role

Knowledge and Experience

1. Have 5 years of working experience in managing Human Resource Management, Productivity, Administration and Logistics Services support in a complex organisation, at least 3 years' at Supervisory level;
2. High level knowledge of all aspects and functions of human resource management and Administration;
3. Understanding of the Fijian Constitution (2013) and applicable labour laws of Fiji;
4. Understanding of teams and how to build and maintain high performing teams;
5. Experience in developing operational plans and strategies;
6. Knowledge of process re-engineering

Skills and Abilities

1. Demonstrated ability to manage and motivate staff at different levels and from different backgrounds and experience;
2. Capacity to plan for and meet tight and fixed deadlines, in particular with regard to recruitment, selection and contracting activities, administration and logistics activities;
3. Demonstrated ability to analyse and solve complex problems, in a resource constrained environment;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Capacity to utilize computer programs to support the operations of the Unit and the Ministry as a whole;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the Ministry.
7. Strong interpersonal and communication skills and the ability to work effectively with all subordinates.
8. Ability to plan, develops, and coordinates multiple tasks/activities while ensuring service improvement.

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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 for the job, as this criteria will be considered in assessing the relative suitability of applicants.

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Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Principal Accounts Officer National Health Accounts
Level:	Band I
Salary range:	\$43,296.63 - \$55,508.50 per annum
Location:	HQ, Suva
Duration:	3 years
Unit/Division:	Planning/Planning and Policy Development Division (PPDD)
Reports to:	Director Planning and Policy Development Division
Subordinates:	Clerical Officer – Planning

Overview of the Specific Area

The core responsibility of the Health Financing unit is to coordinate monitoring of resource flow through production of National Health Accounts (NHA) and explore option for outsourcing of non-core activities. The unit also coordinates cost benefit and economic analysis of services and programs.

The Position

The purpose of this position is to conduct Health Financing activities and explore options for Sustainable Health Financing through regular production of National Health Accounts (NHA), Cost-Benefit Analysis (CBA), Budget Analysis and research/studies.

Key Responsibilities

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

Working with relevant staff and service providers, in accordance with legislative requirements:

1. Manage the initiation, production and compilation of annual National Health Accounts (NHA) Reports.
2. Coordinate surveys for data collection on health expenditure and related statistics.
3. Assist in formulation of policy briefs and identification of policy options for health financing.
4. Assist and support the coordination of Ministry's Budget Steering Committee and Capital Projects Committee meetings.
5. Facilitate financial analysis of Programmes/projects.
6. Facilitate and assist with conducting costing studies for key programme areas.
7. Assist with analysing Public Private Partnership (PPP) options.
8. Engage with development partners on health financing issues.
9. Support the management of the budget development process.
10. Support policy and planning function with respect to financing component.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that National Health Account preparatory activities are completed and delivered as planned;
2. Completion of 1 or more financial analysis of Programmes/projects or costing studies for key programme areas;
3. Produce 1 or more policy briefs emanating from the annual National Health Accounts (NHA) Report and its implementation;
4. Arrange and coordinate monthly Budget Steering Committee and Capital Projects Committee meetings.

Selection Criteria

The Person

In addition to relevant postgraduate qualifications in Finance, Administration or similar the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

1. Experience in health accounts development and financial analysis;
2. In-depth understanding of costing studies, health expenditure and related statistics
3. Experience in using health accounts development tools
4. Knowledge of health accounts development procedures and guidelines such as System of Health Accounts (SHA) 2011
5. Understanding of the applicable legislation or policies / procedures

Skills and Abilities

1. Strong communication and presentation skills;
2. Excellent organisational and time management skills
3. Strong presentation and interpersonal skills
4. Creative thinking skills with the ability to develop innovative approaches to address key challenges
5. Strong financial analysis skills

Personal Character & Eligibility:

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Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Senior Accounts Officer-Head Quarters
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$56,596.92 per annum
Location:	HQ, Suva
Duration:	3 years
Unit/Division:	Accounts
Reports to:	Principal Accounts officer

The Position

This position is responsible to oversee the performance on Accounting procedures, Implementation of Internal Controls, Accuracy of accounting, financial and other records and Observance of the directions and requirements issued by the, Permanent Secretary through Principal Account Officer and the department in ensuring good financial practices governance.

Key Responsibilities

1. Ensure the Ministry Budget is verified and cash flows are disseminated to all cost centres of the Ministry and facilitate shift of funds to all Cost Centres through Ministry of Economy and prepare virements for the Ministry.
2. Ensure quality financial reports are available and accessible to the Senior Managers for presentation and Decision Making.
3. Approve Purchase Order, payment selections, signing cheques, voiding of payments and facilitate Electronic Fund Transfer of Files to Bank. Request Reimbursement of funds from MOE for Minister's/Assistant Minister's Travel and VAT to Stakeholders such as for FPBS.
4. Organise and arrange timely Custom Clearance with Fiji Procurement Office for the Ministry.
5. Facilitate the Ad-Hoc Donor Funding to the Ministry namely Development Partners. Verify Donor Fund Acquittals to Ministry of Economy (MOE); Compile Donor Fund Acquittals to respective NGO auditors, internal and external auditors, prepare SLG84 (Donor Fund) Reconciliations and adjustments to Ministry of Economy and Principal Accounts Officer.
6. Verify acquittals and facilitate Grant Funding to Non-Government Organisations.
7. Actively contribute in all corporate activities in the Ministry requirements, including planning, budgeting and any particular activities where required.
8. Close monitoring of internal controls, assisting staff and continued liaison with Ministry of Economy in regards to daily operations such as Financial Management Information System trainings, funding, excess approvals, cash flow adjustments, virements, reports and reconciliations etc.
9. Efficiently manage the operations of the Ministry in absence of the Principal Accounts Officer.
10. Any other delegation of duties by the Principal Accounts Officer, Head of Finance and Asset Management Unit or the Permanent Secretary.

Key Performance Indicators

1. Ensure the Ministry Budget accurately quantified, timely disseminated to Cost Centres and appropriately utilized by the end of the fiscal year.
2. Monitor and ensure effective support to the rest of the organisation, public, staff and stakeholders whether through an ad hoc email or a telephone within the agreed timeframes as relevant legislations, policies and guidelines.
3. Monitor and ensure quality reports and reconciliations are available for monthly presentation to the management for detailed analysis and system strengthening.
4. Strictly monitor timely and effective management of the unit's performance to enable business continuity and service delivery.

Selection Criteria

The Person

In addition to University Qualifications (Diploma/Degree) relevant to Accounting & Finance or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 3 years' experience working in Finance Environment with Minimum Qualification Requirements.
2. Working knowledge of Financial Management requirements, including the processing of expenditures within legislation and policies.
3. Practical knowledge of anticorruption approaches and methods.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

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

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Information Officer – Publication (Graphic Artist)
Salary Band:	Band F
Salary range:	\$22,528.74 - \$28,883.00 per annum
Location:	HQ, Suva
Duration:	3 years
Unit/Division:	Research Innovation Data Analysis Management (RIDAM)
Reports to:	Senior Research Officer
Subordinates:	Nil

The Position

The Information Officer Publication (Graphic Artist) provides support to the Research Innovation Data Analysis Management (RIDAM) Division, under the Research & Innovation Unit (RIU) at National level. The PO (GA) is responsible in upholding, maintaining and coordinating the publication, designs and layouts of RIDAMs standard documents, including other Programs within the Ministry of Health (when required).

Key Responsibilities

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

1. Provides support to the RIDAM Division for the publication of Unit Standard documents and information extraction and dissemination duties required of the Unit.
2. Prepare Artwork to camera ready state, undertake photographic & videography tasks as required,
3. Layout & Publishing of official Ministry Documents
4. Layout & Publishing of IEC Material
5. Maintain all graphic equipment in good working condition and advice on maintenance needs, maintain appropriate records of all materials being produced and distributed
6. Layout & Publishing of Fiji Journal of Public Health(FJPH) publications including WPRIM uploads and search through HINARI
7. Manage and liaise with MIT on all RIDAM applications & troubleshoot on IT issues
8. Layout & Publishing of Bulletins & Health Status Report
9. Facilitate access of Data from Health servers for RIDAM
10. Extract required research published information from recommended websites e. g HINARI,WPRIM

Key Performance Indicators

1. Timely publication of MOHMS and Unit Standard documents following the required approved layout and format;
2. Timely submission of reports
3. All information and publication services provided in accordance with legislative requirements and approved Ministry policy and procedures.

Selection Criteria

The Person

In addition to having a recognized undergraduate qualification in either Information Technology, Graphics Artist, or (Or equivalent), the incumbent must also have the following; Knowledge, Experience, Skills and Abilities:

Knowledge and Experience

1. Able to analyse, interpret and layout reports for presentation/publication purposes
2. Understanding the relevant legislation and authorities governing Health and Health Information Systems.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
4. At least 3-5 years experiences in a similar field

Skills and Abilities

1. Capacity to utilise computer programs to support the publication of the reports and documents.
2. Demonstrated analytical and strategic assessment skills with the ability to develop and to apply an analytical approach and to adopt a strategic perspective, to convert organizational objectives and priorities into strategic action plans, and focus on the long-term direction of the team and to align plans accordingly.
3. Demonstrated organizational skills to assist senior staff and co-ordinate with stakeholders to meet tight deadlines.
4. Demonstrated ability to work cooperatively and effectively within a team environment
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Demonstrated ability to communicate with Medical Professionals in order to ascertain information and reporting needs
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:

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MOHMS 369/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Administrative Officer – Recruitment (Medical Officers Contract Management)
Band:	Band F
Salary range:	\$22,528.74 - \$28,883.00 per annum
Location:	Suva
Division:	Human Resources
Duration:	3 years
Unit	Recruitment
Reports to:	Senior Administrative Officer – MO Recruitment
Subordinates:	Nil

Overview of the Recruitment Unit

The Recruitment Unit coordinates the recruitment & selection of officers including renewal of contracts, temporary relieving and acting appointments in accordance with the Fijian Civil Service Open Merit Recruitment and Selection guideline.

The Position

The position contributes to the effective and efficient recruitment of Medical Officers / Doctors.

Key Responsibilities

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

1. Liaise closely with senior staff of the Ministry and Senior Medical Executives with regards to staff appraisal;
2. Manage new contractual appointments in compliance with the OMRS guideline;
3. Manage renewal of contracts and re-engagement of retired officers;
4. Manage expatriate doctors' appointments including registration with Fiji Medical Council, accommodation, allowances, gratuity, and air passage for doctors and their families;
5. Ensure valid Work Permits for Expatriate Medical Officers and their Dependents.
6. Updating of HRIS for all new appointments and renewal of contracts.
7. Appointment of Medical Interns and liaise closely with the 2 Medical Schools.
8. Contribute to corporate and administrative requirements of the Ministry of Health & Medical Services as and when required.

Key Performances Indicators

Performance will be measured through the following indicators:

1. Timely identification of contract expiry dates and follow-up for submission of appraisal reports;
2. Timely processing of contractual appointments and advice to Accounts for payment of salaries;
3. Timely processing of expatriate doctors contracts and relevant documents; and
4. All administration services provided in accordance with legislative requirements and approved Ministry policy and procedures.

Selection Criteria

The Person

In addition to qualifications in public administration, business administration, human resource management or equivalent or relevant work experience, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Experience in open merit recruitment and in providing sound advice on recruitment processes;
2. Demonstrated experience in analysing and in managing contract documents;
3. Experience in assessing performance appraisals / performance management system;
3. Good understanding of the Constitution and applicable laws in Fiji, with sound knowledge of public administration policy and practice.

Skills and Abilities

1. Experience in open merit recruitment and in providing sound advice on recruitment processes;
2. Demonstrated ability to think creatively and innovatively to achieve needed outcomes and timelines;
3. Demonstrated ability to analyse performance appraisals and manage contracts;
4. Demonstrated ability to work cooperatively in a team environment;
5. Good prioritising skills with the ability to multi task and work effectively without supervision;
6. Service oriented approach with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:

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Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Cleaner
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Ba Mission Hospital/Lautoka Health Centre & Western Health Services Divisional Office
Duration:	3 years
Unit/Division:	Corporate/Western Health Services
Reports to:	Clerical Officer / Executive Officer
Subordinates:	Nil

The Position

The position is responsible for the provision of effective cleaning services at the facility.

Key Responsibilities

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

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

Key Performance Indicators

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

Selection Criteria

The Person

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

Knowledge and Experience

1. At least 3 years' experience in a similar work environment;
2. Basic knowledge of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures;
3. Knowledge in record management and proper disposal;
4. Knowledge of Occupational Health & Safety requirements

Personal Character & Eligibility:

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Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Labourer
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Ba Health Centre/Ba Mission Hospital/Nadi Hospital/Nadarivatu Health Centre/Korolevu Health Centre/Bukuya Health Centre
Duration:	3 years
Unit/Division:	Corporate Services/ Western Health Services
Reports to:	Clerical Officer/ Executive Officer
Subordinates:	Nil

The Position

The position is responsible for maintaining the cleanliness of the hospital environment.

Key Responsibilities

1. Ensure the removal and disposal of waste from the hospital premises in compliance with OHS standards;
2. Ensure the beautification of the health facility and quarters are maintained
3. Ensure that all equipment/ tools are well serviced and maintained
4. Ensure to clean and maintain the surrounding of the health facility;
5. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicators:

1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarter's compound is properly maintained in a timely manner
3. Participate in all corporate functions as and when required

Selection Criteria

The Person

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

Selection Criteria

The Person

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

Knowledge and Experience

1. Experience in a similar work environment
2. Basic knowledge of Occupational Health & Safety
3. Knowledge of proper handling and use of working materials [tools]
4. Possesses basic carpentry, plumbing and gardening work experience

Skills and Abilities

1. Ability to communicate effectively both written and verbal
2. Ability to be a good team player
3. Ability to meet deadlines and complete task in a timely manner
4. Ability to operate required equipment in a safe and responsible manner
5. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility:

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Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Cook
Salary Band	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Sigatoka Hospital/Rakiraki Hospital/ Nadi Hospital/ Ba Mission Hospital
Duration:	3 years
Unit/Division:	Food Services Unit/ Western Health Services
Reports to:	Dietician/ Executive Officer
Subordinates:	Nil

The Position

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

Key Responsibilities

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner;
2. Ensures Food orders are checked and stored to minimize food wastages;
3. Ensure meals are prepared and catered during off-peak periods as needed;
4. Maintaining the proper care and reporting of kitchen equipment;
5. 3. Maintain hygiene and safety standards in compliance with Occupational Health & Safety standards;
6. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicators

1. Ensure food is prepared to appropriate standard for the safety and well-being of customers
2. Ensure safe food handling, storing of food items according to standard guidelines, legislation and procedures
3. Ensure high level of customer service are maintained at all times
4. Actively contribute to the Ministry corporate activities as and when required

Selection Criteria

The Person

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

Knowledge and Experience

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

Skills and Abilities

1. Ability to work effectively within a team and manage time
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time
3. Demonstrate a high standard of personal appearance and good personal hygiene
4. Demonstrate ability to work under minimal supervision
5. Ability to communicate both verbally and written

Personal Character & Eligibility:

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MOHMS 373/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Position:	Ward Assistant
Salary Band:	Band B
Salary range:	\$5.37 - \$6.89 per hour
Location:	Ba Mission Hospital/Sigatoka Hospital/Tavua Hospital
Duration:	3 years
Unit/Division:	Corporate/ Western Health Services
Reports to:	Team Leader, Executive Officer
Subordinates:	Nil

The Position

To assist nurses with non-clinical duties including patient care, patient movement within the health facility, ward housekeeping, and food service.

Key Responsibilities

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

1. Assist with patient care in accordance with patient safety and care regulations and in compliance with occupational health & safety standards.
2. Ensure that patient bedding, linen and surrounding is clean at all times.
3. Assist with the carriage of patients within the health facility.
4. Actively contribute to the Ministry corporate activities

Key Performance Indicators

1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
4. Active participate in corporate activities of the Ministry as and when required.

Selection Criteria

The Person

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

Knowledge and Experience

1. Work experience in a similar environment providing patient care to the sick or aged.
2. Good understanding of basic life support in times of emergencies
3. Experience in basic housekeeping duties
4. Sound knowledge of Occupational Health & Safety at the workplace and patient care and safety regulations

Skills and Abilities

1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively both written and verbal
3. A good team player and ability to work with minimum supervision.

4. Good customer services skills
5. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility:

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MOHMS 374/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Driver
Salary Band:	Band B
Salary Rate:	\$5.37 - \$6.89 per hour
Location:	Tavua Hospital/Lautoka Yasawa Subdivision
Duration:	3 years
Unit/Division:	Transport Unit/ Western Health Services
Reports to:	Executive Officer/ Clerical Officer
Subordinates:	None

The Position

The position ensures provision of all approved requests with reliability and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

Key Responsibilities

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

1. Transport officials in a safe, timely and effective manner whilst on official duty.
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are in order
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations.
5. Actively contribute to all corporate requirements of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Passengers reach respective destinations safely and with comfort within agreed time of travel.
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports.
3. Maintenance and daily cleanliness of vehicle ensuring excellent working condition
4. Active participation in corporate activities of the Ministry.

Selection Criteria

The Person

In addition to the completion of Secondary School qualification or similar, with a valid driving license classifications 2 & 6 and a valid Defensive Driving Certificate. 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. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable transportation laws of Fiji;

Skills and Abilities

1. Ability to drive safely and comply to instructions
2. Good communication skills both verbal and written
3. Ability to work effectively with a team
4. Ability to plan and manage daily work effectively
5. Good customer service skills with a service oriented approach and commitment to supporting the operational and corporate environment of the organization.

Personal Character & Eligibility:

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.

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 these criteria will be considered in assessing the relative suitability of applicants.

MOHMS 375/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Recorder
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Ba Mission Hospital / Tavua Hospital / Rakiraki Hospital / Nadi Hospital
Duration:	3 years
Unit/Division:	Corporate/ Western Health Services
Reports to:	Executive Officer/Clerical Officer/MO in charge
Subordinates:	Nil

The Position

The position assists in extracting database information of patient's records and ensures that proper records of individual patients are maintained at all times.

Key Responsibility

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

1. Ensure Medical Records are updated and registered in the Information System (PATIS) with efficiency and timeliness;
2. Ensure proper management and safekeeping of folders;
3. Provision of information to respective clinical staffs/clients/police officers as and when required;
4. Actively contribute to all corporate functions of the ministry.

Key Performance Indicators

Performance will be measured through the following:

1. All activities are effectively organized in a timely manner to ensure progress of service delivery;
2. All patient folders are managed and maintained in compliance with medical records keeping and procedures
3. Effective distribution of patient folders and medical records in compliance with procedures and regulations.
4. Active participation in corporate activities of the Ministry as and when required.

Selection Criteria

The Person

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

Knowledge and Experience

1. Experience in a similar work environment
2. Experience in basic computing applications and information systems
3. Knowledge of manual filing management.
4. Basic understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Sound administrative skills including the ability to communicate effectively
2. Ability to effectively work within a team;
3. Ability to act appropriately with matters of confidentiality
4. Able to effectively and sensitively manage complaints.
5. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility:

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.

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RE-ADVETRISED POSITIONS PROJECT POSTS

MOHMSP 55/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	National Manager Blood & Ambulance Service
Salary Band:	Band I
Salary range:	\$43,296.63 - \$55,508.50 per annum
Location:	HQ, Suva
Duration:	1 year
Unit/Division:	Hospital Service
Reports to:	Manager Complaints & Patient Safety
Subordinates:	Divisional Manager Blood Services, Recruitment Officer (Blood Donors), Nurse Blood Services, Clerical Officer, Executive Officers in the division

The Position

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

Key Responsibilities

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

Key Performance Indicators

Performance will be measured through the following indicators:

1. Business plan is developed, implemented and monitored so as to ensure the efficient and effective management of the Blood & Ambulance Service Department.
2. The Blood & Ambulance Service are delivered in compliance with standard procedures, policies and legislative requirements within the agreed time frame.
3. Reports are in accordance with reporting standards and submitted within the agreed timeframe.
4. Staff performance is managed in accordance with the Performance Management Framework
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

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

Knowledge and Experience

1. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
2. Experience in designing & conducting training.

3. Requisite clinical knowledge on procedures, guidelines, policies and protocols and high level of competence.
4. Broad knowledge and understanding of national plans and policies and their linkages towards achieving national outcomes.

Skills and Abilities

1. Demonstrated ability to lead out and bring projects / initiatives to completion
2. Demonstrate flexibility and the ability to work effectively within changing healthcare environment
3. Demonstrate the ability to effectively evaluate information and make appropriate decision
4. Strong Organizational & Administrative Skills with ability to manage and work in a resource constrained environment.
5. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character & Eligibility:

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.

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MOHMSP 56/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Project Officer – Fiji College of Nursing (FCN)
Salary Band:	Band I
Salary range:	\$43,296.63 - \$55,508.50 per annum
Location:	Ministry of Health & Medical Services Headquarters
Duration:	1 year
Unit/Division:	Nursing Division
Reports to:	Chief Nurse & Midwifery Officer (CNMO)

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 FCN 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 ongoing 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 Indicators

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.

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

1. Experience in nursing and training policies and its execution.
2. Experience in negotiations/discussions with senior staff of the Ministry of Health & Medical Services and non-government agencies especially on matters pertaining to formulation and implementation of policies and strategies relating to human resource development, continuing professional development and training.
3. Experience in development of training packages and curriculum
4. Experience in coordination and organization
5. Understanding of the Nursing Decree (2011) and other applicable laws governing nursing in Fiji.

Skills and Abilities

1. Effective training development, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team
3. Demonstrated ability to draw up training proposal/programs to address industry in-service needs as identified by the Ministry of Health and Medical Services.
4. Display ability to coordinate the development of guidelines for the selection of applications into education programs.
5. Able to assist in the development of competencies for specialized nursing in Fiji.
6. Demonstrate ability to meet deadlines in a constraint environment.
7. Innovative and has great potential to think outside the box

Personal Character & Eligibility:

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MOHMSP 57/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Peer Educator – Youth & Adolescent Health Services (YAHS)
Salary Band:	Band F
Salary range:	\$22,528.74 - \$28,883.00 per annum
Location:	Health Headquarters/Vunidawa Hospital /Navua Hospital/Levuka Hospital/Lakeba Hospital/Lomaloma Hospital/Rotuma Hospital/Nabouwalu Health Centre/Savusavu Health Centre/Waiyevo Health Centre/Nausori Health Centre/Rakiraki Health Centre/
Duration:	1 year
Unit/Division:	Adolescent Health, Family Health Unit
Reports to:	Sub Divisional Health Sister, Divisional HIV/AHS programme officer, National Adolescent Health Services Programme Officer

The Position

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

Key Responsibilities

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

16. Evaluate the effectiveness of personal and population based adolescent and youth health services at sub divisional level and make relevant recommendations for the strengthening of services that addresses the full range of typical and special needs.

Key Performance Indicators

1. Ensure timely submission of all reports within the agreed timeline
2. Ensure timely management of operational standards, policies, guidelines and procedures to strengthen high quality Youth & Adolescent Health Service is provided
3. Ensuring improvements in quality assurance and timely access to information
4. To manage and oversee the facilitation of trainings and meetings within the agreed timeframe

Selection Criteria

The Person

In addition to Tertiary level education in Medicine, Nursing, Public Health, Mental health, Counselling & Psychosocial Management, Health Promotion, Reproductive Health or equivalent. Having qualification or work experience in counselling, services provision, awareness and advocacy in HIV & STI, Sexual & Reproductive Health, Public Health, Social work, Project management or other health related field would also be considered. The person must have the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience

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

Skills and Abilities

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

Personal Character & Eligibility:

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.

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MOHMSP 58/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Community Rehabilitation Coordinator
Salary Band:	Salary Band F
Salary Range:	\$22,528.74 - \$28,883.00
Duty Station:	Tamavua/Twomey Hospital
Duration:	1 year
Unit/Division:	Community Rehabilitation/Public Health
Reports to:	Medical Officer In-Charge, Rehab
Subordinates:	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.
6. 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.
7. Coordinate the National Rehabilitation Medicine Out-Reach Clinic & Home Visit Team in all the Divisions.
8. 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.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Business plan is developed, implemented and monitored so as to ensure the efficient and effective management of the Rehabilitation Program.
2. Rehabilitation program are delivered in compliance with standard procedures, policies and legislative requirements within the agreed time frame.
3. Reports are in accordance with reporting standards and submitted within the agreed timeframe.
4. Staff performance is managed in accordance with the Performance Management Framework
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

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 centered services
3. Experience assessment, identification, planning, delivering and monitoring therapeutic interventions to persons with disabilities
4. Experience managing and developing working with people with cultural diversity
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

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

Personal Character & Eligibility:

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MOHMSP 59/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Project Officer, Assistant Enforcement Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$30,515.63 per annum
Location:	Health Headquarters, Namosi House
Duration:	1 year
Unit Division:	Tobacco Control Enforcement Unit
Reports to:	Tobacco Control Enforcement Officer

The Position

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

Key Responsibilities

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

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

Key Performance Indicators:

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

Selection Criteria

The Person

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

Knowledge and experience

1. At least 5 Experience in legal enforcement or exposure at similar field.
2. Experience in field operations, bookings of offenders, preparations of court documents is desirable.
3. Knowledge of prosecution procedures and court protocols is essential.

4. Knowledge of Tobacco Control Act and Regulations will an advantage.
5. Experience in conducting community awareness or similar activity will be an advantage.

Skills and abilities

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

Personal Character & Eligibility:

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.

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MOHMSP 60/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Project Officer, Assistant Enforcement Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$30,515.63 per annum
Location:	Health Headquarters, Namosi House
Duration:	1 year
Unit Division:	Tobacco Control Enforcement Unit
Reports to:	Tobacco Control Enforcement Officer

The Position

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

Key Responsibilities

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

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

Key Performance Indicators:

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

Selection Criteria

The Person

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

Knowledge and experience

1. At least 5 Experience in legal enforcement or exposure at similar field.
2. Experience in field operations, bookings of offenders, preparations of court documents is desirable.
3. Knowledge of prosecution procedures and court protocols is essential.

4. Knowledge of Tobacco Control Act and Regulations will an advantage.
5. Experience in conducting community awareness or similar activity will be an advantage.

Skills and abilities

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

Personal Character & Eligibility:

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.

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MOHMSP 61/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	Project Officer, Assistant Enforcement Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$30,515.63 per annum
Location:	Sigatoka Health Office
Duration:	1 year
Unit Division:	Tobacco Control Enforcement Unit
Reports to:	Tobacco Control Enforcement Officer

The Position

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

Key Responsibilities

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

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

Key Performance Indicators:

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

Selection Criteria

The Person

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

Knowledge and experience

1. At least 5 Experience in legal enforcement or exposure at similar field.
2. Experience in field operations, bookings of offenders, preparations of court documents is desirable.

3. Knowledge of prosecution procedures and court protocols is essential.
4. Knowledge of Tobacco Control Act and Regulations will an advantage.
5. Experience in conducting community awareness or similar activity will be an advantage.

Skills and abilities

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

Personal Character & Eligibility:

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.

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MOHMSP 62/2019



Ministry of Health & Medical Services ROLE DESCRIPTION

Corporate Information

Role:	HIV, STI & Adolescent Health Services Project Officer
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Reports to:	The Divisional Medical Officer, Northern Health Services
Duration:	1 year
Unit/Division	Family Health Unit
Location	Nasea Health Centre
Subordinates:	HIV Peer Educators

The Position

The position of the Divisional HIV, STI & AHD Project Officer contributes to the coordination, implementation, monitoring and evaluating the effectiveness of the sexual reproductive health program and its related activities in the division and the sub division.

Key Responsibilities

1. Update and maintain records of ongoing and current SRH related activities including HIV, STI & AHD in the divisions as funded by the HIV/AIDS Board and donor agencies.
2. Assist with community advocacy including the display and distribution of IEC and training materials and reports.
3. Provides oversight to the utilization of HIV funds at divisional level and submits timely quarterly financial reports to National Level.
4. Provides support to sub divisional SRH related activities including HIV, STI & AHD as and when required.
5. Obtain quotations as required for procurement of materials, products and services for the Division under the HIV Allocation.
6. Assist in the monitoring and evaluation of activities at divisional and sub divisional level and submits timely quarterly reports to the National HIV Project Officer.
7. Assist in conducting small scale research/analysis under the oversight of the Divisional Medical Officer, National HIV Project Officer and the National Advisor Family Health.
8. Provide support to the Divisional HIV Peer navigators and PLHIV at Divisional level and also with HIV and STI community activities.
9. Secretariat to the Divisional Advisory Committee on AIDS.
10. Establish and maintain efficient filing system for the Divisional program.

Selection Criteria

The Person

In addition to tertiary qualifications [or equivalent] in Public Health, Health Promotion, and Reproductive Health or similar, the following Knowledge, Experience, Skills and Abilities [KESAs] are required to successfully undertake this role:

Knowledge and Experience

1. At least 3-5 years' post qualification experience working in a sexual and reproductive health department in a government or private sector;
2. Working knowledge of health promotive programs; including STI and HIV within the government sector legislation and policies;
3. Practical knowledge of public health approaches and monitoring and evaluation of activities;
4. Understanding of the Fijian Constitution [2013], applicable laws of Fiji including the sexual reproductive health, STI and HIV policies and the Fiji HIV/AIDS [Amendment] Decree 2011.

Skills and Abilities

1. Demonstrate ability to carry out set tasks aligned to organizational and program plans in order to meet deadlines.
2. Demonstrate ability to work without supervision.
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to analyse and contribute to solutions to problems, in a resource constrained environment.
5. Demonstrate ability to undertake sound financial payment processes including reconciliation of accounts.
6. Capacity to utilise computer programs to support the effective operations of the program.
7. Service oriented approach, with a commitment to supporting the operational environment of the program and the organization as a whole.

Personal Character & Eligibility:

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.

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 these criteria will be considered in assessing the relative suitability of applicants.