

# NEWLY ADVERTISED POSITIONS - FIJI SUN 10 JUNE 2020

## MOHMS 235/2020



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	National Coordinator – Community Health Worker
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Head Quarters
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Nursing
<b>Reports to:</b>	Chief Nursing & Midwifery Officer and Chief Medical Advisor
<b>Subordinates:</b>	Nil

#### Position Purpose

The position oversees and coordinates the national Community Health Worker Program and works in partnership with key stakeholders to support the operational activities of the Community Health Worker Program, to achieve the key outcomes in primary health care delivery.

#### 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. Oversee the planning, preparation, implementation, monitoring and evaluation of community health workers projects and programs.
2. Provide assistance to Divisional Public Health teams and other stakeholders through integration, in developing and implementing Program activities to ensure effective and efficient coordination of activities relating to primary health care and community health worker activities.
3. Work with Divisional representatives to ensure that Community Health Workers Program and activities are consistent across divisions with the Program's Annual Plan Objectives and Budgetary capabilities.
4. Assist in development of budgetary proposals for the CHW training Program and coordinate activities such as CHW training programs that are delivered in all four Divisions.
5. Ensure monitoring and evaluation of community health worker monthly report and timely monthly allowances.
6. Provide secretariat services for the national community health worker steering committee.
7. Actively contribute to Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All Community Health Worker services plans are developed, approved and delivered as planned and budgeted within the agreed timeframes.
2. Timely and effective management, and regular monitoring of Community Health Worker monthly activity reports to enable payment of monthly allowance and delivery of services.
3. Effective and timely management of training and reporting material and logistic requests and requirements.
4. Quality reports and secretariat services are provided, and outcomes are actioned in a timely and effective manner.

## **Person Specification**

In addition to a Bachelor qualifications in either Nursing, Public Health, Environmental Health or Health Promotion or equivalent relevant experience, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 5 years' experience working in public health practice or community health nursing field.
2. Good working knowledge of the components of the primary health care concept.
3. Practical, working knowledge of all aspects and functions of the community health worker programme.
4. Familiar with the community health worker policy and other relevant policies and legislation governing community health worker programme
5. Understanding of the applicable legislation or policies / procedures (or experience which demonstrates the ability to rapidly acquire).

### **Skills and Abilities**

1. Ability to work with excel program to manage the community health worker database.
2. Demonstrate clear and effective written and verbal communication skills.
3. Has the ability to teach, mentor training development, delivery and evaluation skills.
4. Demonstrated ability to effectively work cooperatively within a team environment;
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

### **Personal Character and 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 of 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.



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Team Leader
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Maternity Unit, CWM Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Nursing
<b>Reports to:</b>	Nurse Unit Manager
<b>Subordinates:</b>	Registered Nurse

### Position Purpose

The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in placed.

### 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. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the Maternity and Gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.
2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.
3. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.
5. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
6. Provide positive communication in all interactions with staff, mothers, partners and support person and stakeholders.
7. Actively contribute to all cooperate 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 nursing care plans and ward activities are updated and implemented within the agreed timeframes.

2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist Nurse Unit Manager on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

### **Person Specification**

In addition to a Bachelor of Nursing, a Registered Nurse with the Fiji Nursing Council with a valid Midwifery license with at least 5 years of Midwifery experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Demonstrated ability to work in a similar area with knowledge of mother craft, management and how these functions are achieved through the nursing activities.
2. Understands and has sound knowledge of Midwifery and Nurses scope of practice outlined under the Nursing Decree, nursing policies, HIV Decree, Child Welfare Decree and Mental Health Decree guidelines and procedures that govern the Nurses' practice and code of ethics.
3. Has sound knowledge and competence on the following:
4. Emergency management of Obstetrics and Neonates
5. Infection Prevention and Control.
6. Well-developed interpersonal and communication skills and the ability to work as part of a small team.

### **Skills and Abilities**

1. Demonstrate quality communication skills on addressing clinical issues, and motivating staff at different levels for different background and experience.
2. Capacity to utilize computer programs in generating reports, correspondence, updating records.
3. Service oriented approach with a commitment to implement the Business plan of the organization in the operations and the delivery of an efficient health care system.
4. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses.
5. Demonstrate the ability to maintain confidentiality.

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**Ministry of Health & Medical Services**  
**Role Description**

**Corporate Information**

<b>Role:</b>	Team Leader
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Central Sterile Supply Department [CSSD], CWM Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Nursing
<b>Reports to:</b>	Nurse Unit Manager
<b>Subordinates:</b>	Registered Nurse

**Position Purpose**

The purpose of this position is to manage the staff and resources of Central Sterile Supply Department (CSSD) and to oversee the overall daily operations of cleaning, decontamination and sterility of equipment's and tray assembly used for hospital diagnostic and treatment purposes, and ensure the provision of sterile trays and equipment's for service delivery.

**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. Overall responsibility for all parts of the sterilization process: decontamination, packing and sterilization and storage of all sterile equipment's.
2. Works in collaboration with Operating Theatre and ward staff to ensure consistency and continuous supply flow between wards and the Central Sterile Supply Department (CSSD) while practicing excellent customer care service.
3. Responsible for the development and update of Central Sterile Supply Department (CSSD) guidelines to ensure consistency with productivity standards and quality services are in accordance with legislation, professional standards and clinical practice guidelines.
4. Monitor and ensure effective monitoring and documentation of autoclave machines (records of loads) and sterile packs to maintain compliance with Infection prevention and control standards and quality control and assurance are maintained.
5. Manage instrument inventory related tracking and distribution and ensure timely ordering and availability of all raw materials for the processing of surgical sterile trays and packs are adequate and available in a timely manner; ensuring continuity of required service needs.
6. Ensure department maintenance and coordinate efficient and effective management of the Central Sterile Supply Department (CSSD) workforce to ensure that all allocated activities are achieved and annual performance assessments are carried out.
7. Actively contributes to the Ministry and corporate requirements ,including planning, budgeting and recruitment selection activities

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. All Central Sterile Supply Department (CSSD) activities are updated and implemented within the agreed timeframes.
2. Maintain compliance and adherence to Infection control standards, compliant with the agreed scope of practice and timeframes of the Central Sterile Supply Department (CSSD) service deliverables and plans.

3. Effective and timely supervision of Central Sterile Supply Department (CSSD) attendant's activities including performance appraisals to ensure individual work plans are met.
4. Quarterly reports and outcomes are actioned in a timely and effective manner

### **Person Specification**

In addition to being a registered nurse with the Fiji Nursing Council with a valid nursing licence, the position holder must have a Bachelor of Nursing with at least 5 years of Central Sterile Supply Department (CSSD) or perioperative or post-operative recovery nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Demonstrated experience in managing a small team of workers
2. Comprehensive Understanding of:
  - a. The sterilization and decontamination production and control processes and Infection Prevention and Control Standards;
  - b. Ministry of Health Nursing Legislations, Policies, Guidelines, Institutional Procedures and Protocols.
3. Strong organization interpersonal skills and a good command of English both written and verbal.
4. Computer literate with a good understanding of the Patient Information System (PATIS).

### **Skills and Abilities**

1. Have efficient time management skills and exercise creativity and maintain a positive attitude;
2. Ability to manage multiple responsibilities and to prioritize scheduling of work.
3. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development on sterile supplies.
4. Demonstrate the ability to handle difficult situations involving staff in a professional manner.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
6. Demonstrate the capacity to utilise computer program in generating report and correspondence

### **Personal Character and Eligibility**

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# MOHMS 238/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Team Leader A & E Department
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	A&E Department, Labasa Hospital
<b>Duration:</b>	5 years
<b>Reports To</b>	Nurse Unit Manager A & E
<b>Subordinates</b>	Registered Nurses, Enroll Nurse, Ward Assistants

### Position Purpose

This position provides clinical and administrative support in the day to day in all aspects in the health ministry. To effectively manage the operations of the patient care area for the shift and coordination of nursing activities in the patient care area.

### 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. The position will achieve its purpose through the following key responsibilities /duties:
2. Provide clinical support to Unit Manager in planning, organizing and coordinating activities in the department.
3. Supervise all nursing activities and ensure quality duty of care to all clients' accordance with policies.
4. Supervise all nursing care is implemented and ensure proper documentation.
5. Facilitate collaboration between all staff within the hospital in providing health care to our community.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Comply with and use of policies, regulations and standards which impact upon the position, including contemporary human resource management requirements and practices, such as workplace health and safety, equal employment opportunity and anti-discrimination policies.
2. Planning unit, nursing activities and maintaining inventories to ensure unit goals are met.
3. Participate in all ministry or corporate social responsibilities.
4. Provide all new staff with orientation in relation to quality care and Risk Management.
5. Accountable for own practices and patients care in clinical areas.

### Person Specification

In addition to Bachelors of Nursing/ Diploma in Nursing and post graduate in Management or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. At least 5 years' experience in Intensive care and Emergency Nursing.

2. Practical working knowledge on all aspects of Nursing Care and Standard, Triage Categories, Basic Life Support, ACLS Algorithm, Major Incidence Medical Management and Support and Emergency Drugs Protocols.
3. Understanding of the Nursing Decree.
4. Sound knowledge of Nurses policy and Nurses Scope of Practice.
5. Sound knowledge on health organization service functions and how these functions contribute to the achievement of organization goals.

### **Skills and Abilities**

1. Excellent interpersonal communication skills and the ability to educate staffs on clinical procedures.
2. Demonstrate ability to educate nurses and trainee nurses on managing critical clinical and trauma cases.
3. Demonstrate ability to plan, organize activities and supervise staffs performance on procedures accordance with protocols and guidelines.
4. Ability to solve problems therefore; Assess risk, responds to and solves issues that arise in the Emergency Room and provides a safe working environment for the entire department.
5. Service orientated approach with the capacity to support the operational process in Accident and Emergency Department goals and the whole health organization.
6. Demonstrate ability to manage twenty staffs, make monthly roster and business plans in absence of Nurse Unit Manager.

### **Personal Character and Eligibility.**

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**Ministry of Health & Medical Services**  
**Role Description**

**Corporate Information**

<b>Role:</b>	Senior Assistant Health Inspector
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19, 041.75 - \$24,412.50 per annum
<b>Location:</b>	Suva Health Office
<b>Unit/Division:</b>	Environmental Health Unit
<b>Duration:</b>	5 years
<b>Reports to:</b>	Health Inspector
<b>Subordinates:</b>	Nil

**The Position**

The position contributes to the overall goals of the Ministry of Health and Medical Services by ensuring that factors, circumstances, and conditions in the environment or surroundings that can exert an influence on people's health and well-being are assessed, corrected, controlled and prevented through the proper management of activities and resources outlined in the Subdivisional Business Plan.

**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. The implementation of surveillance, enforcement and promotion of Environmental Health activities required under the Local Environmental Health Programs.
2. The preparation of reports to supervisors and maintenance of records of inspections conducted on the Local Environmental Health Programs and its activities and outcomes, along with recommendations for voluntary improvements and/or prosecution under line legislations.
3. Work in collaboration with other health professionals including Government Agencies and Non-Government Organisation in a multidisciplinary team focusing on integrated approach to resolve public health issues and concerns.
4. Proactively provide information and assistance to operators of registered premises and community with guidance and advice in managing their obligations under various Acts.
5. 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 planned trainings and awareness in the Sub-divisional Business Plan are coordinated and implemented within agreed timeframes.
2. All surveillance and mandatory activities are conducted within agreed timeframes and are compliant with relevant processes, legislations and policies.
3. All essential documents and reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including any recommendations for improvement.

**Person Specification**

In addition to a minimum University qualification of a Diploma in Environmental Health and registered as an environmental health officer ,the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

## **Knowledge and Experience**

1. Working experience in a similar position.
2. Understanding the basic sequence enforcement and litigation procedures.
3. Knowledge on development control especially building plans and construction is relevant.
4. Knowledge of (water, sanitation and hygiene) implementation in the communities.
5. Experience in working with multiple partners to benefit communities and parties involved.
6. Experience in understanding community mobilization concept of addressing living condition issues and lifestyle as a social responsibility.
7. Experience in post disaster response coordination.
8. Basic knowledge on field entomology, food science and microbiology is desirable.
9. Knowledge and experience in contact tracing and disease investigation is desirable.

## **Skills and Abilities.**

1. Skills to investigate cases and instigate prosecution.
2. Demonstrate the skills to conduct literature reviews, stakeholder/key expert interviews and other data gathering methods – including skills in drafting reports based on these.
3. Skills to write project proposals, prepare reports and strong verbal communication skills
4. Ability to give technical advice to clients or communities on environmental health issues.
5. Ability to apply skills in addressing environmental health issues in various settings and clients.
6. Ability to critically analyse situations and initiating actions.
7. Ability to work as a team, and work long hours under minimal supervision, and cope with pressure and setbacks.

## **Personal Character**

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# MOHMS 240/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Enrolled Nurse
<b>Salary Band:</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	St Giles Hospital
<b>Duration:</b>	3 years
<b>Report To :</b>	Director of Nursing
<b>Liases with:</b>	Deputy Director of Nursing, Nurse Unit Managers, Team Leaders, Supervisors, Consultant Psychiatrist, Doctors
<b>Subordinates:</b>	Ward Assistants

### Position Purpose

The position provides and implements quality nursing care to all patients in accordance with nursing at a health facility and to the community.

### Key Responsibilities

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

1. Maintain high quality nursing care through providing basic nursing activities in accordance with nursing standards and legislatives requirements of the health facility.
2. Serve patients and customers in an efficient, effective and friendly manner
3. Assist registered nurses in the nursing management of high risks patients if they are trained.
4. Observe, assess, conducts and documents mental state assessment findings within the time frame.
5. Maintain and provide a clean, safe and safe environment
6. Provide reports to supervisors in accordance with reporting procedures in a timely manner
7. Actively participate in all corporate activities of the Ministry to achieve its objectives.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Clients are nursed, managed and referred for specialized nursing including health promotion in a timely manner
2. Compliance with policies, guidelines, protocols and procedures
3. Provision of reports in accordance with reporting structures and formats within the given time.
4. Participate in quality improvements and their implementations as an when required in a timely manner.

### Person Specification

In addition to a Form 6 or equivalent and mental health training. The following knowledge, skills and abilities are required to successfully undertake this role.

### Knowledge and Experience

1. Sound knowledge and experience in nursing patients with mental health problems or disorders in accordance with nursing standard.
2. Have knowledge of basic nursing principles and clinical practices

3. An understanding of the Nursing Standard, 2011 Nursing Act, Occupational Health and Safety Act, Standard Operational Procedure and other legislations framework.
4. Good sound knowledge on Mental Health Act 2010, hospital Standard Operational Procedure and Quality improvements process.

#### **Skills and Abilities**

1. Demonstrate ability to effectively work within a team
2. Demonstrate ability to care for patients with mental health problems
3. Provide bio-psychosocial therapy to patients or clients
4. Participate in psychosocial rehabilitation of patients
5. Ability to maintain confidentiality of patient information
6. Service oriented approach with a commitment to achieving corporate objectives.

#### **Personal Character and Eligibility.**

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# PROJECT POSITION

MOHMSP 12/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Driver
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services [Free Medicine]
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Transport
<b>Reports To:</b>	Executive Officer
<b>Subordinates:</b>	Nil

### Position Purpose

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

### Key Responsibilities

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

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

### Key Performance Indicators

Performance will be measured through the following indicators:

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

### Person Specification

In addition to the completion of Secondary School Education or similar, along with a Group 2,4 & 6 Driving License, a valid Certificate of Defensive Driving Course, 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 of vehicle maintenance
3. Well versed with road Regulations and Acts;
4. Basic knowledge of receptive applicable laws of Fiji.

### **Skills and Abilities**

1. Ability to drive safely and effectively
2. Good communication skills in both verbal and written
3. Ability to work effectively with a team
4. Time management skills
5. Ability to work as a team

### **Personal Character and Eligibility**

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