

# NEWLY ADVERTISED POSITIONS - FIJI SUN 4 JULY 2020

## MOHMS 253/2020



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Accounts Officer Ledgers
<b>Salary Band:</b>	Band F
<b>Salary Range:</b>	\$22,258.74 - \$28,883.00 per annum
<b>Location:</b>	Headquarters
<b>Unit/Division:</b>	Accounts Unit/ Corporate
<b>Reports to:</b>	Senior Accounts Officer
<b>Subordinates:</b>	Assistant Accounts Officer/Clerical Officers

#### Position Purpose

The position is responsible for the efficient management and operations of the Accounts Department of the Ministry of Health & Medical Services (HQ). Ensure commitment and compliance to good financial practises to enable the efficient and effective operations of the financial services for the staffs of Ministry of Health and Medical Services with quality service delivery.

#### Key Responsibilities

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

1. Ensure timely processing of all payments in accordance to the financial practises.
2. Ensure timely preparation and submission of RIE's.
3. Ensure released funds are correctly upload expensed and reported.
4. Oversee the efficient and effective management of the operations of financial services in the section ensuring staffs meeting the deadlines.
5. Provide timely and expert advice on all financial matters to the Senior Management.
6. Ensure all financial reports and reconciliations are timely submitted to senior managers for decision making.
7. Ensure adherence and guidance to policies, finance instructions.
8. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

#### Key Performance Indicators

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

1. Effectively to provide financial services to the internal and external clients.
2. Provide timely advice to management on financial activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.
3. Timely & effective management of the unit's performance to enable business continuity, and delivery of services.

#### Person Specification

In addition to an appropriate qualification, the following Knowledge, Experience, Skills and Abilities are required for the role:

### **Knowledge and Experience**

1. At least 3 years' experience working in a Finance Environment.
2. Sound and Good Working Knowledge of Financial Management requirements.
3. Practical knowledge of anti-corruption approaches and methods.
4. Good experience with supervisory and Leadership Role.
5. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji.

### **Skills and Abilities**

1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts.
2. Demonstrated ability to carry out set tasks in order to meet set 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 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>Position Title:</b>	Executive Officer
<b>Salary Band:</b>	Band E
<b>Salary:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Human Resources Department
<b>Unit/Division:</b>	Eastern Health Services Divisional Office/ Corporate
<b>Reports to:</b>	Administrative Officer Eastern
<b>Subordinates:</b>	Clerical Officers, GWEs
<b>Position Title:</b>	Executive Officer Human Resource

**Position Purpose**

The position provides administrative support in the effective operations of the Eastern Health Services, Human Resource Unit.

**Key Responsibilities**

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

1. The position is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counselling.
2. It provides advice and assistance to supervisors and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policies of the division.
3. The position coordinates the government wage earners recruitment process. Provides advice and support to supervisors and staff selection and ensures that they have accurate and timely information in order to make effective decisions.
4. Monitor daily attendance for divisional office employees
5. Provide advice and recommendations on disciplinary actions
6. Prepare & provide monthly returns (establishment for both Government Wage Earners & Line positions), Quarters return & Absence & late arrival.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. All agreed administration, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements.
3. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.

### **Person Specification**

In addition to a diploma in Human Resource Management, Public Administration, Industrial and Employee Relations (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

### **Knowledge and Experience**

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

### **Skills and Abilities**

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

### **Personal Character and Eligibility**

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

**Corporate Information**

<b>Role:</b>	Executive Officer
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	St Giles Hospital
<b>Unit/Division:</b>	Administration Unit/Corporate Division
<b>Reports To:</b>	Medical Superintendent St Giles Hospital
<b>Subordinates:</b>	Clerical Officer, Typist and GWEs

**Position Purpose**

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

**Key Responsibility Areas**

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

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

**Key Performance Indicator**

Performance will be measured through the following indicators:

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

4. Active participation in Ministry's corporate activities when required in a timely manner.

### **Person Specification**

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

### **Knowledge and Experience**

1. Proven understanding and experience of at least three (3) years in Human Resources Management.
2. Knowledge and Experience in preparing reports according to specific standards
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji and knowledge and experience in facilitating relevant regulations and policies

### **Skills and Abilities**

1. Demonstrated ability to work and lead a team effectively
2. Demonstrated ability to multitask, manage conflict and change
3. Very good communications skills, written and verbal
4. Ability to maintain confidentiality and neutrality in a sensitive environment
5. Advance computer literacy, in particular use of Microsoft Applications
6. Service oriented approach, with a commitment to supporting the operational/corporate environment or the organization.

### **Personal Character and Eligibility**

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# MOHMS 256/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Secretary
<b>Level:</b>	Band E
<b>Salary range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Divisional Medical Officer Western's Office
<b>Unit/Division:</b>	Administration/ Corporate
<b>Reports to:</b>	Divisional Medical Officer, Western through the AO, Western Health Services
<b>Subordinates:</b>	Nil

### Position Purpose

The position provides effective, efficient, and proficient general office duties and support for the Divisional Medical Officer Western (DMOW) for the operation of the Divisional Medical Office.

### 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. Maintain effective and efficient Secretarial support services to the DMO Western in the daily running of the service.
2. Maintaining Filing correspondence and ensure information are kept confidential.
3. Ensure that messages are communicated promptly to the DMOW and appropriate feedback were is provided in a timely manner.
4. Ensure recording minutes of the meetings and other meetings as assigned by DMOW.
5. Organize for the Divisional Quarterly and Annual meetings with sub divisional Heads of Department.
6. Facilitate itinerary arrangements for the DMOW or any other staff as assigned by the DMOW for meeting and workshops.
7. Maintaining service oriented approach and customer satisfaction;

### Key Performance Indicators

Performance will be measured through the following:

1. Ensure effective and timely facilitation of Secretarial work is provided within the anticipated standards.
2. Manage, plan and organize the Divisional Medical Officers daily calendar.
3. Divisional Medical Officer is provided with timely and correct information as and when required.
4. Inward and outward mails and files are maintained in line with registry procedures.

## **Person Specification**

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

### **Knowledge and Experience**

1. 2 years proven experience in Clerical role or similar
2. Working knowledge of Microsoft Office programmes
3. Knowledge of record keeping methods electronically and manually

### **Skills and Abilities**

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

### **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.

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

**Corporate Information**

<b>Role:</b>	Senior Health Research Officer
<b>Salary Band:</b>	Band G
<b>Salary range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	HQ, Suva
<b>Unit/Division:</b>	Research & Innovation Unit/ RIDAM
<b>Reports to:</b>	Head of Research, Innovation, Data Analysis & Management
<b>Subordinates:</b>	

**Position purpose**

This position ensures all research related training for staff development and capacity building is provided to all staff of the Ministry in a timely manner.

**Key Result Areas**

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

1. Provide secretarial support functions to Fiji National Human Research & Ethics Review Committee including policy advice to all staff of the Ministry in a timely manner.
2. Develop and implement standards for human research in accordance with the process within the Ministry
3. Compile and submit reports with regards to Human Research & Ethics in a timely manner.
4. Work collaboratively with Ministry staff and stakeholders to ensure strategies and activities of the implementation plan of the Research Innovation Unit are executed within the set timelines.
5. Coordinate with Divisional Research Committee for timely analysis and feedback and provision information to the divisions for evidence based decision making.
6. Reviewing and updating of the Unit's Business plan monthly, quarterly and annually.
7. Provision of reports to respective supervisors and stakeholders.
8. Collaborating with the Ministry and other stakeholders for conducting research for the purpose of supporting evidence based policy, planning and evidence based decision making.
9. Undertake any required activities assigned by the supervisors to ensure that evidence based decision making is supported in the Ministry of Health and Medical Services.
10. Responsible for the effective and efficient administration of Fiji Research Health Portal and updating & maintaining the National Health Data Repository

**Key Performance Indicators**

Performance will be measured through the following indicators:

1. Ensure Research & Innovation Unit business plans are developed, approved, monitored and evaluated within agreed timeliness.
2. Effective and timely provision of all secretariat support functions, reports and meeting minutes to the Human Research & Ethics committees
3. To manage the research portal and facilitate the research approval process within the timeline
4. Effective and timely submission of weekly and monthly update to HRIDAM within the agreed timeframe

## **Person Specification**

In addition to an undergraduate qualification in Public Health (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to perform the duties of this post:

### **Knowledge and Experience**

1. Proven understanding and experience of at least 3 years in research activities with an excellent command of English and good report writing skills
2. Experience in the use of Information Technology software such as Microsoft Applications
3. Experience in and understanding of staff development; adult learning principles; and approaches to effective staff training on research fundamentals
4. Contributing to developing, delivering and evaluating research modules training
5. Understanding of the Constitution of Fiji

### **Skills and Abilities**

1. Effective training development, delivery and evaluation skills.
2. Ability to maintain confidentiality
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character and Eligibility**

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# MOHMS 258/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Biomedical Technician
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	CWM Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Biomedical Unit/CWM Hospital
<b>Reports to:</b>	Biomedical Engineer
<b>Subordinates:</b>	Nil

### Position Purpose

The position is responsible for performing routine and complex repairs, calibrating and maintaining all types of biomedical equipment technologies, devices, instruments and systems and inspecting, installing and providing preventative maintenance of general biomedical equipment

### Key Responsibilities

1. Perform a variety of routine maintenance work associated with a diverse range of Anaesthetic, Dental, Surgical, Laboratory, Ophthalmic, Medical and Urology Equipment's according to Australian Standards [AS3551].
2. Assemble, install and repair Medical Equipment, mechanical, pneumatic, electrical and basic electronic devices according to specifications or Manuals provided by the Supplier/Vendor or interpreting schematic diagrams and graphic illustrations.
3. Diagnose and correct system and equipment malfunctions by making alterations, repairs or replacements to ensure that medical equipment and internal circuitry meets specified requirements
4. Improve or make special test setups to conduct functional checks of medical electronic test equipment.
5. Attend to equipment breakdowns, emergency repairs and calls after hours.
6. Maintain documentation on new equipment, inspections and equipment repairs and failures.
7. Provide technical assistance and instruction on equipment operation and maintenance to Ministry of Health & Medical Services personnel.
8. Assign specific tasks to the sub-ordinates and coordinate work as directed by the Senior Biomedical Engineer.
9. Provide weekly reports and updates or as directed to the Senior Biomedical Engineer.
10. Perform related duties as assigned.

### Person Specification

In addition to Tertiary Qualifications relevant to Electronics or Biomedical Engineering, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Technical Officer Biomedical Services:

### Knowledge and Experience

1. Proven Experience working in Biomedical Services
2. Knowledge and Experience in the repair/maintenance of electronic/ electromechanical devices.

### 3. Knowledge of electronic circuitry and electronics troubleshooting

#### **Skills and Abilities**

1. Ability to communicate effectively both written and verbal communication
2. Ability to prepare reports, to organise and prioritize tasks effectively and efficiently at all levels of the organization
3. Ability to establish and maintain working relationships with co-workers, clinical staff and general public
4. Ability to lead and supervise a team
5. Good Computer skills including the ability to use Microsoft Office Programmes.
6. Service oriented approach with the ability to solve problems and ability to work under pressure
7. Proven ability to interpret schematics, wiring diagrams and illustrated parts, drawings or biomedical equipment.

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

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# MOHMS 259/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Recorder
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 -\$6.89 per hour
<b>Location:</b>	Vunisea Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Eastern
<b>Reports to:</b>	Sub Divisional Medical Officer through the Clerical Officer Kadavu Hospital
<b>Subordinates:</b>	Nil

### Position Purpose

The position is responsible for organizing, reviewing of patient medical records and updating of the patient health information system for accuracy and ensures that proper records of individual patients are maintained at all times.

### 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 Medical Records are updated and registered in the Health Information System (PATIS) with efficiency and timeliness;
2. Ensure proper management and safekeeping of folders;
3. Provision of information (medico-legal) 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 indicators:

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.

### Person Specification

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

### Knowledge and Experience

1. Experience in basic administrative work or similar
2. Sound knowledge of filing and information management;
3. Experience in Microsoft office programs.

**Skills and Abilities**

1. Demonstrate high level of accuracy and attention to detail;
2. Ability to communicate effectively with people from diverse backgrounds in order to ascertain information and reporting needs;
3. Ability to analyze situation and act accordingly to provide best practical outcome;
4. Demonstrated ability to work as a team;
5. Ability to accurately follow instructions and meet targets;
6. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
7. Service oriented approach with a commitment to achieve the operational goals of the organization.

**Personal Character and Eligibility**

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# MOHMS 260/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Cleaner
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$4.60 - \$5.90 per hour
<b>Location:</b>	Nadi Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate/Western Health Services
<b>Reports to:</b>	Clerical Officer / Executive Officer
<b>Subordinates:</b>	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

Performance will be measured through the following 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

### Person Specification

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

**Skills and Abilities**

1. Ability to plan and organise work on a daily basis
2. Ability to communicate effectively both verbally and written
3. Ability to work with minimum supervision and with attention to details
4. Customer focused approach with commitment to supporting the operational goals of the organization.

**Personal Character and Eligibility**

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# MOHMS 261/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Cleaner
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$4.60 - \$5.90 per hour
<b>Location:</b>	Lautoka Health Centre [1 Post] & Western Health Services Office [1 Post]
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate/Western Health Services
<b>Reports to:</b>	Clerical Officer / Executive Officer
<b>Subordinates:</b>	Nil

### Position Purpose

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

Performance will be measured through the following 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

### Person Specification

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

**Skills and Abilities**

1. Ability to plan and organise work on a daily basis
2. Ability to communicate effectively both verbally and written
3. Ability to work with minimum supervision and with attention to details
4. Customer focused approach with commitment to supporting the operational goals 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.

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