

NEWLY ADVERTISED POSITIONS - FIJI SUN 8 AUGUST 2020

MOHMS 262/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Divisional Health Inspector-Eastern
Salary Band:	J
Salary Range:	\$51,132.98 – \$65,555.10 per annum
Location:	Eastern Health Services, Tamavua
Duration:	5 years
Unit/Division:	Environmental Health
Reports to:	Divisional Medical Officer - Eastern
Subordinates:	Health Inspectors; Senior Assistant Health Inspectors in the 5 Sub Divisions

Position Purpose

The position provides strategic advice and oversees the implementation of Environmental Health Services at Eastern Division which includes national overall planning, management, enforcement, coordination and monitoring of environmental health programs and the 9KRAs in the Central Division. Further to that the position requires effective communication with all people in the workplace, including internal and external customers. Demonstrate effective Team work through appropriate and strong leadership with professionalism upholding MOHMS values and code of conduct.

Key Responsibilities

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

1. Responsible to the Chief Health Inspector through Divisional Medical Officer for the planning, management, supervision, delivery and control of environmental health services in the Division.
2. Advise Chief Health Inspector on the affairs of the Rural Local Authorities in the Division and facilitate funding from CBH to offices which do not have Local Authorities. (Nadi Airport Health Office)
3. Collaborate with other relevant government agencies and NGO's that have equal interest on Environmental Health in the Division.
4. To contribute to the achievement of the overall goals and objectives of the MOHMS as contained in the Divisional BP, ACP and the NSP.
5. Responsible for the periodic inspections of all Sub-divisional Health Offices in relation to attendance, inspections of registers, notebooks, journals, inventories and technical equipment, Rural Local Authority grants, revenue collection, book keeping, staff capacity building and team motivational programs.
6. Responsible for the preparation and submission of quarterly and annual reports to the Divisional Medical Officer and Chief Health Inspector.
7. May from time to time deputize, attend or delegate for the Divisional Medical Officer Western at various council or committee meetings on matters relating to the management and delivery of health service in the division.
8. Administer, supervise coordinate and facilitate activities of environmental health services in the sub-divisions
9. Responsible for the efficient and effective functioning of environmental health services within the budget allocated
10. Facilitate resources appropriately to achieve set objectives

11. Provide effective leadership and support for the Officers on matters pertaining to their work.
12. Monitor and evaluate the overall performance of the environmental health services with the Division.

Key Performance Indicators

Performance will be measured through the following indicators:

- 1 All activities and targets in the Annual Corporate Plan and Environmental Health Business Plan are implemented and achieved in a timely manner
- 2 Ensure all legal obligations towards enforcement are carried out within the agreed timeline by all Subdivisions.
3. All reports, external correspondence, Business Plan progress are submitted within agreed timeframes, and meet the standard reporting requirements.
4. All public complaints and issues within the division are addressed within the ambit of the Law and in an agreed timeline.

Person Specification

In addition to a Bachelor in Environmental Health or equivalent with 10 years' experience at Senior Management level and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience

1. Understanding of basic sequence in enforcement litigation procedures and legislative/policy approaches designed to protect the environment and public health
- 2 Knowledge of Sustainable development goals, Healthy Island settings and WASH (Water, Sanitation and Hygiene) to enhance population health.
3. Experience in community mobilization concept and working with multiple partners in a constructive manner to address unhealthy living condition and lifestyle as a social responsibility.
4. Experience in post disaster response coordination and basic understanding of Monitoring and Evaluation.
5. Fair knowledge on entomology, microbiology and control of Communicable and non-communicable disease in the Division.

Skills and Abilities

1. Ability to carry out disease outbreak response, investigation of cases and instigate prosecution.
2. Ability to write project proposals, prepare Divisional unit reports and work plans.
3. Ability to give technical advice to Supervisors, clients and communities on environmental health issues.
4. Good organizational skills and ability to analyse situations, decision making and initiating actions.
5. Good Management skills and ability to build and motivate team, work long hours, cope with pressure and setbacks.
6. Ability to adapt and respond to changes within the organisation effectively and responsive to innovations.

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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MOHMS 264/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader –Shift Supervisor
Salary Band:	G
Salary Range:	\$28,605.45- \$38, 140.60 per annum
Location:	Supervisors Office, St Giles Hospital
Duration:	5 years
Unit/Division:	Nursing, St Giles Hospital
Reports to:	Deputy Director of Nursing

Position Purpose

The primary role of the post is to ensure all aspects of Wards/Units activities, supervision of nursing staff, and allocation of relevant nursing workforce met the patients' needs in all Units. The position also ensure that the deliverance of high quality standard of patients' care which is clinically effective is respected. The care has to be in accordance with the relevant employment guidelines, Scope of Practice for Registered Nurses and National Nursing Standard.

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. Directs, coordinates, and supervise health care plans, and the delivery of mental health nursing care in the units.
2. Establish good interpersonal relationships throughout the hospital in all shifts with good communication skills.
3. Provide administrative support to Director of Nursing through Deputy Director of Nursing, in implementing activities to achieve outcomes.
4. Ensure committed nursing workforce in all Units to allow sustaining of quality mental health service delivery.
5. Ensure that all nursing staff comply with and the use of Mental Health Act 2010, Nursing Act 2011, relevant employment guidelines, Clinical Practice Guidelines, Standard Operating Procedure, Scope of Practice for Registered Nurse, OHS, Infection Prevention and Control Guidelines and Quality Improvement
6. Provide regular updates for reporting purposes to Director of Nursing through Deputy Director of Nursing.
7. Actively contribute to all corporate activities of the Ministry where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Compliance of quality mental health nursing care within the timeline in accordance to the Nursing Act 2011, Mental Health Act 2010, Nursing Standard, CPG, SOP, and the Scope of Practice for Registered Nurse
2. Monitoring of quality patients record either through Patients Information System (PATIS) or Manual submission in a timely manner in accordance to the Health Information System process on institutional template.
3. Direct and coordinate the relevant nursing workforce in all Units within the agreed timeline in accordance to the Categories of patients and risks.

4. Support the workforce development of nursing staff and performance management within the agreed timeline in accordance to the relevant employment legislations/guidelines.

Person Specification

In addition to Diploma in Nursing with Post Grad Cert in Mental health nursing and valid Practicing Licence from the Fiji Nursing Council. The following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least five (5) years' experience in mental health nursing.
2. Proven experience and sound knowledge of the Scope of Practice for Registered Nurse, Nursing Act 2011, Mental Health Act 2010, Civil Service Code of Conduct and Code of Ethics for Nurses.
3. Good understanding on the MHGap Version 2 (2016), Psychosocial assessment process, Infection Prevention and Control Guidelines (2015)/Manual 2002, Clinical Practice Guidelines 2009, Standard Operation Procedure 2017.
4. Sound knowledge on Quality Improvement systems and their implementations.
5. Good understanding of the Fiji Constitution and relevant employment legislations in Fiji.

Skills and Abilities

1. Demonstrated ability to Unit management effectively with minimum supervision.
2. Demonstrated ability to provide management of staff work performance in a given time period.
3. Demonstrated ability to think critically on professional issues and clinical decisions.
4. Demonstrated ability to manage psychiatric emergencies in an effective and professional manner.
5. Ability to work with the multidisciplinary team
6. Good communications skills with the ability to write concise and accurate reports.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment or the organization.

Personal Character and Eligibility

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MOHMS 265/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Administrative Officer
Salary Band:	F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Asset Management Unit, Labasa Hospital
Contract Duration	3 years
Reports to:	Hospital Administrator
Liases with:	Hospital Heads of Department and Supervisors
Subordinates:	Drivers

Position Purpose

The position is responsible for the provision of asset management functions through the proper management of assets, inventory and motor vehicles in the Asset Management Unit.

Key Responsibilities

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

1. Transport services are provided within required timeframe and in accordance with Transport Regulations.
2. Improvements to asset management system and board of survey are done in accordance with the Financial Management Act, 2010 Financial Instructions and Procurement Regulations within the agreed timeline.
3. Submission of reports and returns in the approved template within agreed timeframes.
4. Actively contribute to the Ministry and/or corporate requirements as and when required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All transport services are provided within timeframe as requested, in accordance to the Ministry's Finance Manual.
2. All Hospital assets are administered and managed in accordance to the Ministry's Finance Manual.
3. Asset management Reports and Vehicle returns required in the Ministry's Finance Manual are submitted within agreed timeframes.
4. Participated in hospital or Ministry organized corporate activities.

Person Specification

In addition to a Degree in Management/Office Management, Public Administration, Commerce or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Proven experience and a good understanding of asset and inventory management.
2. Experience in managing a transport fleet with regards to planning, organizing, and reporting on transport movements and mileage.
3. Basic knowledge of vehicle maintenance/repairs

4. An understanding of the Fijian Constitution, OHS at the work place regulations and all applicable employment acts and regulations.

Skills and Abilities

1. Ability to work in a team environment and be able to meet strict deadlines.
2. Effective oral and written communication skills, including interpersonal skills and good computing skills
3. Good analytical skills, and organizational skills with the ability to ensure that fleet allocation and movement plans are provided at least a month in advance.
4. Service oriented approach with the commitment to supporting the operational environment of the organisation.

Personal Character and Eligibility

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MOHMS 266/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Dietician
Salary Band	E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	CWM Hospital
Duration:	5 years
Unit/Division:	Dietetics & Nutrition
Reports to:	Senior Dietician, CWM Hospital
Subordinates:	Nil

Position Purpose

The position contributes to planning, delivery and monitoring of the hospital food services through provision of nutritionally adequate meals within the allocated budget to patients and staff for their wellbeing, effective clinical dietetics through effective nutritional counselling and assessment to all inpatients through dietary modifications to combat their various complications and to ensure that they lead a healthy lifestyle and responsible for efficient and effective public health activities through effective nutritional promotions activities across life course.

Key Responsibilities

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

1. Oversee, provide and market nutrition, health and wellness programs to the communities and health facilities within the subdivision
2. Establish strategic partnership with local groups, NGOs, FBO, fitness Centres, schools, hospitals, clinics and business for effective implementation of nutrition across multiple target groups
3. Conduct and participate in maternal health programs, school health programs, screening and other national nutrition programs and awareness in the communities
4. Tailor nutrition messages and programs to meet the market's demographic and unique needs
5. Provide nutrition services and medical nutrition therapy integrated with the patient's medical goals at subdivisional clinical facility
6. Evaluate, interpret, monitor and document nutritional status and needs of hospitalized patients and outpatients using established standards of care and practise guidelines
7. Instruct patients, families and health care staff in individualized diet therapy, general nutrition and/or clients in cooperation with health care staff
8. Identify and provide age-specific nutrition counselling to meet recommended and cultural needs
9. Planning meal programs and menus in food service settings, including hospitals, cafeteria and schools
10. Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards
11. Overseeing and supervise support staff performing the business tasks of managing a dietary/ meal request
12. Conduct and provide input into evaluation of activities and plans, prepare and administer budgets for food, equipment and supplies
13. Plan and prepare proposals to request program funding and comply with Nutrition Services meeting and attendance standards.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective patient management, services and programs delivered in compliance with relevant procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Ensure better management of resources with proper documentation
4. Timely submission of reports

Person Specification

In addition to Diploma in Dietetics and Nutrition (or equivalent) or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Dietician:

Knowledge and Experience

1. Experience of 1-2 years will be an advantage
2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Knowledge of food service operations, including food preparation, sanitation, procurement, menu planning principles and practices.
4. Food Safety and Inventory program and management

Skills and Abilities

1. Effective dietetics and nutrition development, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Computer literate with at least Microsoft Word, Outlook and PowerPoint
5. Strong verbal and written communication skills
6. Good knowledge and skills on Food Works Software.

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

Role:	Dietician
Salary Band	E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	Ba Health Centre
Duration:	5 years
Unit/Division:	Dietetics & Nutrition
Reports to:	Supervisor Dietician
Subordinates:	Nil

Position Purpose

The position contributes to planning, delivery and monitoring of the hospital food services through provision of nutritionally adequate meals within the allocated budget to patients and staff for their wellbeing, effective clinical dietetics through effective nutritional counselling and assessment to all inpatients through dietary modifications to combat their various complications and to ensure that they lead a healthy lifestyle and responsible for efficient and effective public health activities through effective nutritional promotions activities across life course.

Key Responsibilities

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

1. Oversee, provide and market nutrition, health and wellness programs to the communities and health facilities within the subdivision
2. Establish strategic partnership with local groups, NGOs, FBO, fitness Centres, schools, hospitals, clinics and business for effective implementation of nutrition across multiple target groups
3. Conduct and participate in maternal health programs, school health programs, screening and other national nutrition programs and awareness in the communities
4. Tailor nutrition messages and programs to meet the market's demographic and unique needs
5. Provide nutrition services and medical nutrition therapy integrated with the patient's medical goals at subdivisional clinical facility
6. Evaluate, interpret, monitor and document nutritional status and needs of hospitalized patients and outpatients using established standards of care and practise guidelines
7. Instruct patients, families and health care staff in individualized diet therapy, general nutrition and/or clients in cooperation with health care staff
8. Identify and provide age-specific nutrition counselling to meet recommended and cultural needs
9. Planning meal programs and menus in food service settings, including hospitals, cafeteria and schools
10. Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards
11. Overseeing and supervise support staff performing the business tasks of managing a dietary/ meal request
12. Conduct and provide input into evaluation of activities and plans, prepare and administer budgets for food, equipment and supplies
13. Plan and prepare proposals to request program funding and comply with Nutrition Services meeting and attendance standards.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective patient management, services and programs delivered in compliance with relevant procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Ensure better management of resources with proper documentation
4. Timely submission of reports

Person Specification

In addition to Diploma in Dietetics and Nutrition (or equivalent) or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Dietician:

Knowledge and Experience

1. Experience of 1-2 years will be an advantage
2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Knowledge of food service operations, including food preparation, sanitation, procurement, menu planning principles and practices.
4. Food Safety and Inventory program and management

Skills and Abilities

1. Effective dietetics and nutrition development, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Computer literate with at least Microsoft Word, Outlook and PowerPoint
5. Strong verbal and written communication skills
6. Good knowledge and skills on Food Works Software.

Personal Character and Eligibility

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MOHMS 268/2020



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Clerical Officer
Salary Band:	C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Location:	Headquarters
Unit/Division:	Human Resources - Recruitment
Reports to:	Administrative Officer

Position Purpose

To ensure all Human Resource support functions with regard to recruitment and selection and other areas of human resources management are provided in a timely manner

Key Responsibilities

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

1. Provide Human Resource support functions in a timely manner.
2. Assist with compiling and submitting Human Resource reports in a timely manner.
3. Provide HR assistance to the other units in the department.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All Human Resource support functions with regard to Staff Establishment Management, Recruitment and Selection is provided in a timely manner in accordance with relevant legislations, policies and guidelines.
2. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
3. Participation in Corporate activities as and when required.

Person Specification

In addition to a relevant qualification in Human Resource, Business Management, Public Administration, (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to perform the duties of this post:

Knowledge and Experience

1. An understanding of human resources practices at the work place with some experience is desirable.
2. Experience in the use of Microsoft applications in particular MS Word and MS Excel
3. An understanding of the Constitution of Fiji, the Employment Relations Act and all applicable work related regulations

Skills and Abilities

1. Good Time management skills and to meet tight deadlines
2. Ability to work within a team and contribute to the success of the team
3. Good communication skills, both written and verbal with an attention for detail when writing reports.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:

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MOHMS 269/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Clerical Officer
Salary Band:	Band C
Salary Range:	\$12,089.61 - \$15,489.35 per annum
Location:	Accounts Section - Head Quarters [2 Posts]
Duration	3 years
Unit/Division:	Accounts Unit/Corporate
Reports to:	Assistant Accounts Officer - Salaries
Subordinates:	None

Position Purpose

The position prepares inputs for Established Officers on fortnightly basis, Temporary Relieving Officers on weekly basis and provides assistance to the Accounts Officer through the Assistant Accounts Officer by providing necessary support to the Accounts Section to ensure that the officers receive their salaries accordingly.

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. Update master file & confirmation of salary for established officers and temporary relieving officers.
2. Re-activation of salary, change of bank, change cost centre and adjustment to salary grades for established officers and temporary relieving officers.
3. Activate/recovery & cease – quarters rent, overpayment, remote & consolidated allowance for established officers and temporary relieving officers.
4. Activate /modify & cease – deductions for unions & insurance dues for established officers and temporary relieving officers.
5. Raising & checking of manual payment voucher – salary arrears, annual leave & resignation for established officers and temporary relieving officers.
6. Ensure efficient raising and forward of relevant forms to salary section [Ministry of Economy] established officers and temporary relieving officers.
7. Attend to salaries queries – confirmation of job & eligibility for deduction for credit unions, banks, Finance & insurance companies, other lending institutes for established officers and temporary relieving officers.
8. Filing of inputs & correspondence established officers and temporary relieving officers (weekly paid).
9. Filling & punching of timesheets every Thursday for weekly paid officers.
10. Checking of batch edit report against timesheet, preparation of journal vouchers for project officer's salary and wages reconciliation for weekly paid officers.
11. Attend to any other duties assigned by supervising officer and Management.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Efficient and Timely raising of input for Payroll.
2. Timely filing of input & correspondence.
3. Quality of report submitted and proper record.

Person Specification

In addition to a Form 7 Pass or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 2 years' experience in a similar work environment
2. Good understanding of General Orders, Financial Management Act, Employment Relations Promulgation, 2007 (Amendment) Act 2015, Financial Instructions, Civil Service & Ministry of Economy circular and other Standing Instructions.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
4. Knowledge of payroll functions and procedures

Skills and Abilities

1. Excellent interpersonal skills and good communications skills
2. Demonstrate good computer skills including the ability to operate computerized accounting spread sheet and word -processing programs
3. Ability to analyse, solve problem and attention to detail with high level of accuracy
4. Ability to work independently with minimum supervision
5. Demonstrated ability to carry out tasks in order to meet deadlines set by the supervisor
6. Demonstrated ability to work cooperatively and effectively within a team environment

Personal Character and Eligibility

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MOHMS 270/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Carpenter
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	CWM Hospital
Duration:	3 years
Unit/Division:	Hospital Services
Reports to:	Supervisor Higher Grade, Hospital Services.
Subordinates:	Nil

Position Purpose

The position supports the functions of undertaking carpentry works and maintenance in CWM Hospital.

Key Responsibilities

This position will achieve its purpose through the following key responsibilities;

1. Assist the carpenter in carrying out assigned duties;
2. Maintain and ensure all working tools are available and in good condition;
3. Ensure the timely provision of materials and tools to the carpenter;
4. Carryout general carpentry work;
5. Prepare scope and quotes for any carpentry work required in the hospital
6. Determine sources of carpentry and complete repairs as indicated or according to job sheets received
7. Ensure cleanliness and OHS compliant work environment is maintained at all times; and
8. Actively contribute to all corporate functions of the Ministry as and when required

Key Performance Indicators

Performance will be measured through the following indicators.

1. All assigned duties completed on time, aligned to allocated budget and to accepted standards;
2. Completion of carpentry work in an professional manner
3. All Occupational Health and Safety procedures are followed by all staff and compliant with departmental operational and reporting procedures.

Person Specification

In addition to the completion of Secondary School qualification or similar with a Trade Certificate in Carpentry & Joinery (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Prior 2 years of experience in general carpentry work in the public sector or corporate environment;
2. Working knowledge on the usage of carpentry tools and machines;
3. Demonstrated ability to carry out general carpentry work
4. Conversant with reading and interpreting plans
5. Sound knowledge and understanding of the Fijian Constitution [2013] and applicable laws of Fiji

Skills and Abilities

1. Ability to effectively work within a team;

2. Demonstrated ability to analyze and contribute to solutions when assisting Carpenter in addressing complex carpentry problems.
3. Time management and ability to work with minimal supervision
4. Able to read & interpret designs for repair and maintenance work
5. Service oriented focus approach, with a commitment to supporting the operational / corporate environment of the organization

Personal Character and Eligibility

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MOHMS 271/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Carpenter
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Labasa Hospital
Duration:	3 years
Unit/Division:	Hospital Services
Reports to:	Supervisor Higher Grade, Hospital Services.
Subordinates:	Nil

Position Purpose

The position supports the functions of undertaking carpentry works and maintenance in CWM Hospital.

Key Responsibilities

This position will achieve its purpose through the following key responsibilities;

1. Assist the carpenter in carrying out assigned duties;
2. Maintain and ensure all working tools are available and in good condition;
3. Ensure the timely provision of materials and tools to the carpenter;
4. Carryout general carpentry work;
5. Prepare scope and quotes for any carpentry work required in the hospital
6. Determine sources of carpentry and complete repairs as indicated or according to job sheets received
7. Ensure cleanliness and OHS compliant work environment is maintained at all times; and
8. Actively contribute to all corporate functions of the Ministry as and when required

Key Performance Indicators

Performance will be measured through the following indicators.

1. All assigned duties completed on time, aligned to allocated budget and to accepted standards;
2. Completion of carpentry work in an professional manner
3. All Occupational Health and Safety procedures are followed by all staff and compliant with departmental operational and reporting procedures.

Person Specification

In addition to the completion of Secondary School qualification or similar with a Trade Certificate in Carpentry & Joinery (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Prior 2 years of experience in general carpentry work in the public sector or corporate environment;
2. Working knowledge on the usage of carpentry tools and machines;
3. Demonstrated ability to carry out general carpentry work
4. Conversant with reading and interpreting plans
5. Sound knowledge and understanding of the Fijian Constitution [2013] and applicable laws of Fiji

Skills and Abilities

1. Ability to effectively work within a team;
2. Demonstrated ability to analyze and contribute to solutions when assisting Carpenter in addressing complex carpentry problems.
3. Time management and ability to work with minimal supervision
4. Able to read & interpret designs for repair and maintenance work
5. Service oriented focus 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

Role:	Assistant Carpenter
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Western Health Services
Duration:	3 years
Unit/Division:	Hospital Services
Reports to:	Executive Officer General Service
Subordinates:	Nil

Position Purpose

The position supports the functions of undertaking carpentry works and maintenance in CWM Hospital.

Key Responsibilities

This position will achieve its purpose through the following key responsibilities;

1. Assist the carpenter in carrying out assigned duties;
2. Maintain and ensure all working tools are available and in good condition;
3. Ensure the timely provision of materials and tools to the carpenter;
4. Carryout general carpentry work;
5. Prepare scope and quotes for any carpentry work required in the hospital
6. Determine sources of carpentry and complete repairs as indicated or according to job sheets received
7. Ensure cleanliness and OHS compliant work environment is maintained at all times; and
8. Actively contribute to all corporate functions of the Ministry as and when required

Key Performance Indicators

Performance will be measured through the following indicators.

1. All assigned duties completed on time, aligned to allocated budget and to accepted standards;
2. Completion of carpentry work in an professional manner
3. All Occupational Health and Safety procedures are followed by all staff and compliant with departmental operational and reporting procedures.

Person Specification

In addition to the completion of Secondary School qualification or similar with a Trade Certificate in Carpentry & Joinery (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Prior 2 years of experience in general carpentry work in the public sector or corporate environment;
2. Working knowledge on the usage of carpentry tools and machines;
3. Demonstrated ability to carry out general carpentry work
4. Conversant with reading and interpreting plans
5. Sound knowledge and understanding of the Fijian Constitution [2013] and applicable laws of Fiji

Skills and Abilities

6. Ability to effectively work within a team;
7. Demonstrated ability to analyze and contribute to solutions when assisting Carpenter in addressing complex carpentry problems.
8. Time management and ability to work with minimal supervision
9. Able to read & interpret designs for repair and maintenance work
10. Service oriented focus 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.

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Ministry of Health & Medical Services
Role Description

Corporate Information

Role:	Assistant Plumber
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	CWM Hospital
Duration:	3 years
Unit/Division:	Hospital Services
Reports to:	Supervisor Higher Grade, Hospital Services
Subordinates:	Nil

Position Purpose

The position is responsible for providing auxiliary plumbing services at CWM Hospital.

Key Responsibility

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

1. Assist the plumber in carrying out assigned duties
2. Maintain and ensure all working tools are available and in order
3. Ensure the timely provision of materials and tools to the plumber
4. Carryout general plumbing work for the hospital
5. Respond to, diagnose and resolve plumbing emergencies for business continuity in the hospital
6. Ensure cleanliness and OHS compliant work environment is maintained at all times
7. Prepare scope and quotes for any plumbing work required in the hospital
8. Determine sources of plumbing malfunctions and complete repairs as indicated or according to job sheets received
9. Actively contribute to all corporate functions of the Ministry as and when required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All assigned duties completed on time, align to the required budget and to accepted standards
2. Functional products made to specifications with professional finish of end products
3. All Occupational Health and Safety procedures are followed by all staff and compliant with departmental operational and reporting procedures.

Person Specification

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

Knowledge and Experience

1. At least 2 years' experience in general plumbing work in the public sector or corporate environment;
2. Working knowledge on the usage of plumbing tools and machines;
3. Demonstrated ability to carry out general plumbing work.
4. Sound knowledge and understanding of the Fijian Constitution [2013] and applicable laws of Fiji

Skills and Abilities

1. Ability to effectively work within a team

2. Demonstrated ability to analyse and contribute to solutions when assisting senior Plumber in addressing complex plumbing problems
3. Time management and ability to work with minimal supervision
4. Able to read & interpret designs for repair and maintenance work
5. Service oriented focus 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.

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Ministry of Health & Medical Services
Role Description

Corporate Information

Position Title:	Assistant Seamstress
Salary Band:	B
Salary:	\$5.37-\$6.89 per hour
Location:	Labasa Hospital
Duration:	3 year
Unit/Division:	Laundry Department
Reports to:	Senior Domestic Officer
Subordinates:	Nil

Position Purpose

The position provides and maintains hospital linen to its best quality and quantity required. This will ensure clients satisfaction in the process of quality linen materials that are received and working towards achieving goals and objectives of the unit and organisation.

Key Responsibilities

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

1. Measuring of wards linen and stitching according to what is required.
2. Reproducing, creating, modifying and altering clothes, linen and specialty items such as equipment covers (x-ray machine, operation theatre-scrubs, leggings, caps, sponges, chair and cushion covers) etc.
3. Responsible for sorting linens and mending on sewing machine. Sewing strings and belts onto patient gowns, surgical gowns and scrub suits. Sewing of torn large sheets, draw sheet, pillowcases, surgical drapes and other mending delegated by Senior Domestic Officer.
4. Fortnightly writing off linen with Senior Domestic Officer
5. General cleaning of sewing machines must be maintained weekly
6. Perform timely repairs on all items of uniform and linen
7. Convert discarded linen into usable items for re-circulation
8. Ensures that all linen and uniforms are repaired before issuing them to staffs and departments
9. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

4. The sewing machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained
6. Availability of newly stitched linens at all times
7. Adherence to infection control standard
8. Active participation in the corporate activities of the Ministry as and when required

Person Specification

In addition to the completion of secondary school qualification (Form 6 level) and a certificate in Clothing and Textile or equivalent, the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience:

1. At least three (3) years of experience as a seamstress or similar

2. Knowledge and experience in of machine handling procedures (Straight stitching and Over Lock)
3. Knowledge in Occupational Health & Safety requirements
4. Record keeping and basic inventory management knowledge.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji sine this officer will be working

Skills and Abilities:

1. Communicate effectively with all people in the workplace (Both verbal and written)
2. Promote best use of resources and time to achieve work outcomes.
3. Demonstrate teamwork and ability to meet timeline.
4. Able to work under less supervision.
5. Service oriented approach, with a commitment to supporting the operational / 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.

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

Role:	Assistant Seamstress
Salary Band:	B
Salary Range:	\$5.37-\$6.89 per hour
Location:	Lautoka Hospital
Duration:	3 year
Unit/Division:	Laundry Department
Reports to:	Senior Domestic Officer
Subordinates:	Nil

Position Purpose

To provide and maintain hospital linen to its best quality and quantity required. This will ensure clients satisfaction in the process of quality linen materials that are received and working towards achieving goals and objectives of the unit and organisation.

Key Responsibilities

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

1. Measuring of wards linen and stitching according to what is required.
2. Reproducing, creating, modifying and altering clothes, linen and specialty items such as equipment covers (x-ray machine, operation theatre-scrubs, leggings, caps, sponges, chair and cushion covers) etc.
3. Responsible for sorting linens and mending on sewing machine. Sewing strings and belts onto patient gowns, surgical gowns and scrub suits. Sewing of torn large sheets, draw sheet, pillowcases, surgical drapes and other mending delegated by Senior Domestic Officer.
4. Fortnightly writing off linen with Senior Domestic Officer
5. General cleaning of sewing machines must be maintained weekly
6. Perform timely repairs on all items of uniform and linen
7. Convert discarded linen into usable items for re-circulation
8. Ensures that all linen and uniforms are repaired before issuing them to staffs and departments
9. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. The sewing machines is well maintained and in good serviceable condition at all times
2. Cleanliness of working environment is maintained
3. Availability of newly stitched linens at all times
4. Adherence to infection control standard
5. Active participation in the corporate activities of the Ministry as and when required

Person Specification

In addition to the completion of secondary school qualification (Form 6 level) and a certificate in Clothing and Textile or equivalent, the following knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience:

1. At least three (3) years of experience as a seamstress or similar

2. Knowledge and experience in of machine handling procedures (Straight stitching and Over Lock)
3. Knowledge in Occupational Health & Safety requirements
4. Record keeping and basic inventory management knowledge.
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji sine this officer will be working

Skills and Abilities:

1. Communicate effectively with all people in the workplace (Both verbal and written)
2. Promote best use of resources and time to achieve work outcomes.
3. Demonstrate teamwork and ability to meet timeline.
4. Able to work under less supervision.
5. Service oriented approach, with a commitment to supporting the operational / 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

Role:	Cleaner
Salary Band:	A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Ba Mission Hospital [1 Post]/Western Health Services Office [1 Post]/ Lautoka Health Centre [1 Post]
Duration:	3 years
Unit/Division:	Corporate/Western Health Services
Reports to:	Clerical Officer / Executive Officer
Subordinates:	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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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cleaner
Salary Band:	A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Levuka Hospital
Duration:	3 years
Unit/Division:	Corporate/Western Health Services
Reports to:	Clerical Officer / Executive Officer
Subordinates:	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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MOHMS 279/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cleaner
Salary Band:	A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Nabouwalu Hospital/Nasea Health Centre/Savusavu Hospital/Taveuni Hospital
Duration:	3 years
Unit/Division:	Corporate/Western Health Services
Reports to:	Clerical Officer / Executive Officer
Subordinates:	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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MOHMS 280/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cleaner
Salary Band:	A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Fiji Pharmaceutical & Biomedical Services
Duration:	3 years
Unit/Division:	Corporate/FPBS
Reports to:	Administrative Officer
Subordinates:	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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MOHMS 281/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cook
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Labasa Hospital
Duration:	3years
Unit/Division:	Food Services
Reports to:	Supervisor Dietician
Subordinates:	Nil

Position Purpose

The position ensures the timely preparation and provision of meals for patients at the Hospitals.

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. Reports directly to the Supervisor Dietician on a day to day basis.
2. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals.
3. Responsible for preparing and cooking a well - balanced nutritious meal for all inpatients and staffs according to the menu.
4. Ensure food items to be used for day are available.
5. To assist in the cost effective management of the food budget.
6. To identify and participate in any training appropriate to the position.
7. Ensure to be transparent with work and punctuality
8. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Person Specification

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 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

Role:	Cook
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Lautoka Hospital
Duration:	3years
Unit/Division:	Food Services
Reports to:	Supervisor Dietician
Subordinates:	Nil

Position Purpose

The position ensures the timely preparation and provision of meals for patients at the Hospitals

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. Reports directly to the Supervisor Dietician on a day to day basis.
2. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals.
3. Responsible for preparing and cooking a well - balanced nutritious meal for all inpatients and staffs according to the menu.
4. Ensure food items to be used for day are available.
5. To assist in the cost effective management of the food budget.
6. To identify and participate in any training appropriate to the position.
7. Ensure to be transparent with work and punctuality
8. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Person Specification

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 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

Role:	Cook
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Tamavua Twomey Hospital
Duration:	3years
Unit/Division:	Food Services
Reports to:	Supervisor Dietician
Subordinates:	Nil

Position Purpose

The position ensures the timely preparation and provision of meals for patients at the Hospitals

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. Reports directly to the Supervisor Dietician on a day to day basis.
2. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals.
3. Responsible for preparing and cooking a well - balanced nutritious meal for all inpatients and staffs according to the menu.
4. Ensure food items to be used for day are available.
5. To assist in the cost effective management of the food budget.
6. To identify and participate in any training appropriate to the position.
7. Ensure to be transparent with work and punctuality
8. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Person Specification

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 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

Role:	Driver
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Ba Mission Hospital [1]/Sigatoka Hospital [3]/Nasau Health Centre [1]
Duration:	3 years
Unit/Division:	Transport Unit/ Western Health Services
Reports to:	Executive Officer/ Clerical Officer
Subordinates:	None

Position Purpose

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:

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.

Person Specification

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 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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MOHMS 285/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Driver
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Tukavesi Health Centre
Duration:	3 years
Unit/Division:	Transport Unit/ Northern Health Services
Reports to:	Executive Officer/ Clerical Officer
Subordinates:	None

Position Purpose

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:

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.

Person Specification

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 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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MOHMS 286/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Driver
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Health Headquarters, Namosi House
Duration:	3 years
Unit/Division:	Transport Unit
Reports to:	Executive Officer/ Clerical Officer
Subordinates:	Nil

Position Purpose

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:

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.

Person Specification

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 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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MOHMS 287/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Driver
Salary Band:	B
Salary Rate:	\$5.37 - \$6.89 per hour
Location:	Tamavua Twomey Hospital
Duration:	3 years
Unit/Division:	Transport Unit/ Tamavua Twomey Hospital
Reports to:	Executive Officer/ Clerical Officer
Subordinates:	None

Position Purpose

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:

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.

Person Specification

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 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

Role:	Supervisor Dietician
Salary Band:	F
Salary Range:	\$22,528.74 – \$28,883.00 per annum
Duty Station:	Sigatoka Hospital
Duration:	5 years
Reports to:	Sub divisional Medical Officer
Subordinates	Dieticians

Position Purpose

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

Key Responsibilities

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

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

Key Performance Indicators

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

Person Specification

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

Knowledge and Experience

1. At least 5 years of work experience in a similar or related field.
2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
4. Knowledge of Nutrition and Health policies, procedures and guidelines.

Skills and Abilities

1. Excellent verbal and Written Communications Skills
2. Ability to analyze and contribute solutions to complex problems, in a resource constrained environment.

3. Training and supervisory skill
4. Computer Literate with at Microsoft Word, Outlook and PowerPoint.
5. Demonstrated ability in 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.

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NEWLY ADVERTISED PROJECT POSITION

MOHMSP 13/2020



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:	3 years
Unit/Division:	Community Rehabilitation/Public Health
Reports to:	Medical Officer In-Charge, Rehab
Subordinates:	Community Rehabilitation Assistants

Position Purpose

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

Key Responsibilities

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.

Person Specification

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

Knowledge and Experience

1. At least 10 years' experience with relevant work experience;
2. Experience developing and providing person centred services
3. Experience assessment, identification, planning, delivering and monitoring therapeutic interventions to persons with disabilities
4. Experience managing and developing working with people with cultural diversity
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Excellent Communication Skills and have the ability to deal with persons with disabilities, their families and care givers with in the required legislative and policy framework.
2. Demonstrated ability to implement accurate therapeutic skills, delivery and evaluation.
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
5. Ability to network with other Stakeholders [GOs, NGOs, Faith Based Organizations, Donor Agencies] to meet the needs of the person with disabilities.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility

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