

# NEWLY ADVERTISED POSITIONS - FIJI SUN 29 AUGUST 2020

## MOHMS 307/2020



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Position Title:</b>	Registered Nurse
<b>Salary Band:</b>	Band F
<b>Salary:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Location:</b>	CWM Hospital – 50 Lautoka Hospital – 58 Labasa Hospital – 11 St Giles Hospital – 23 Tamavua Twomey Hospital – 6 Central Division – 26 Northern Division – 18 Western Division – 18 Eastern Division – 13
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Nursing
<b>Reports to:</b>	Team Leaders/Sub Divisional Nurse Manager
<b>Subordinates:</b>	Nurse Intern/Community Health Worker

#### Position Purpose

The position is to promote clients' wellbeing by providing high quality nursing care in a variety of settings and in accordance with stipulated legislations, regulations, policies and standards.

#### Key Responsibilities

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

1. Provides quality nursing care that is timely through the use of the nursing process within the scope of practice.
2. Monitors clients and refer for further care or to specialized services in a timely manner
3. Maintains continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
4. Protects clients and employees by adhering to infection-control policies and protocols; medication administration and storage procedures; controlled substance regulations; notifiable diseases/outbreaks; client confidence; and the public service code of conduct.
5. Manages and maintains nursing supplies and inventory.
6. Actively contribute to all corporate functions of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely provision of well-structured care to individuals, families, or community clients.
2. Clients are monitored and referred for further care or to specialized services in a timely manner.
3. Continuity of care of clients is maintained at all times by proper documentation and reporting.
4. Clients are well protected at all times while under the care of the nurse.
5. Nursing supplies are promptly managed and inventory well maintained within specified times.
6. Participate in all corporate functions as and when required.

### **Person Specification**

In addition to a Bachelor's Degree in Nursing or equivalent, valid annual practicing license and registration as a general nurse with the Fiji Nursing Council; the following knowledge, experience, skills, and abilities are required to successfully undertake this role;

### **Knowledge and Experience**

1. Experience in nursing at a major hospital, community health or similar nursing environment.
2. Sound knowledge of basic nursing principles and clinical practices
3. Good knowledge of the Nursing Act (2011), Occupational Health & Safety Act and relevant legislations.

### **Skills and Abilities**

1. Exceptional clinical nursing skills with the ability to care for patients using structured approaches within the scope of practice for registered nurses
2. Ability to plan and manage the supply of pharmaceutical and consumables.
3. Ability to maintain confidentiality of patient or client information
4. Exceptional communication skills both written and verbal
5. Exceptional customer service skills
6. Service oriented approach with a commitment to achieving corporate objectives.
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

### **Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Driver
<b>Salary Band:</b>	B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Dreketi Health Centre [1] & Wainikoro Health Centre [1]
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Transport Unit
<b>Reports to:</b>	Executive Officer/ Clerical Officer
<b>Subordinates:</b>	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. Participate in all corporate functions as and when required

### 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 & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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

**Corporate Information**

<b>Role:</b>	Labourer
<b>Salary Band:</b>	A
<b>Salary Range:</b>	\$4.60 - \$5.90 per hour
<b>Location:</b>	Dreketi Health Centre
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services/ Northern Health Services
<b>Reports to:</b>	Clerical Officer/ Executive Officer
<b>Subordinates:</b>	Nil

**Position Purpose**

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

**Key Responsibilities**

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

**Key Performance Indicators**

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

**Person Specification**

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

**Knowledge and Experience**

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

**Skills and Abilities**

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

**Personal Character & Eligibility**

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# MOHMS 310/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Laundry Hand
<b>Salary Band:</b>	A
<b>Salary range:</b>	\$4.60 - \$5.90 per hour
<b>Location:</b>	CWM Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services/ CWM Hospital
<b>Reports to:</b>	Laundry Supervisor
<b>Subordinates:</b>	Nil

### Position Purpose

The position provides quality laundry services for all our clients in accordance to standard procedure and policies of the unit and organisation and ensuring client's satisfaction in the process of quality laundry services 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. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments
3. Ensure the adequate supply of washing detergent at all times
4. Ensure and maintain the cleanliness of the Laundry Room
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition
6. Actively contribute to the ministry's corporate functions and activities

### Key Performance Indicator

1. Adherence to infection control standard
2. Availability of clean linen at all times
3. Adequate supply of washing detergent
4. The laundry machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained at all times
6. Participate in all corporate functions as and when required

### Person Specification

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

**Knowledge and Experience**

1. Should have some knowledge in Occupational Health & Safety
2. Knowledge of cleaning services and infection control
3. Knowledge of Occupational Health & Safety requirements.
4. Basic knowledge on record keeping and basic inventory management

**Skills and Abilities**

1. Ability to operate and use laundry machines
2. Ability to manually provide laundry services in case of break downs or machines failure
3. Ability and skills to meet deadline
4. Ability to communicate both verbally & written
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation

**Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Laundry Hand
<b>Salary Band:</b>	A
<b>Salary range:</b>	\$4.60 - \$5.90 per hour
<b>Location:</b>	Labasa Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services/Labasa Hospital
<b>Reports to:</b>	Laundry Supervisor
<b>Subordinates:</b>	Nil

### Position Purpose

The position provides quality laundry services for all our clients in accordance to standard procedure and policies of the unit and organisation and ensuring client's satisfaction in the process of quality laundry services 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. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments
3. Ensure the adequate supply of washing detergent at all times
4. Ensure and maintain the cleanliness of the Laundry Room
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition
6. Actively contribute to the ministry's corporate functions and activities.

### Key Performance Indicator

1. Adherence to infection control standard
2. Availability of clean linen at all times
3. Adequate supply of washing detergent
4. The laundry machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained at all times
6. Participate in all corporate functions as and when required

### Person Specification

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

**Knowledge and Experience**

1. Should have some knowledge in Occupational Health & Safety
2. Knowledge of cleaning services and infection control
3. Knowledge of Occupational Health & Safety requirements.
4. Basic knowledge on record keeping and basic inventory management

**Skills and Abilities**

1. Ability to operate and use laundry machines
2. Ability to manually provide laundry services in case of break downs or machines failure
3. Ability and skills to meet deadline
4. Ability to communicate both verbally & written
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation

**Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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# MOHMS 312/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Laundry Hand
<b>Salary Band:</b>	A
<b>Salary Range:</b>	\$4.60 - \$5.90 per hour
<b>Location:</b>	Sigatoka Hospital [1] & Tavua Hospital [1]
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services /Western Division
<b>Reports to:</b>	Sub Divisional Medical Officer
<b>Subordinates:</b>	Nil

### Position Purpose

The position provides quality laundry services for all our clients in accordance to standard procedure and policies of the unit and organisation and ensuring client's satisfaction in the process of quality laundry services 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. Working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments
3. Ensure the adequate supply of washing detergent at all times
4. Ensure and maintain the cleanliness of the Laundry Room
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition
6. Actively contribute to the ministry's corporate functions and activities.

### Key Performance Indicator

1. Adherence to infection control standard
2. Availability of clean linen at all times
3. Adequate supply of washing detergent
4. The laundry machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained at all times
6. Participate in all corporate functions as and when required

### Person Specification

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

**Knowledge and Experience**

1. Should have some knowledge in Occupational Health & Safety
2. Knowledge of cleaning services and infection control
3. Knowledge of Occupational Health & Safety requirements.
4. Basic knowledge on record keeping and basic inventory management

**Skills and Abilities**

1. Ability to operate and use laundry machines
2. Ability to manually provide laundry services in case of break downs or machines failure
3. Ability and skills to meet deadline
4. Ability to communicate both verbally & written
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation

**Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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# MOHMS 313/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Leading Hand Electrical
<b>Salary Band:</b>	E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Unit/Division:</b>	Hospital Services /CWM Hospital
<b>Location:</b>	CWM Hospital
<b>Duration:</b>	3 years
<b>Reports to:</b>	Supervisor Higher Grade
<b>Subordinates:</b>	Electrician

### Position Purpose

The position is responsible for the maintenance and operations of the electrical services in the Colonial War Memorial Hospital (CWMH) facilities .

### Key Responsibilities

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

Ensure the supply and reticulation of electricity in CWMH, carryout timely general repairs and maintenance works in accordance with EFL standard.

1. Supervise and manage the generating plants and staff based at the station to ensure continuous/consistent supply of electricity for the station as per standard operating hours set by the Department.
2. Maintain optimum amount of fuel and spares for the generating plants and store them safely with clear records of usage.
3. Maintain appropriate records for the power house operations and submit these reports on a weekly basis.
4. Responsible for the monthly meter reading and report data to the billings clerk.
5. Contribute to all cooperate requirements of the Ministry where required.

### Key Performance Indicators

Performance will be measured through the following indicators.

1. All assigned duties completed on time, aligned to the required budget and to the accepted standards of service.
2. Timely and accurate submission of plans and reports
3. Full compliance to OHS requirements and policy.
4. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to a Trade Certificate in Electrical Engineering or equivalent or relevant experience; with a valid Wireman's License, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

### Knowledge and Experience

1. 3 years' of work experience as electrician involved in overhead and underground electrical line maintenance and residential wiring
2. Practical knowledge and working experience in the use of the AS/NZS 3000:2007 wiring standards.

3. Working knowledge and experience in electrical reticulation installation and maintenance.
4. Working knowledge and experience in operation and maintenance of generators and motors.
5. Practical knowledge and working experience in survey, scoping and planning electrical projects.
6. Must have knowledge and experience in operating and maintaining generating units
7. Must be familiar with the National OHS Act and regulations
8. Must have knowledge of basic computer applications

### **Skills and Abilities**

1. Demonstrated ability to lead a team to execute activities in an efficient and effective manner and meet deadlines
2. Must have good verbal and written communication skills, especially for liaising with consumers
3. Ability to assess and make appropriate recommendations where required
4. Demonstrated ability to work independently and in a team
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation.

### **Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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# MOHMS 314/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information:

<b>Role:</b>	Leading Hand - Fitter
<b>Salary Band:</b>	E
<b>Salary:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Labasa Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services, Labasa Hospital
<b>Reports to:</b>	Foreman, Hospital Services
<b>Subordinates:</b>	Fitter, Electricians, Boiler attendants and technicians

### Position Purpose

The position reports to the Medical Superintendent through the Foreman and Hospital Administrator for effective and efficient delivery of Hospital Services.

### Key Responsibilities

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

1. Ensure that all planned work assigned to trade-skilled staff such as fitters, electricians, air conditioning and refrigeration technician is conducted in accordance with standard operating procedures and in a timely manner.
2. Provide reports to senior management on the progress of the planned work within the agreed timeline.
3. Monitor and provide constructive feedback to staff in a timely manner.
4. Implement and comply with OHS regulations for all areas of work.
5. Actively contribute to all corporate functions of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed skilled and technical support services, functions and advice are delivered within agreed time frames meeting specific requirements.
2. Accurate and timely reports are provided to senior management in accordance with reporting standards.
3. Staff performance is monitored and feedback provided in accordance with the Performance Management Framework and in a timely manner.
4. Participated in all Ministry or corporate social responsibilities

### Person Specification

A Trade Certificate in Fitting and Machining (or equivalent). On the job training under an apprenticeship scheme is desirable. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

### Knowledge and Experience:

1. Proven experience and knowledge in the repair works for Boilers, Incinerators, , Steam lines and Generators.
2. At least 5 years of work experience in a similar field.
3. Working knowledge of basic computer applications

4 Experience in the application of OHS at the workplace.

**Skills and Abilities:**

1. Ability to utilize proven organizational skills to determine competing priorities and plan and organize work activities to meet agreed goals and timelines.
2. Demonstrated ability to work independently, and in a team environment.
3. Ability to handle the administrative duties of position, including completion of required documents and reports
4. Possess excellent interpersonal and communications skills and a strong customer service orientation
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

**Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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# MOHMS 315/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Plumber
<b>Salary Band:</b>	D
<b>Salary Range:</b>	\$7.50 - \$9.61 per hour
<b>Unit/Division</b>	Plumbing/Hospital Services
<b>Duty Station</b>	Colonial War Memorial Hospital, Suva
<b>Duration:</b>	3 years
<b>Reports to:</b>	Supervisor Higher Grade

### Position Purpose

The position is responsible for the effective day to day operations, maintenance and repairs of all Plumbing works at CWM Hospital.

### Key Responsibilities

1. Ensure all maintenance work related to plumbing services are done in timely manner and in accordance to the required standards of service.
2. Establish and maintain liaison with administration and professional staff regarding plumbing maintenance programs.
3. Plan and organize time, cost and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
4. Maintain the workshop upkeep and proper storage of plumbing equipment and materials
5. Ensure preventive plumbing maintenance programs are in place and implemented which should include the adherence to OHS rules and regulations.
6. Contribute to all cooperate requirements of the Ministry where required.

### Key Performance Indicators

1. All assigned duties completed on time, in accordance to the required standards of servicing and aligned to the required budget.
2. Timely and accurate submission of plans and reports
3. Full compliance to OHS requirements and policy
4. Active participation in the corporate activities of the Ministry as and when required.

### Person Specification

In addition to a Trade Certificate qualification in Plumbing or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the position:

### Knowledge and Experience

1. At least 3 years' experience in a similar role.
2. Knowledge of working with tools for plumbing and experience with materials needed for maintenance, repairs and installation
3. Knowledge of Occupational Health & Safety at the work place
4. Knowledge of proper handling and maintenance of tools and working area including safety protocols.

## **Skills and Abilities**

1. Ability to meet deadlines within a timeframe
2. Ability to communicate effectively both verbal & written
3. Ability to work with minimum supervision and work within a team.
4. Demonstrated ability to plan, organize plumbing work schedule effectively
5. Ability to identify and utilize resources effectively and responsibly.
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation

## **Personal Character & Eligibility**

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# MOHMS 316/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Receptionist
<b>Salary Band:</b>	B
<b>Salary Range:</b>	\$5.37 -\$6.89 per hour
<b>Location:</b>	Nabouwalu Hospital [1] & Savusavu Hospital [1]
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services/Northern Health Services
<b>Reports to:</b>	Clerical Officer/Executive Officer
<b>Subordinates:</b>	Nil

### Position Purpose

The position ensures the flow of official telecommunication calls receives and transfer calls via telephones and radio telephones to internal and external customers.

### Key Responsibilities

1. Communicate telephone message both internal and external for the staff and monitor calls accordingly
2. Log/Record all telephone calls received and made (name & time)
3. Report telephone equipment or service complaints and problems.
4. Set up phones for teleconference and Update directory information.
5. Actively contribute to all corporate functions of the ministry

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Updated Telephone logs/ record
2. Timely reporting of telephone equipment complaints and problems
3. Update activities, changes and completion of other tasks as assigned
4. Participate in all corporate functions 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. At least one year's experience in similar role
2. Working knowledge and experience in telephone etiquette
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

### Skills and Abilities

1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player
4. Customer focused approach with a commitment to supporting the operational/corporate environment of the organization

**Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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# MOHMS 317/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Recorder
<b>Salary Band:</b>	B
<b>Salary Range:</b>	\$5.37 -\$6.89 per hour
<b>Location:</b>	Nakasi Health Centre [1] & Wainibokasi Hospital [1]
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services/Central Health Services
<b>Reports to:</b>	Sub Divisional Medical Officer
<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. Participate in all corporate functions 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. Experience in basic computing applications and information systems
3. Knowledge of manual filing
4. Basic understanding of the Fijian Constitution (2013) and applicable laws of Fiji

### Skills and Abilities

1. Sound administrative skills including the ability to communicate effectively

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

### **Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

# MOHMS 318/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Seamstress [1]
<b>Salary Band:</b>	B
<b>Salary Range:</b>	\$5.37 - \$6.89 per Hour
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Administration
<b>Report to:</b>	Executive Officer
<b>Subordinates:</b>	none

### Position Purpose

The purpose of this role is to ensure that sufficient supply of linens, curtains, bed sheet, pillow cases, gowns, tray cover, trolley cover are available 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. Providing sewing and cutting of bed sheets, draws sheets, pillow case, gowns, aprons, tray cover, dressing towel.
2. Labelling of towel, blankets, mosquito net before despatch to the ward
3. Mending of garments and update of tally card
4. Receive orders from ward sister and issue with issue voucher
5. Sew curtain for other Health Facility when need arises
6. Actively contribute to the Ministries corporate requirements.

### Key Performance Indicator

Performance will be measured through the following indicators:

1. Effective and timely sewing of linen, pillow case, bed sheet, curtain, tray cover.
2. Ensure proper labelling towel, blankets, mosquito net, linen and curtain before despatch to the respective ward or unit
3. Timely reporting of any unusual occurrences or machine breakdown to Administration Unit
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 perform the duty of the post.

### Knowledge and Experience

1. At least 3 years' experience in a similar work environment
2. Working knowledge and experience in proper handling and using of sewing machine
3. Understanding of Occupational Health and Safety in the workplace.

### Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Demonstrate ability to work as a team
3. Effective verbal and written communication skills
4. Effective time management skills

5. Service oriented approach with commitment to supporting the operational goals of the organisation.

**Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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# MOHMS 319/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Seamstress [1]
<b>Salary Band:</b>	B
<b>Salary Range:</b>	\$5.37 - \$6.89 per Hour
<b>Location:</b>	Tamavua Twomey Hospital
<b>Unit/Division:</b>	Administration/Tamavua Twomey Hospital
<b>Report to:</b>	Executive Officer
<b>Subordinates:</b>	none

### Position Purpose

The purpose of this role is to ensure that sufficient supply of linens, curtains, bed sheet, pillow cases, gowns, tray cover, trolley cover are available 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. Providing sewing and cutting of bed sheets, draws sheets, pillow case, gowns, aprons, tray cover, dressing towel.
2. Labelling of towel, blankets, mosquito net before despatch to the ward
3. Mending of garments and update of tally card
4. Receive orders from ward sister and issue with issue voucher
5. Sew curtain for other Health Facility when need arises
6. Actively contribute to the Ministries corporate requirements.

### Key Performance Indicator

Performance will be measured through the following indicators:

1. Effective and timely sewing of linen, pillow case, bed sheet, curtain, tray cover.
2. Ensure proper labelling towel, blankets, mosquito net, linen and curtain before despatch to the respective ward or unit
3. Timely reporting of any unusual occurrences or machine breakdown to Administration Unit
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 perform the duty of the post.

### Knowledge and Experience

1. At least 3 years' experience in a similar work environment
2. Working knowledge and experience in proper handling and using of sewing machine
3. Understanding of Occupational Health and Safety in the workplace.

### Skills and Abilities

1. Ability to plan and organize work on a daily basis
2. Demonstrate ability to work as a team
3. Effective verbal and written communication skills

4. Effective time management skills
5. Service oriented approach with commitment to supporting the operational goals of the organisation.

**Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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# MOHMS 320/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Telephone Attendant
<b>Salary Band:</b>	B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Labasa Hospital [2 posts]
<b>Duration:</b>	3 years
<b>Reports to:</b>	Clerical Officer
<b>Subordinates:</b>	Nil

### Position Purpose

The position ensures all telephone communications both internally and externally are dealt with efficiently and effectively.

### 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. Communicate telephone message both internal and external for the hospital and monitor calls accordingly
2. Page for staff during emergencies
3. Report telecommunication faults and complaints to relevant authorities
4. Actively contribute to all corporate functions of the ministry

### Key Performance Indicators

1. Service delivery to be effective and efficient
2. Reports to be completed in a timely manner
3. Update activities, changes and completion of other tasks as assigned
4. Participate in all corporate functions 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 one year's experience in similar role.
2. Working knowledge and experience in telephone etiquette.
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

### Skills & Abilities

1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player.
4. Customer focused approach with commitment to supporting the operational goals of the organization.

### Personal Character & Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian

Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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# MOHMS 321/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Telephone Attendant
<b>Salary Band:</b>	B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Lautoka Hospital [2 posts]
<b>Duration:</b>	3 years
<b>Reports to:</b>	Clerical Officer
<b>Subordinates:</b>	Nil

### Position Purpose

The position ensures all telephone communications both internally and externally are dealt with efficiently and effectively.

### 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. Communicate telephone message both internal and external for the hospital and monitor calls accordingly
2. Page for staff during emergencies
3. Report telecommunication faults and complaints to relevant authorities
4. Actively contribute to all corporate functions of the ministry

### Key Performance Indicators

1. Service delivery to be effective and efficient
2. Reports to be completed in a timely manner
3. Update activities, changes and completion of other tasks as assigned
4. Participate in all corporate functions 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 one year's experience in similar role.
2. Working knowledge and experience in telephone etiquette.
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

### Skills & Abilities

1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player.
4. Customer focused approach with commitment to supporting the operational goals of the organization.

**Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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

**Corporate Information**

<b>Role:</b>	Telephone Attendant
<b>Salary Band:</b>	B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	CWM Hospital
<b>Duration:</b>	3 years
<b>Reports to:</b>	Clerical Officer
<b>Subordinates:</b>	Nil

**Position Purpose**

The position ensures all telephone communications both internally and externally are dealt with efficiently and effectively.

**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. Communicate telephone message both internal and external for the hospital and monitor calls accordingly
2. Page for staff during emergencies
3. Report telecommunication faults and complaints to relevant authorities
4. Actively contribute to all corporate functions of the ministry

**Key Performance Indicators**

1. Service delivery to be effective and efficient
2. Reports to be completed in a timely manner
3. Update activities, changes and completion of other tasks as assigned
4. Participate in all corporate functions 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 one year's experience in similar role.
2. Working knowledge and experience in telephone etiquette.
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

**Skills & Abilities**

1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player.
4. Customer focused approach with commitment to supporting the operational goals of the organization.

**Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian

Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Ward Assistant
<b>Salary Band:</b>	B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Ba Mission Hospital [3]/Rakiraki [2]/Sigatoka Hospital[2]
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services/ Western Health Services
<b>Reports to:</b>	Team Leader, Executive Officer
<b>Subordinates:</b>	Nil

### Position Purpose

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

### Key Responsibilities

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

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

### Key Performance Indicators

1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
4. Participate in all corporate functions 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. Work experience in a similar environment providing patient care to the sick or aged.
2. Good understanding of basic life support in times of emergencies
3. Experience in basic housekeeping duties
4. Sound knowledge of Occupational Health & Safety at the workplace and patient care and safety regulations

**Skills and Abilities**

1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively both written and verbal
3. A good team player and ability to work with minimum supervision.
4. Good customer services skills
5. Customer focused approach with commitment to supporting the operational goals of the organization

**Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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

**Corporate Information**

<b>Role:</b>	Ward Assistant
<b>Salary Band:</b>	B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Lautoka Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services/ Lautoka Hospital
<b>Reports to:</b>	Team Leader, Executive Officer
<b>Subordinates:</b>	Nil

**Position Purpose**

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

**Key Responsibilities**

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

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

**Key Performance Indicators**

1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
4. Participate in all corporate functions 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. Work experience in a similar environment providing patient care to the sick or aged.
2. Good understanding of basic life support in times of emergencies
3. Experience in basic housekeeping duties
4. Sound knowledge of Occupational Health & Safety at the workplace and patient care and safety regulations

**Skills and Abilities**

1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively both written and verbal
3. A good team player and ability to work with minimum supervision.
4. Good customer services skills
5. Customer focused approach with commitment to supporting the operational goals of the organization

**Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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

**Corporate Information**

<b>Role:</b>	Technician Attendant X-Ray
<b>Salary Band:</b>	A
<b>Salary Range:</b>	\$4.60 - \$5.90 per hour
<b>Location:</b>	Labasa Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Medical Imaging
<b>Reports to:</b>	MIT Higher Grade, Supervising MIT & Senior MIT
<b>Subordinates:</b>	Nil

**Position Purpose**

The position is responsible for developing x-ray films, operating, monitoring and maintaining the film processing equipment used at the Medical Imaging Department

**Key Responsibilities**

1. Processing of all X-Ray films flashing correct ID tags, reloading cassettes with unexposed films
2. Clean processors in weekly basis and maintain general cleanliness of dark room
3. Mix chemicals for processing of films
4. Provide update on available tracer consumables
5. Dispatching consumable to outer centers
6. Provide report on any fault on processing machine
7. Keeping records of in-hand films and chemicals
8. To ensure Occupational Health & Safety policies are strictly adhered to
9. To perform any other departments duties when called upon by the Senior Medical Imaging Technologist

**Key Performance Indicators**

1. Ensure all darkroom processes are carried out
2. Monitor the physical stock In and Out on consumables
3. All services are delivered within agreed timeframes, and compliant with relevant processes and policies
4. Participate in all corporate activities of the Ministry in a timely manner 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. Work experience in a similar work environment
2. Basic knowledge of record and stock management
3. Basic knowledge of receptive applicable laws of Fiji

**Skills and Abilities**

1. Ability to work in a team and meet deadlines

2. Customer focused approach with commitment to supporting the operational goals of the organization
3. Good communication skills both written and verbal

### **Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

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

**Corporate Information**

<b>Position Title:</b>	Foreman, Hospital Services
<b>Salary Band:</b>	F
<b>Salary Grade:</b>	\$22,528.74 – \$28,883.00 per annum
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Hospital Service
<b>Reports To:</b>	Hospital Administrator
<b>Subordinates:</b>	Leading Hand (1), Donkey Man (1) , Fitters (1), Plumbers (2), Electricians (1), Joiners (2) , Carpenters (1) , Fire men (3), Handy Man (1)

**Position Purpose**

To manage a professional and fully competent hospital services team providing services in areas of fitting, carpentry, joinery, electrical, plumbing, air-conditioning/refrigeration, boiler services to the hospital as well as the Northern Health Services.

**Key Responsibilities**

1. Provide overall supervision and management of duties to ensure delivery of all Hospital Services (Carpentry, Joinery, Plumbing, Fitting, Electrical, Air-conditioning & Boiler) within agreed timeframes and complying to relevant policies and guidelines
2. Actively Communicate with Internal and external stakeholders across the agency to provide good services delivery; maintain proper records of inventory and provide regular reports to management
3. Actively manage/monitor and assess staff performance to enable business continuity, and the delivery of quality services/functions/outcomes
4. Actively contribute to all the corporate functions of the Ministry.

**Key Performance Indicators**

1. All agreed skilled and technical support services, functions and advice are delivered within agreed time frames meeting specific requirements.
2. All inventory and records are maintained well, quality reports are submitted within agreed timelines and complying to relevant policies and regulations.
3. Effective and timely management and regular monitoring of technical staff as well as performance and attendance to enhance continuity of effective and quality service.
4. Participate in all corporate functions as and when required

**Person Specification**

In addition to a Trade certificate in Construction/Plumbing/Carpentry/Mechanical Engineering (or equivalent) and completion of a front line supervision course, the following Knowledge, Experience, Skills and Abilities are sought to successfully undertake this role:

**Knowledge & Experience**

1. At least 3 years of working experience in fitting and machining
2. Basic knowledge of plumbing, electrical and carpentry works
3. At least 3 years working experience in management and supervision in a similar role
4. Knowledge of all machines, tools required for each trade
5. Good understanding of OHS regulations

### **Skills & Abilities**

1. Demonstrated ability to work independently, and in a team environment, and to utilize proven organizational skills to determine competing priorities and plan and organize work activities to meet agreed goals and priorities.
2. Ability to handle the administrative duties of position, including completion of required documents and reports
3. Possesses organisational skills, time management, conflict resolution, problem solving and negotiation skills
4. possess excellent interpersonal and communications skills and a strong customer service orientation
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character & Eligibility**

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