

NEWLY ADVERTISED POSITIONS - FIJI SUN 5 SEPTEMBER 2020

MOHMS 327/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Director Recruitment
Band:	J
Salary range:	\$51,132.98 - \$65,555.10 per annum
Location:	HQ, Suva
Division:	Human Resources
Unit:	Recruitment
Reports to:	Head of Human Resources (HHR)
Direct Subordinates:	1
Indirect Subordinates:	14

Overview of the Specific Area

The Unit reports directly to the Head of Human Resources, HHR, and establishes strategies, standards and approaches in relation to recruitment and selection for the Ministry aligned to Government policies. It coordinates all recruitment & selection processes including managing contracts, acting appointments, temporary appointments and staffing establishment for Ministry of Health & Medical Services. .

Position Purpose

The position ensures the efficient and effective management of the Recruitment Unit.

Key Responsibilities

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

1. Develop an effective and flexible recruitment strategy to meet evolving needs of the Ministry.
2. Coordinate contract management for all staff.
3. Develop business process re-engineering around recruitment processes and other relevant HR processes.
4. Proactively identify issues that could impact the successful execution of the recruitment operations.
5. Provide reports to senior management on any recruitment aspect as and when required.
6. Manage, assess performance and develop the unit so that they may contribute to their maximum potential.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, training and other HR activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All recruitment and selection activities carried out in compliance with the OMRS Guideline and applicable legislation and within budget.
2. Contracts are managed prudently and in a timely manner

3. Staff performance is assessed in accordance with the Performance Management Framework and feedback is provided in a timely manner.
4. All plans and reports are done and submitted in accordance with reporting standards and within the agreed timeframe.
5. All corporate and administration services provided in accordance with legislative requirements and approved Ministry policy and procedures.

Person Specification

In addition to a Bachelor's Degree in public administration, business administration, human resource management or equivalent, the following skills, abilities, knowledge and experience are also required:

Knowledge and Experience

1. At least 9 years of human resources management experience in a large and diverse organisation with proven experience in recruitment strategies and processes.
2. Experience in providing sound advice on recruitment processes;
3. Proven experience in the use of IT software to improve recruitment processes.
4. Demonstrated experience liaising with stakeholders from different organisations;
5. Good understanding of the Constitution and applicable laws in Fiji, with sound knowledge of public administration policy and practice.

Skills and Abilities

1. Demonstrated ability to think creatively and innovatively to achieve outcomes and timelines;
2. Excellent communication skills with an attention for detail and accuracy in report writing.
3. Demonstrated ability to analyse requests and draft reports and correspondence;
4. Demonstrated ability to motivate and manage performance of a team to achieve targets and tight deadlines;
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.

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 328/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Administrative Officer – Asset Management Unit
Salary Band :	F
Salary Range :	\$22,528.74 - \$28,883.00 per annum
Location:	Colonial War Memorial Hospital, Suva
Unit/Division:	Asset Management Unit, Corporate Services
Duration:	3 years
Reports to:	Principal Administrative Officer
Subordinates:	Executive Officer AMU

Position Purpose

The position is responsible for the Assets Management Unit (AMU) through administrative work in facilitating submission, coordinating and monitoring of the infrastructure projects; refurbishment and assets management in the hospital.

Key Responsibilities

1. Facilitate and administer the maintenance, refurbishment and management of assets at the hospital.
2. Coordinate and administer Occupational, Health and Safety issues in the hospital in consultation with the various Heads of Department and the Ministry of Labour.
3. Provide reports to senior management on the status of assets and maintenance work by the agreed time timeline.
4. Oversee the administration and management of the Transport Unit.
5. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following Indicators:

1. All agreed activities and functions are delivered and achieved within agreed timeframes and compliant with relevant processes, legislation and policies.
2. Transport fleet is managed and coordinated in accordance with Transport Regulations.
3. Reports are provided by the due date and in accordance with reporting standards.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a relevant University qualifications (or equivalent), the following Knowledge, Experience, Skills and Abilities (KESA) are required to successfully undertake the role of Administrative Officer

Knowledge and Experience

1. At least 3 years' work experience in a similar or related field.
2. Experience in the application of Occupational Health and Safety at the work place.
3. Experience in managing a large fleet of vehicles including the rostering and allocation of duties for drivers

4. An understanding of a procurement process in accordance with 2010 Procurement Regulations and its related legislations.

Skills and Abilities

1. Ability to work within a team to achieve set targets and timelines.
2. Ability to liaise and network within and outside the organisation to improve service delivery.
3. Capacity to utilize basic computer programs to support operations of the health facility
4. Excellent communication skills with an attention for detail and accuracy in report writing.
5. Service oriented with a commitment to supporting the operational and corporate environment of the organisation

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Clerical Officer – Human Resource
Salary Band:	C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Location:	Human Resources, CWM Hospital [1]
Unit/Division:	Corporate/CWM Hospital
Duration:	3 years
Reports to:	Executive Officer – Human Resources
Subordinates:	Nil

Position Purpose

The position is responsible for the providing assistance in the delivery of Human Resources and administrative services at the Colonial War Memorial Hospital.

Key Responsibilities

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

1. Ensure that all Human Resource activities with regards leave management, staff establishment, staff exit and human resource management information system is updated in a timely manner;
2. Collate and compile weekly reports from the other units with the human resources department;
3. Provide appropriate responses on work related issues on leave, staff establishment, retirement and resignation
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:-

1. All agreed activities and functions are delivered and achieved within agreed timeframes and compliant with relevant processes, legislation and policies.
2. All reports are compiled with appropriate information, meet the standard reporting requirements and submitted within timeframe.
3. Timely and accurate advice to staffs and effective customer service is provided to ensure consistent approach to operational activities.
4. Participation in Corporate activities as and when required

Person Specification

In addition to the successful completion of Secondary School with a relevant qualification in Human Resource, Business Management, Public Administration, (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

1. An understanding of human resources practices at the work place.
2. Proficient 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 329/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Clerical Officer - Accounts
Salary Band:	C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Location:	Accounts Section, CWM Hospital [1]
Unit/Division:	Corporate/CWM Hospital
Duration:	3 years
Reports to:	Senior Accounts Officer
Subordinates:	Nil

Position Purpose

The primary purpose of this position is to provide assistance with financial operations at the Colonial War Memorial Hospital.

Key Responsibilities

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

1. Ensure that all financial transactions with regards to revenue collection are in accordance with the Financial Management Act, Finance Instructions and related financial legislations.
2. Assist with the procurement of consumables.
3. Maintain and provide accurate records of cash analysis.
4. Actively contribute to all corporate functions of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed activities and functions are delivered and achieved within agreed timeframes and compliant with relevant processes, legislation and policies.
2. All reports are compiled with appropriate information, meet the standard reporting requirements and submitted within timeframe.
3. Timely and accurate advice to staff and effective customer services are provided to ensure consistent approach to operational activities.
4. Participation in Corporate activities as and when required

Person Specification

In addition to the successful completion of Secondary School with a relevant qualification in Accounts/Finance (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

1. An understanding of financial management systems & practices at the work place.
2. Experience in the use of Microsoft applications in particular MS Word and MS Excel
3. An understanding of the Financial Management Act, 2010 Finance Orders, 2010 Procurement regulations, 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 and accuracy 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 330/2020



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Occupational Therapist-St Giles Hospital
Salary Band:	H
Salary Range:	\$34,760.31- \$56,596.92 per annum
Location:	St Giles Hospital, Suva
Unit/Division:	St Giles Hospital
Duration:	3 years
Reports to:	Medical Superintendent

Position Purpose

The position helps people overcome physical and mental problems that are the result of disability, injury, ageing or illness. They provide and promote psychosocial well-being in a group setting through activity based and therapy based groups. Occupational therapists provide practical advice and solutions to enable people to live full, satisfying and independent lives. The position is based at the Occupational Therapy Centre in which is the lead provider at the hospital for psychosocial interventions. Whilst psychosocial focused interventions are to be provided by all staff providing clinical care across the hospital, psychosocial interventions will be delivered in a group setting in the Occupational Therapy department.

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. Facilitates the development and rehabilitation of patients with mental, emotional, and physical disabilities by planning and administering bio-psychosocial approach prescribed occupational therapy.
2. Prepares patient for return to employment by consulting with employers; determining potential employee difficulties; retraining employees; and helping employers understand necessary physical and job accommodations where applicable.
3. Documents patient care services by charting in patient and department records.
4. Maintains patient confidence and protects hospital operations by keeping information confidential.
5. Maintains a clean, safe and infection free working environment by complying with relevant occupational health and safety at the workplace regulations and infection control protocols,
6. Conducting in-house training programs on occupational therapy.
7. Actively contribute to all corporate functions of the Ministry including planning, budgeting,

Key Performance Indicators

Performance will be measured through the following indicators:

1. Rehabilitation program provided within the agreed timeline in accordance to the compliance of bio-psychosocial approach and employment legislation.
2. Continuation of therapeutic plan by designing discharge planning process within the agreed timeline in accordance to the rehabilitation or recovery process.
3. Reports are provided within the timeline in accordance to the reporting structures.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

A Bachelor's Degree in Occupational Therapy, Health Science or equivalent and registered with the Fiji Nursing Council or Allied Health Workers' Council or Fiji Medical Council. In addition, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience

1. At least 6 years' experience in conducting occupational therapy to patients.
2. Sound knowledge and experience in leading and facilitating group therapy
3. Have knowledge of strength based approach and recovery focused care.
4. Sound knowledge on the application of psychosocial well-being.
5. Experience in delivering outcome focussed psychosocial care.
6. Sound knowledge on Mental Health Act 2010, Clinical Practice Guideline 2009, and Standard Operating Procedure 2017.

Skills and Abilities

1. Demonstrate ability to assess patients using the Psychosocial Assessment and Recovery approach.
2. Ability to engage patients in recreational activities that supports the recovery process.
3. Ability to manage group dynamics and other psychosocial therapy such as family therapy, social, case management, counselling and one to one therapy.
4. Demonstrate ability to work effectively within a team.
5. Ability to communicate effectively through written or oral.
6. Ability to promote recovery and strength based approach.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment or the organization.

Personal Character & Eligibility

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