

NEWLY ADVERTISED POSITIONS – FIJI SUN 3 OCTOBER 2020

MOHMS 331/2020



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Sub Divisional Manager Nursing
Salary Band:	Band H
Salary range:	\$34,760.31 - \$44,564.50 per annum
Location:	Wainibokasi Hospital
Unit/Division:	Nursing / Central Division
Reports to:	Sub Divisional Medical Officer /Director of Nursing Central
Subordinates:	Team Leader, Registered Nurses, Registered Midwives, Ward Assistant, House Keeping Staffs
Duration:	5 years

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered.

Key Responsibilities

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

1. Provide leadership, management and supervision of the General Ward Nursing workforce to deliver quality health care as per nursing business plan, policies, and guidelines and within the Nursing Scope of Practice.
2. Oversee the compliance to Rules and Regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Legislation (2011), Nursing Guidelines and Scope of Practice for Nurses (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
3. Ensure efficient and effective management of the nursing workforce, and all delegated activities are met.
4. Oversee the full implementation of the Patient Information system (PATIS) and the compilation and submission of General Ward reports, Annual Performance Assessment (APA) and the Annual licensing practice for nurses.
5. Provide timely and expert advice on all general ward nursing workforce matters to senior nursing management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Key Performance Indicator:

1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.

2. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services.
3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.
4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

The Person

In addition to being registered nurse with the Fiji Nursing Council with a valid practicing license, the position holder must have a Bachelor in Nursing with Post-graduate certificate in Nursing/ Management/ Public Health/ Midwifery, the following knowledge, experience, skills and abilities are required for the position:

Knowledge and Experience

1. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing.
2. Knowledge on Effective Infection Control
3. Understanding of the Nurses Decree 2010 is essential
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Makes sound judgement calls ensuring institutional and clients' interests are upheld at all times.
2. Demonstrates strong supervisory attributes
3. Exhibits excellent communication skills
4. Demonstrated ability to effectively work within a team;
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character and Eligibility

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

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MOHMS 332/2020



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Team Leader Clinical
Level:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Vunisea Hospital
Unit/Division:	Nursing / Eastern; Division
Reports to:	Sub-Divisional Hospital Nurse Manager
Subordinates:	Midwives, Registered Nurses, Nurse Aid.

The Position Purpose

The purpose of the team leader position is to support the Sub Divisional Hospital Nurse Manager providing daily clinical leadership in the respective units and ensuring the delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines

Key Duties

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

1. Provide clinical leadership for nurses and professional practice is provided in accordance with legislation, professional standards and clinical practice guidelines.
2. Assist the Sub Divisional Hospital Nurse Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
3. Supervise and monitor care provided by junior staff and learners and to contribute to the development of relevant policies and ensure accurate documentation and effective communication.
4. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
5. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
6. Effectively ensures documentation and records management of patients and nursing care plans as per guideline/policy.
7. Actively supports the Sub Divisional Hospital Nurse manager to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performance Indicator

Performance will be measured through the following indicators:

1. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.

2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are achieved.
3. Collaborates with the Sub Divisional Hospital Nurse Manager to deliver effective and timely reporting of monthly CMRIS and Nurses monthly, quarterly and Annual Report: are provided and outcomes are action in a timely and effective manner.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

The Person

In addition to being a registered nurse with the Fiji Nursing Council with a valid licence and possessing a Diploma of Nursing with at least 5 years of hospital nursing experience, holds a Post Graduate Qualification in Midwifery/Public Health with inclusion of the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position.

Knowledge and Experience

1. Demonstrated ability to work in a similar area with knowledge of management and how these functions are achieved through the nursing activities with 3 to 5 years' experience.
2. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
3. Able to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
4. Has broad knowledge on quality improvement systems, infection control and experience in the implementation of new systems and introduction of significant change.
5. Must have good communication skills and to possess a good command of spoken and written English.

Skills and Abilities

1. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills;
2. Demonstrate ability to actively contribute to ministry requirements
3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character and Eligibility

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MOHMS 333/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Position Title:	Cleaner
Salary Band:	Band A
Salary:	\$4.60-\$5.90 per hour
Location:	St Giles Hospital
Duration:	3 years
Unit/Division:	St Giles Hospital
Reports to:	Executive Officer
Subordinates:	Nil

Position Purpose

The position ensures provision of effective and safe cleaning services at the hospital whilst maintaining a sense of integrity and responsibility.

Key Responsibilities

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

1. Ensure cleanliness of premises in adherence to the Infection Control Guideline.
2. Ensure proper and safe use of appropriate cleaning agents for the respective areas within the facility.
3. Perform and document routine inspection and maintenance activities.
4. Ensure sufficient stock of cleaning agents and appliances is maintain.
5. Actively contribute to all corporate functions of the ministry

Key Performance Indicators

1. Ensure that improvements to office cleanliness are implemented and completed in a timely manner.
2. Timely recording and reporting of reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
3. Ensure Occupational Health Safety (OHS) compliance.
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Selection Criteria

The Person

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. Some experience in a similar working 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 and safety at the workplace.

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 & Eligibility:

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MOHMS 334/2020



Ministry of Health & Medical Services Role Description

Corporate Information:

Position Title:	Joiner
Salary Band:	Band D
Salary:	\$7.50 - \$9.61
Location:	Labasa Divisional Hospital
Duration:	3 years
Unit/Division:	Hospital Services
Reports to:	Foreman Hospital Services
Subordinates:	Nil

Position Purpose

The position is responsible to the Medical Superintendent through the Hospital Administrator and Foreman for all joinery services in the hospital.

Key Responsibilities

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

1. Responsible for all joinery works in the hospital and assist Northern Health Services for joinery works required for sub-divisional health facilities
2. Conduct daily ward rounds and submit report within agreed timelines for all joinery works
3. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All required joinery works are completed within agreed timelines and complying to standard laws and OHS regulations
2. Daily ward rounds are conducted, defects rectified as soon as possible and report submitted, within agreed timelines
3. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition Trade Certificate in Joinery (or equivalent), the knowledge, Experience, Skills and Abilities required to successfully undertake this role;

Knowledge and Experience:

1. 5 years' proven work experience in joinery works.
2. Must have a knowledge of Joinery and Carpentry work
3. Good knowledge of operating machines and tools for joinery works.
4. Knowledge of Occupational Health & Safety in a workplace

Skills and Abilities:

1. Good communication skills (both verbal and written)
2. Good time management and analytical skills
3. Ability to work under minimum supervision
4. Ability to complete tasks within time frame.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:

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MOHMS 335/2020



Ministry of Health & Medical Services Role Description

Corporate Information:

Position Title:	Boiler Technician
Salary Band:	Band C
Salary:	\$6.28 - \$8.05/hour
Location:	CWM Hospital
Duration:	3years
Unit/Division:	Hospital Services
Reports to:	Foreman/Supervisor Higher Grade Hospital Services
Subordinates:	Nil

Position Purpose

This position is responsible for the effective day to day operations of the boiler and to ensure that steam supply is available to all the wards and departments in the Hospital.

Key Responsibilities

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

1. Ensure the operations and minor maintenance of the Hospital boiler, compressor, hot water supply, fuel supply and generators are carried out in accordance with standard operating procedures and safety standards
2. Ensure that a maintenance and repair works plan is developed, implemented and reviewed in accordance with recommended specifications, and standards in a timely manner.
3. To provide reports on the status and maintenance work required of the boiler, compressor, hot water supply, fuel supply and generators on a weekly basis.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Operations and minor maintenance of boiler, compressor, hot water supply and generator are carried out in accordance with standard operating procedures and safety standard within the required time frame.
2. Cleanliness of working environment is maintained.
3. Reports on the maintenance work and upgrades are submitted in accordance with reporting standards within the agreed timeline.
4. Participate in all corporate activities of the Ministry as and when required.

Person Specification

In addition to a Trade Certificate in Boiler Operations, Electrical Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience:

1. At least five (5) years of experience in the maintenance and operational of boilers, steam vessels and pressure operating vessels.
2. Knowledge of maintenance methods and procedures involved in the operations and maintenance of boiler.
3. Knowledge of Occupational Health & Safety Requirements.
4. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities:

1. Ability to operate, maintain and monitor high pressure equipment including industrial boilers.
2. Able to work independently and part of a team.
3. Ability to work under pressure and under minimum supervision.
4. Ability to communicate well with others and write reports.
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 336/2020



Ministry of Health & Medical Services Role Description

Corporate Information:

Position Title:	Boiler Technician
Salary Band:	Band C
Salary:	\$6.28 - \$8.05/hour
Location:	Lautoka Hospital
Duration:	3years
Unit/Division:	Hospital Services
Reports to:	Foreman/Supervisor Higher Grade Hospital Services
Subordinates:	Nil

Position Purpose

This position is responsible for the effective day to day operations of the boiler and to ensure that steam supply is available to all the wards and departments in the Hospital.

Key Responsibilities

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

1. Ensure the operations and minor maintenance of the Hospital boiler, compressor, hot water supply, fuel supply and generators are carried out in accordance with standard operating procedures and safety standards
2. Ensure that a maintenance and repair works plan is developed, implemented and reviewed in accordance with recommended specifications, and standards in a timely manner.
3. To provide reports on the status and maintenance work required of the boiler, compressor, hot water supply, fuel supply and generators on a weekly basis.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Operations and minor maintenance of boiler, compressor, hot water supply and generator are carried out in accordance with standard operating procedures and safety standard within the required time frame.
2. Cleanliness of working environment is maintained.
3. Reports on the maintenance work and upgrades are submitted in accordance with reporting standards within the agreed timeline.
4. Participate in all corporate activities of the Ministry as and when required.

Person Specification

In addition to a Trade Certificate in Boiler Operations, Electrical Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience:

1. At least five (5) years of experience in the maintenance and operational of boilers, steam vessels and pressure operating vessels.
2. Knowledge of maintenance methods and procedures involved in the operations and maintenance of boiler.
3. Knowledge of Occupational Health & Safety Requirements.
4. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities:

1. Ability to operate, maintain and monitor high pressure equipment including industrial boilers.
2. Able to work independently and part of a team.
3. Ability to work under pressure and under minimum supervision.
4. Ability to communicate well with others and write reports.
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 337/2020



Ministry of Health & Medical Services Role Description

Corporate Information:

Position Title:	Boiler Technician
Salary Band:	Band C
Salary:	\$6.28 - \$8.05/hour
Location:	Labasa Hospital
Duration:	3years
Unit/Division:	Hospital Services
Reports to:	Foreman/Supervisor Higher Grade Hospital Services
Subordinates:	Nil

Position Purpose

This position is responsible for the effective day to day operations of the boiler and to ensure that steam supply is available to all the wards and departments in the Hospital.

Key Responsibilities

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

1. Ensure the operations and minor maintenance of the Hospital boiler, compressor, hot water supply, fuel supply and generators are carried out in accordance with standard operating procedures and safety standards
2. Ensure that a maintenance and repair works plan is developed, implemented and reviewed in accordance with recommended specifications, and standards in a timely manner.
3. To provide reports on the status and maintenance work required of the boiler, compressor, hot water supply, fuel supply and generators on a weekly basis.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Operations and minor maintenance of boiler, compressor, hot water supply and generator are carried out in accordance with standard operating procedures and safety standard within the required time frame.
2. Cleanliness of working environment is maintained.
3. Reports on the maintenance work and upgrades are submitted in accordance with reporting standards within the agreed timeline.
4. Participate in all corporate activities of the Ministry as and when required.

Person Specification

In addition to a Trade Certificate in Boiler Operations, Electrical Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience:

1. At least five (5) years of experience in the maintenance and operational of boilers, steam vessels and pressure operating vessels.
2. Knowledge of maintenance methods and procedures involved in the operations and maintenance of boiler.
3. Knowledge of Occupational Health & Safety Requirements.
4. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities:

1. Ability to operate, maintain and monitor high pressure equipment including industrial boilers.
2. Able to work independently and part of a team.
3. Ability to work under pressure and under minimum supervision.
4. Ability to communicate well with others and write reports.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:

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MOHMS 338/2020



Ministry of Health & Medical Services Role Description

Corporate Information

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

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