

# NEWLY ADVERTISED POSITIONS – FIJI SUN 31 OCTOBER 2020

## MOHMS 353/2020



### Ministry of Health & Medical Services

#### Role Description

##### Corporate Information

<b>Role:</b>	Sub Divisional Nursing Manager
<b>Salary Band:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Lautoka Health Centre
<b>Unit/Division:</b>	Nursing / Western Division
<b>Reports to:</b>	Sub Divisional Medical Officer & Director of Nursing Western
<b>Subordinates:</b>	Team Leader Public Health, Community Health Nurses, Community Health Workers
<b>Duration:</b>	5 years

##### The Position

The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative, promotive and protective nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

##### Key Responsibilities

The position will achieve its purpose through the following:

1. Overall supervision of registered nurses on the provision of quality nursing care as per the legislations and scopes of practice.
2. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
3. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
4. Coordinate and assist with in-service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
5. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
6. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
7. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

##### Key Performance Indicator

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and

outcomes are actioned in a timely and effective manner.

4. Minimal stock outs of all items (drugs, vaccines and consumables)
5. Active participation in the corporate activities of the ministry as and when required.

### **The Person**

In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing or Public Health Nursing with a minimum of 10 years' experience in community/public health nursing, the following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

### **Knowledge and Experience**

1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
3. Knowledge and understanding of the primary health care and health promotion concepts.
4. Demonstrate knowledge in EPI and core nursing responsibilities in community and public health settings.

### **Skills and Abilities**

1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (written & spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
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 and corporate environment of the ministry.

### **Personal Character and Eligibility**

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

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

# MOHMS 354/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Sub Divisional Nursing Manager
<b>Salary Band:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Nausori Health Centre
<b>Unit/Division:</b>	Nursing / Western Division
<b>Reports to:</b>	Sub Divisional Medical Officer & Director of Nursing Central
<b>Subordinates:</b>	Team Leader Public Health, Community Health Nurses, Community Health Workers
<b>Duration:</b>	5 years

### The Position

The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative, promotive and protective nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Overall supervision of registered nurses on the provision of quality nursing care as per the legislations and scopes of practice.
2. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
3. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
4. Coordinate and assist with in-service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
5. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
6. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
7. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

### Key Performance Indicator

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables)

5. Active participation in the corporate activities of the ministry as and when required.

### **The Person**

In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing or Public Health Nursing with a minimum of 10 years' experience in community/public health nursing, the following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

### **Knowledge and Experience**

1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
3. Knowledge and understanding of the primary health care and health promotion concepts.
4. Demonstrate knowledge in EPI and core nursing responsibilities in community and public health settings.

### **Skills and Abilities**

1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (written & spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
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 and corporate environment of the ministry.

### **Personal Character and Eligibility**

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

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

# MOHMS 355/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

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

### The Position

The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative, promotive and protective nursing services at the health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Overall supervision of registered nurses on the provision of quality nursing care as per the legislations and scopes of practice.
2. Participate in the development of Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
3. Work in collaboration with Sub-divisional Medical Officer on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
4. Coordinate and assist with in-service training for all nurses in the sub-division and support career plans and capacity building, including community health worker training program.
5. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in all health facilities.
6. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing.
7. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

### Key Performance Indicator

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes

are actioned in a timely and effective manner.

4. Minimal stock outs of all items (drugs, vaccines and consumables)
5. Active participation in the corporate activities of the ministry as and when required.

### **The Person**

In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing or Public Health Nursing with a minimum of 10 years' experience in community/public health nursing, the following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

### **Knowledge and Experience**

1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
3. Knowledge and understanding of the primary health care and health promotion concepts.
4. Demonstrate knowledge in EPI and core nursing responsibilities in community and public health settings.

### **Skills and Abilities**

1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (written & spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
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 and corporate environment of the ministry.

### **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 356/2020



## Ministry of Health & Medical Services

### Role Description

#### Corporate Information:

<b>Role:</b>	Medical Orderly
<b>Salary Band:</b>	C
<b>Salary Range:</b>	\$12,089.61 - \$15,489.35 per annum
<b>Location:</b>	St Giles Hospital
<b>Unit/Division:</b>	Nursing, St Giles Hospital
<b>Reports to:</b>	Nurse Unit Manager
<b>Subordinates:</b>	Nil

#### Position Purpose

The primary role of the post is to assist in assessing, planning, implement and evaluate nursing interventions of the care delivered to the individuals using approved processes The nursing care may be provided in varying settings; in the hospital, community health facility, communities or homes and in accordance with relevant employment legislations. The position requires respect of the individual's dignity, spiritual and cultural needs and functions effectively as a member of the multidisciplinary team. It is also to recognize the need for further education and develop strategies to enhance one's own personal and professional development.

#### 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. Providing quality nursing care with activities such as: activities of daily living, taking vital signs, administration of oral antipsychotic drugs, antibiotics, diabetes medication, bed making, escort patients, preparation of equipment, assistance with termination of procedure, taking specimens to laboratory and collecting and delivering o reports within the agreed timeline in accordance to the with National Nursing Standards, Mental Health Act 2010, Scope of Practice Decision –Making framework, Clinical Practice Guideline 2009, and Standard Operating Procedure 2017.
2. Assist Registered Nurses in the management of high risk patients and whenever and wherever practicable.
3. Assess, plan, implement and evaluate nursing interventions of individuals through the application of the
4. Nursing Process and the Mental State Examination.
5. Provide reports to immediate Supervisors in accordance with reporting structures.
6. Maintain and provide a clean and safe environment for clients, workers and the public.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All quality nursing care are provided within the agreed timeline in accordance to the relevant employment legislations.
2. Compliance of Policies, Protocols, Guidelines and relevant Acts at all times
3. Reports are provided within the timelines and in accordance to the reporting structures.
4. Participate in quality improvements and their implementations within the agreed timeline in accordance to the Quality Assurance or Improvement policy.
5. Active participation in the corporate activities of the ministry as and when required.

## **Person Specification**

In addition to a form six pass or its equivalence training on mental health and/or general nursing and relevant experience. The following Knowledge, Experience, Skills and Abilities are required.

### **Knowledge and Experience**

1. At least one (1) year experience in nursing patients with general and or/mental health problems.
2. Has basic knowledge of nursing care in varying settings like the hospital, community and homes.
3. Proven experience and basic understanding of concepts/principles on the nursing care of patients with mental health problems.
4. Demonstrate knowledge and understanding of the National Nursing Standard, Nursing Act 2011, OHS, and the Scope of Practice including the Decision making framework.
5. Demonstrated knowledge on Mental Health Act 2010, Clinical Practice Guideline 2009, Standard Operating Procedure 2017

### **Skills and Abilities**

1. Demonstrate ability to manage patients with mental health problems and general health
2. Ability to assess patient using the Nursing process and the Mental State Assessment
3. Demonstrate ability to work effectively within a team.
4. Ability to maintain confidentiality of patient information.
5. Ability to communicate effectively through written or oral.
6. Service orientated approach with a commitment to achieve corporate objectives

### **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>	Clerical Officer
<b>Salary Band:</b>	Band C
<b>Salary:</b>	\$12,081.69 - \$15,489.35
<b>Location:</b>	Nausori Health Centre
<b>Unit/Division:</b>	Central Division
<b>Reports to:</b>	Executive Officer, Rewa Subdivision
<b>Subordinates:</b>	Nil

### The Position

The position is responsible for the implementation of all Financial, General Services and HR issues within the subdivision.

### Key Responsibilities:

The position will achieve its purpose through the following:

1. Provide Human Resource and Finance Support and advice to the subdivision
2. Ensure that support staffs perform all delegated tasks and are met within the given timeframe.
3. Monitor all HR and Admin issues within the Sub Divisions.
  - Updating Personal Files according to their leave,
  - Submit Absence and Late Arrival returns for the Sub Divisions
  - Updating of Monthly reports on Quarters, Vehicle, License Books, Establishment/ GWE Returns.
  - Entering of Timesheets of GWE's & Overtime of Staffs.
4. Ensure the availability of fuels, stores stationeries and rations are in stock.
5. Issuing of LPO's upon SDMO's endorsement to local suppliers and following up on Invoices for payments and submitting of unpaid LPO returns
6. Updating of Commitment & Expenditure Ledgers and process payments for bills (Telecom/ FEA/ Water/ Local Suppliers/ Fuel) and any other services provided in the Sub Division.
7. Prepare Bank Lodgement & daily entering of Cash Analysis daily for timely submission to HQ, issuing of Requisition upon request.
8. Actively contribute to the ministry's corporate functions and activities.

### Key Performance Indicators:

Performance will be measured through the following:

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements
3. All relevant Health facilities in the subdivision are compliant with the Health and Safety at Work Act and its related regulations and policies.
4. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.
5. Active participation in the corporate activities of the Ministry as and when required.

## **The Person**

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

### **Knowledge and Experience**

1. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
2. Have sound knowledge of filing systems, information management;
3. At least 2 years' experience in the similar field or equivalent;
4. Thorough knowledge of General Orders, Finance Instructions/MOH Finance Manual, Supplies & Services Instructions, Transport Regulations, Public Service Regulations and other standing Instructions.

### **Skills and Abilities**

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and to follow instructions and meet targets and timelines;
3. Demonstrated ability to communicate effectively with good listening skills;
4. Ability to analyse situation and act accordingly to provide best practical outcome;
5. Ability to maintain confidentiality and neutrality, in a sensitive environment;
6. Demonstrate ability and efficiency to achieve customer expectations.

### **Personal Character and Eligibility**

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

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

# MOHMS 358/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information:

<b>Role:</b>	Clerical Officer
<b>Salary Band</b>	Band C
<b>Salary Range:</b>	\$12,081.69 – \$15,489.35 per annum
<b>Location:</b>	Lomaloma Hospital
<b>Unit/Division:</b>	Lomaloma Sub Division- Eastern
<b>Reports to:</b>	Sub Divisional Medical Officer, Lomaloma Hospital
<b>Subordinates:</b>	Government Wage Earners

### The Position

The position is responsible for the implementation of all Financial, General Services and HR issues within the subdivision.

### Key Responsibilities

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

1. Provide Human Resource and Finance Support and advice to the subdivision
2. Ensure that support staffs perform all delegated tasks and are met within the given timeframe.
3. Monitor all Human Resources and Administrative issues within the Sub Division.
4. Ensure the availability of fuels, stores stationeries and rations are in stock.
5. Issuing of Local Purchase Orders upon SDMO's endorsement to local suppliers and following up on Invoices for payments and submitting of unpaid LPO returns
6. Updating of Commitment & Expenditure Ledgers and process payments for bills and any other services provided in the Sub Division.
7. Prepare Bank Lodgment & daily entering of Cash Analysis for timely submission to Headquarters
8. Arrangements of patients on referrals to CWM Hospital.
9. Actively contribute to the ministry's corporate functions and activities.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed administration, finance, human resources and general services are delivered within agreed timeframes are compliant with specific standards
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements
3. All relevant Health facilities in the subdivision are compliant with the Health and Safety at Work Act and its related regulations and policies.
4. Effective and timely supervision of staff activities and performance to ensure Individual Work Plans are met.
5. Active participation in the corporate activities of the Ministry as and when required.

## **The Person**

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

### **Knowledge and Experience**

1. At least 2 years' experience in the similar field or equivalent
2. Knowledge of using Microsoft programs and experience supporting accounts and administration activities;
3. Have sound knowledge of filing systems, information management;
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

### **Skills and Abilities**

1. Demonstrate high level of accuracy and attention to detail;
2. Demonstrated ability to work as a team and to follow instructions and meet targets and timelines;
3. Demonstrated ability to communicate effectively with good listening skills;
4. Ability to analyse situation and act accordingly to provide best practical outcome;
5. Ability to maintain confidentiality and neutrality, in a sensitive environment;
6. Demonstrate ability and efficiency to achieve customer expectations.

### **Personal Character and Eligibility**

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

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

# MOHMS 359/2020



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Technician Attendant [CSSD]
<b>Salary Band:</b>	B
<b>Salary Range:</b>	\$5.37 - \$6.27 per hour
<b>Location:</b>	Lautoka Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Central Sterilization Supply Department
<b>Reports to:</b>	Nurse Unit Manager/DDON
<b>Subordinates:</b>	Nil

### Position Purpose

The position performs daily operation of cleaning, sterile of equipment's and tray assembly used for hospital diagnostic and treatment purposed, the provision of sterile trays and equipment's for service delivery

### Key Responsibilities

The position will achieve its purpose through the following:

1. Compliance to the CSSD guideline practice.
2. Timely assistance to the provision of sterilize packs to the wards and Operating Theatres
3. Ensure assigned task is completed within timeframe
4. Participate in all corporate activities of the Ministry

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure timely assistance to the compliance to the CSSD guideline process
2. Effectively and timely assistance to the nurse for nursing care of patients at ward level
3. Compliance to OHS in the up keeping of the patient area in the ward

### 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. Experience and knowledge of hospital attendant duties or similar work environment
2. Understanding of Occupational Health Standard
3. Knowledge and understanding of patient care
4. Knowledge of employment laws and policies

**Skills and Abilities**

1. Excellent communication skills with Good command of English – written and oral
2. Demonstrate the ability to effectively work within a team, with less supervision
3. Demonstrate the ability to work under pressure in a resource constrained environment.
4. Service and customer oriented approach, with a commitment to assist the nurses at workplace

**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 360/2020



## 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>	Northern Health Services
<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.

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 361/2020



## 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>	CWM Hospital
<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.

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 362/2020



## 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>	Qarani Health Centre
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Transport Unit – Divisional Eastern Office
<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.

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.