

NEWLY ADVERTISED POSITIONS – FIJI SUN 31 OCTOBER 2020

MOHMSP 18/2020



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	PATISPlus Product Manager
Salary Band:	Band H
Salary range:	\$34,760.31 - \$56,596.92 per annum
Location:	Headquarters
Duration:	3 years
Unit/Division:	Digital Health
Reports to:	Manager IT and RIDHDAM
Subordinates:	Senior Systems Analyst, Systems Analysts, IT Officers, PATISPlus Developers, Free Medicine Officers

Position Purpose

The position contributes towards management of Patient Information System in terms of maintenance, development, training and testing in support to strengthen the Health Systems in Fiji Islands. The Product Manager will provide the key interface between the users of PATISPlus and the PATISPlus technical support and development team, both internal and external.

Key Responsibilities

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

1. Management of all Patient Information System related work especially engaging and influencing key business users to ensure PATISPlus system delivers the desired business outcomes.
2. Develop specification and design documents for all new modules of the patient information system (PATISPlus) while ensuring change management practices for upgrade and maintenance.
3. Ensure all module and interfacing application system developments are conducive for required purposes and deliver the intended benefits and mitigates any potential risk.
4. Research and Identify new and emerging technology that will bring significant improvements to the applications which will benefit the users in the Ministry.
5. Coordinate and build strong working relations with various internal divisions, units and departments including; Corporate Services, Managers of Clinical Facilities and Senior Management in the Ministry of Health and Medical Services.
6. Contribute to the IT strategy development and planning process in alignment with the units and Ministries 5 year strategic plan.
7. Actively contribute to Ministry requirements including planning budgeting selection activities when required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensuring PATISPlus and Free Medicine Registration business and project plans are developed, approved, implemented, monitored and evaluated within agreed timelines.
2. Core patient information system and corresponding interfaced systems are well established, maintained and further developed to meet the business requirements of Ministry of Health and Information System;
3. Time management and regular monitoring of staff performance and attendance to enable quality service delivery.
4. Quality report are provided and output are actioned in a timely manner.

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

Person Specification

In addition to Post-Graduate Qualification in Computing Science and Information Systems; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

1. Vast experience in project management, software development and business analysis;
2. Experience in strategic planning and formal business case development highly regarded;
3. Practical working knowledge in management of new application systems using software development life cycle;
4. Experience in applications, database administration; with sound knowledge in network and server administration;
5. Experience in scheduling work assignments, settings priorities, and directing the work of subordinates;
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively manage and work within a team;
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment;
3. Demonstrated ability to troubleshoot and process analytical skills;
4. Demonstrated knowledge on new technologies that can be used to strengthen the Health Information systems;
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility

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

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

MOHMSP 19/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	PATISPlus Developers
Salary Band:	E
Salary range:	\$19,041.75 - \$30,515.63
Location:	Headquarters
Duration:	3 years
Unit/Division:	Digital Health
Reports to:	Product Manager PATISPlus

Position Purpose

The incumbent will be responsible for ensuring smooth deployment of PATIS Plus and its interfacing applications in terms of proper training delivery and availability.

Key Responsibilities

The position will be responsible for:

1. Conducting, administering and reporting of PATIS Plus Trainings at various health facilities, monitor the usage, data entry and competency.
2. Conduct audits for PATIS Plus usage, develop and compile audit reports for analysis.
3. Procure and manage inventory for PATIS Plus; consumables including printers, laminating machines and other equipment's.
4. Uploading Data into PATIS Plus upon requests from various users and verifying backups for PATIS Plus database.
5. Provide PATIS Plus user and system support while ensuring Free Medicine and ICT availability.
6. Assist in data cleaning and other tasks as assigned by supervisors
7. Research and Innovate for new ideas and technology that will boost the performance of Healthcare Services in Fiji.
8. Actively contribute to Ministry requirements including planning budgeting selection activities when required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Planning of PATIS Plus activities including trainings, ward audits, software and hardware availability in health facilities.
2. Ensure smooth deployment of PATIS Plus in all health facilities on Govnet.
3. Ensure efficient training is delivered to all health employees required to work with PATIS Plus and relevant interfacing applications.
4. Quality report and services are provided as and when needed while outcomes are actioned in a timely and effective manner.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to Diploma or equivalent in Computing Science or Information Technology; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

1. At least 3 years' experience in Information/Applications systems.
2. Experience in delivering information systems administration and training.

3. Experience in Microsoft (MS) Office.
4. Experience in using dash-board tools such as Sequel Server Reporting Services (SSRS).
5. In-depth knowledge of Software Development Life Cycle (SDLC) and experience in writing scripts for data migration & extraction.
6. Experience in working on Servers, Database and Applications.
7. Experience in writing proposals, reports, documentation and project updates.
8. Experience in prioritising work assignments in a resource constrained environment.
9. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively work in a team.
2. Ability to maintain confidentiality of information.
3. Demonstrated innovative skills with attention to detail.
4. Communicate clearly and concisely, both orally and in writing.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction.

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