

# NEWLY ADVERTISED POSITIONS – FIJI SUN 31 OCTOBER 2020

## MOHMS 363/2020



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Position:</b>	Chief Pharmacist
<b>Salary Band:</b>	Band L
<b>Salary Range:</b>	\$67,830.20 to \$86,961.80 per annum
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services
<b>Unit/Division:</b>	Pharmaceutical Services Division
<b>Reports to:</b>	Head Fiji Pharmaceutical & Biomedical Services
<b>Subordinates:</b>	Principal Pharmacists x 3 (Medicines Regulatory Affairs & Essential Medicines) Senior Pharmacists x 2 (Essential Medicines & Anti-Microbial Resistance) Executive Officer –Medicines Regulatory Affairs Divisional Pharmacists x 3 (Labasa, Lautoka, CWMH)
<b>Duration:</b>	5 years

#### The Position

The position is the highest pharmacist position with a national role & is responsible for the implementation of the pharmaceutical policies and legislations to ensure that the Fijian population have access to quality, safe & effective medicines, and that medicines are safely & appropriately used to achieve their optimum benefits. The position also oversees the institutional pharmacy services provided at all public health facilities in Fiji.

#### Key Responsibilities

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

1. Coordinate planning and implementation of relevant pharmaceutical activities including mobilization of resources in the areas of medicines regulation and quality use of medicines.
2. Oversee the operations of the medicines regulatory arm of the ministry to ensure that all imported medicines are evaluated for quality, safety & efficacy for use by the population.
3. Oversee the operations of the Essential Medicines unit to ensure safe & effective use of medicines.
4. Provide operational advice and technical assistance to Medical Superintendents and Divisional Medical Officers on institutional pharmacy services at all public health facilities; and ensuring that pharmacy practice is of acceptable standards
5. Develop and provide pharmaceutical and medicines regulatory policy to the ministry and to the external stakeholders
6. Collaborate and facilitate networking with partners and donor agencies in the provision of funding and technical support for pharmaceutical programs and activities.
7. Monitor and evaluate pharmaceutical system and programs
8. Prescribed role by law, as Registrar of the Fiji Medicinal Products Board, Deputy Chairperson and Head of the Secretariat of the Fiji Pharmacy Profession Board and oversees the implementation of both Boards functions & activities.
9. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

#### Key Performance Indicator

Performance will be measured through the following indicators:

1. All planned regulatory activities are delivered and implemented within the agreed timelines compliant to legislative requirements, practice standards and procedures.
2. All planned activities of the Essential Medicines Unit are implemented within the agreed timelines, complaint to standards and procedures.
3. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards in both the public and private sector.
4. Timely and effective management of the Pharmaceutical Services Division personnel performance to enable business continuity, and delivery of services
5. Active participation in the corporate activities of the ministry as and when required.

### **The Person**

In addition to Bachelor of Pharmacy degree (or equivalent relevant experience) plus post graduate qualification in Pharmacy or Management; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

### **Knowledge and Experience**

The position needs a competent person with in-depth technical knowledge and policy issues and must be capable of executing responsibilities independently. It involves advising the technical bodies, committees and Boards (National Medicines & Therapeutics Committee, Fiji Medicinal Products Board, Fiji Pharmacy Profession Board, National Anti-Microbial Resistance Committee) on embarking right policy decisions. The position is also required to give constant feedback and assistance to the higher authorities.

1. At least 12 years' experience as a pharmacist, and must include a minimum of 4 years as Principal Pharmacist or have been in a pharmacy management role.
2. Experience in policy development & implementation with major impacts on a wider community level
3. Registered as a pharmacist in Fiji by the Fiji Pharmacy Profession Board with a valid practice license
4. Thorough or sound knowledge and application of all pharmaceutical legislations and policies

### **Skills and Abilities**

1. Demonstrated excellent leadership, strategic and visionary qualities
2. Demonstrated analytical thinking and problem-solving skills
3. Demonstrated ability to influence or persuade others and to resolve major organizational issues or shape organization change.
4. Demonstrated ability to make sound & firm decisions in providing technical & policy advice
5. 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.

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.

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Principal Pharmacist – Essential Medicines Authority
<b>Salary Band:</b>	Band I
<b>Salary range:</b>	\$43,296.63 - \$55,508.50
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services
<b>Unit/Division:</b>	Essential Medicines Authority (EMA)
<b>Reports to:</b>	Chief Pharmacist
<b>Subordinates:</b>	Senior Pharmacist - Quality Use of Medicines (QUM) & AntiMicrobial Resistance (AMR)
<b>Duration:</b>	5 years

### The Position

The position is responsible for the management of the Essential Medicines Program, ensuring the quality, safe and effective use of medicinal products in compliance to regulatory & policy requirements of the Fiji Medicinal Products Act 2011 and the National Medicinal Products Policy 2013

### Key Responsibilities

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

1. Ensure implementation of activities and programs to promote Quality Use of Medicines and Rational use of antimicrobials
2. Design initiatives to improve practices in health services in relation to maintenance of essential medicines lists, adherence to standard treatment guidelines, clinical pharmacy work as well as stock control management.
3. Formulate guidelines and procedures to improve and ensure continuity of quality, safe and effective use of medicinal products
4. Oversee the secretariat support provided to the National Medicines and Therapeutics Committee (NMCT) and the National Antimicrobial Resistance Committee (NARC)
5. Ensure capacity building of workforce in relation to the management of essential medicinal products
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

### Key Performance Indicator

Performance will be measured through the following indicators:

1. All activities in the Essential Medicines Program and Committee action plans are implemented within the agreed time frames
2. All unit processes are systematic and efficiently managed **compliant with the policies, guidelines and procedures**
3. All medicines are used according to standard treatment guidelines, and are documented and reported to the NMTC when necessary
4. Timely and effective management of the unit's personnel performance to enable business continuity, and delivery of services
5. Active participation in the corporate activities of the ministry as and when required.

**The Person**

*In addition to Bachelor of Pharmacy degree or equivalent relevant experience and current registration with the Fiji Pharmacy Profession Board, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;*

**Knowledge and Experience**

1. At least 7 years' experience as a pharmacist in a management or supervisory role
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of the Medicinal Products Act 2011, Pharmacy Profession Act 2011, Illicit Drug Control Act 2004 and the National Medicinal Products Policy 2013.

**Skills and Abilities**

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computer programs to support the daily operations
4. Demonstrated ability to make sound decisions and provide technical policy advice to stakeholders
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

**Personal Character and Eligibility**

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## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Storeman
<b>Salary Band:</b>	Band C
<b>Salary range:</b>	\$12,081.69 \$15,489.35 per annum
<b>Location:</b>	CWM Hospital
<b>Unit/Division:</b>	CWM Hospital
<b>Reports to:</b>	Stores Officer
<b>Subordinates:</b>	Stores Attendant
<b>Duration:</b>	3 years

### The Position

The position is responsible for managing proper planning and coordinating of stock control and purchasing process to ensure efficient execution of purchasing orders to suppliers for timely arrival of supplies in accordance with required legislations and regulations.

### Key Responsibilities

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

1. To ensure that inventory reports are consistently generated for replenishment process.
2. To ensure that Order Forms for each item is filled in and given to the Chief Pharmacist/Manager Clinical Products for vetting before an order is placed.
3. Prepare and maintain Indent and Purchase Order Registers
4. Maintain Purchase Orders on the Epicor system, feeding in supplier information such as
5. Cargo Ready Date and Expected Time of Arrival in the system.
6. Consistently liaising with suppliers on stock availability, schedule deliveries or expedite deliveries.
7. Actively contribute to Ministry requirements including planning budgeting selection activities when required.

### Key Performance Indicator

Performance will be measured through the following indicators:

1. Ensure that daily, weekly, monthly delivery targets are met.
2. Ensure that all delivery to the department are on the right time, place, and right quantity.
3. Ensure accident free working environment.
4. Active participation in the corporate activities of the Ministry as and when required.

### The Person

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

### Knowledge and Experience

1. Demonstrated experience working in warehousing settings
2. Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### Skills and Abilities

1. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
2. Excellent written and oral communication skills
3. High attention to detail and accuracy and ability to manage and work in a team
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

**Personal Character & Eligibility:**

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