

**NEWLY ADVERTISED POSITIONS – FIJI SUN 31 OCTOBER
2020**

MOHMS 341/2020



**Ministry of Health & Medical Services
Role Description**

Corporate Information

Role:	Executive Officer - Registry
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	Headquarters, Suva
Unit/Division:	Registry Section/Personnel Unit
Reports to:	Principal Administrative Officer - Personnel
Subordinates:	Clerical Officer, Messenger & Driver

The Position

The position will ensure all human resource and administrative support functions including policy advice with regards to effective and efficient Records Management are provided to all staff of the Ministry in a timely manner.

Key Responsibility

Ensure all activities with regards to managing and maintaining an effective and efficient records management systems, both manual (Transit cards, Registers, File Census, File Away, File Numbering) and electronic (Inward/outward correspondence database, human resource management information systems [HRMIS]) is performed for timely access to files, documents and information.

1. Ensure distribution of official mails to relevant desk officers/Units for action through subordinates.
2. Ensure to circulate Internal Circulars and Memorandum to all MOHMS staff manually and electronically.
3. Facilitate monthly reports to Principal Administrative Officer (Personnel;) in a timely manner
4. Facilitate retrieval of closed files from archives as and when required
5. Providing customer service, at the counter, via telephone and emails
6. Actively contribute to all corporate functions of the Ministry

Key Performance Indicators

1. Manage and maintain an effective and efficient records management system both manual and electronic to ensure timely access to files, documents and information.
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements.
3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.

Selection Criteria

The Person

In addition to relevant tertiary qualification in Human Resource or Office Administration, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post.

Knowledge and Experience

1. Understanding and experience of at least 2 years of human resource management; human resource policies; with some supervisory experience
2. Working knowledge of filing and records management systems both manual and electronic
3. Working knowledge of a human resource information system and computer programs such as Microsoft Office
4. Understanding of the relevant legislations governing terms and conditions of employment, OHS, industrial relations
5. Understanding of the role of Human Resources in a large organization
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Demonstrated oral and written communications and ability to maintain confidentiality
2. Demonstrated ability to lead and work within a team of people from diverse backgrounds
3. Ability to understand and carry out detailed written and oral directives
4. Ability to multitask and meet tight deadlines
5. Excellent customer service skills
6. Good interpersonal skills with the ability to handle sensitive and confidential information and situations
7. Interact and communicate with individuals at all levels 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 342/2020



Ministry of Health & Medical Services Role Description

Corporate Information:

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

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MOHMS 343/2020



Ministry of Health & Medical Services Role Description

Corporate Information:

Position Title:	Supervising Laboratory Technician
Salary Band:	Salary Band H
Salary:	\$34,760.31 - \$44,564.50
Location:	Lautoka Hospital
Duration:	5 Years
Unit/Division:	Pathology Laboratory/ Western Division
Reports to:	Senior Technical Officer
Subordinates:	TOHG, Technical Officer, Laboratory Assistant, Phlebotomist

Position Purpose

The purpose of this position is to supervise the clinical and administrative Laboratory Services for quality service delivery that is aligned to the Fiji Health System and Ministry objectives.

Key Responsibilities

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

1. Actively manage, monitor and assess staff performance to enable laboratory service continuity and delivery of quality services.
2. Actively monitor for adequate reagent and consumable stock for use in the laboratory, operational equipment and work amenities on daily basis.
3. Provide reports and statistics to Laboratory Superintendent according to the schedule and recommend changes when needed.
4. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and timely management and regular monitoring of staff performance and attendance to enable continuity of services.
2. All reports are submitted within the agreed timeframes and schedule, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
4. All Human Resource Management functions are conducted in compliance with the policy and procedures manual, service standards and applicable legislation.
5. Actively contribute to all corporate requirements of the Ministry.

Person Specification

In addition Bachelor in Medical Laboratory Science (or equivalent), the knowledge, Experience, Skills and Abilities required to successfully undertake this role;

Knowledge and Experience:

1. At least 10 years' work experience in a Medical Laboratory;
2. Working knowledge of the laboratory supervisor's function, and how these functions contribute to the achievements of organisations goals;
3. Sound knowledge of personnel filing system, information management, and procurement and supply management;
4. Practical, working knowledge and experience in human resource management.
5. Sound knowledge or understanding of the different modalities of technical protocols and best practice principles

Skills and Abilities:

1. Demonstrated ability to communicate effectively with staff of diverse background in order to achieve daily goals and objectives of the laboratory;
2. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture;
3. Demonstrated organizational skills to assist laboratory Superintendent and Consultant Pathologist in organizing the laboratory process changes when needed;
4. Demonstrated ability to analyse, prioritize and solve complex work problems with available resources;
5. Good computer skills and the capacity to utilize computer programs to support the operations of the laboratory;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:

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Ministry of Health & Medical Services

Role Description

Corporate Information:

Position Title:	Technical Officer Higher Grade - Microbiology
Salary Band:	Salary Band H
Salary:	\$34,760.31 - \$44,564.50
Location:	Lautoka Hospital
Duration:	5 years
Unit/Division:	Pathology Laboratory
Reports to:	Senior Technical Officer
Subordinates:	Technical Officer, Laboratory Assistant

Position Purpose

The purpose of this position is for efficient and effective management and deliverance of timely Microbiology test results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

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

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Microbiology Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.
8. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Quality results and Microbiology services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

Person Specification

In addition to a Bachelor in Medical Laboratory Science (or equivalent), the knowledge, Experience, Skills and Abilities required to successfully undertake this role;

Knowledge and Experience:

1. Vast work experience in a Medical Laboratory with similar work experience in Microbiology technical work;
2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities:

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting Turn Around Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character & Eligibility:

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MOHMS 345/2020



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Health Inspector
Salary Band:	Band F
Salary range:	\$22,528.74 - \$28,883.00 per annum
Location:	Labasa Health Office
Duration:	5 years
Unit/Division:	Environmental Health
Reports to:	Sub Divisional Medical Officer / Chief Health Inspector
Subordinates:	Senior Assistant Health Inspectors

The Position

The purpose of the job is to provide strategic advice and oversee the implementation of Environmental Health services in the different subdivisions, which includes the overall planning, management, enforcement, coordination and monitoring of Environmental Health Programs.

Key Responsibilities

The roles of the Health Inspector involves of a middle management positions at the district level as follows:

1. Ensure that proper coordination and management of office resources with a multi-facet approach is maintained as stipulated in the business plan and mandated by other legislative requirements.
2. Responsible for the planning, management, organising, supervising, and controlling of all activities at the sub divisional level to determine the desired end results.
3. Advise to clients and stake holders on legislative/policy approaches designed to protect the environment and public health
4. Ensure the office financial accounts and transactions are in order, as per the requirements of the Central Board Health Grant Agreement and Fiji Financial Management Act.
5. Management of human resource by daily supervision, guidance, providing opportunities for capacity building and instituting disciplinary actions as may be required.
6. Collaborate with other relevant government agencies and Non-Government Organisation that have equal interest on Environmental Health in the sub division.
7. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

1. All regulatory violations are attended to in a timely manner, in accordance with the Environmental Health Standard Operating Procedures and non-compliances are processed for prosecution.
2. All authorised Local Authority payments are processed within agreed timeframes and compliant with financial management instructions, policies and procedures.
3. Efficient management of resources, databases, budgetary allocations and assets to support work plans, departmental objectives and budget restraints including an on-going contribution to sustainability.
4. Actively contribute to all corporate requirements of the Ministry.

The Person

In addition to a minimum University qualification of a Degree in Environmental Health the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

Knowledge and Experience

1. Vast experience in environmental health with management and leadership skills.
2. Experience in coordination of post disaster public health responses
3. Basic experience in accounting and financial management.
4. Strong understanding in the enforcement and litigation procedures
5. Knowledge and experience in collaborating with government and non-government agencies to successfully implement and address the environmental health legislations in the community.
6. Experience in community empowerment and mobilization to alleviate the burden of disease by improving the living conditions of the vulnerable and disenfranchised in partnership with Non-Government Organization and other partners.
7. Basic knowledge in field epidemiology
8. Experience and knowledge in development of water sampling plan (drinking and recreational waters) and interpretation of water sampling results and identification of remedial actions.
9. Knowledge and understanding of the monitoring and evaluation Framework.

Skills and Abilities

1. Skills and abilities in prosecution and investigation
2. Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner.
3. Possess strong and effective communication (Written, Verbal) skills
4. Proven good organizational skills and demonstrates commitment.
5. Service oriented approach, with a commitment to supporting the operational and 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.

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MOHMS 346/2020



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Health Inspector
Salary Band:	Band F
Salary range:	\$22,528.74 - \$28,883.00 per annum
Location:	Savusavu Health Office
Duration:	5 years
Unit/Division:	Environmental Health
Reports to:	Sub Divisional Medical Officer / Chief Health Inspector
Subordinates:	Senior Assistant Health Inspectors

The Position

The purpose of the job is to provide strategic advice and oversee the implementation of Environmental Health services in the different subdivisions, which includes the overall planning, management, enforcement, coordination and monitoring of Environmental Health Programs.

Key Responsibilities

The roles of the Health Inspector involves of a middle management positions at the district level as follows:

1. Ensure that proper coordination and management of office resources with a multi-facet approach is maintained as stipulated in the business plan and mandated by other legislative requirements.
2. Responsible for the planning, management, organizing, supervising, and controlling of all activities at the sub divisional level to determine the desired end results.
3. Advise to clients and stake holders on legislative/policy approaches designed to protect the environment and public health
4. Ensure the office financial accounts and transactions are in order, as per the requirements of the Central Board Health Grant Agreement and Fiji Financial Management Act.
5. Management of human resource by daily supervision, guidance, providing opportunities for capacity building and instituting disciplinary actions as may be required.
6. Collaborate with other relevant government agencies and Non-Government Organization that have equal interest on Environmental Health in the sub division.
7. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

1. All regulatory violations are attended to in a timely manner, in accordance with the Environmental Health Standard Operating Procedures and non-compliances are processed for prosecution.
2. All authorized Local Authority payments are processed within agreed timeframes and compliant with financial management instructions, policies and procedures.
3. Efficient management of resources, databases, budgetary allocations and assets to support work plans, departmental objectives and budget restraints including an on-going contribution to sustainability.
4. Actively contribute to all corporate requirements of the Ministry.

The Person

In addition to a minimum University qualification of a Degree in Environmental Health the following Knowledge, Experience, Skills and Abilities below are required to perform the duties of the post:

Knowledge and Experience

1. Vast experience in environmental health with management and leadership skills.
2. Experience in coordination of post disaster public health responses
3. Basic experience in accounting and financial management.
4. Strong understanding in the enforcement and litigation procedures
5. Knowledge and experience in collaborating with government and non-government agencies to successfully implement and address the environmental health legislations in the community.
6. Experience in community empowerment and mobilization to alleviate the burden of disease by improving the living conditions of the vulnerable and disenfranchised in partnership with Non-Government Organization and other partners.
7. Basic knowledge in field epidemiology
8. Experience and knowledge in development of water sampling plan (drinking and recreational waters) and interpretation of water sampling results and identification of remedial actions.
9. Knowledge and understanding of the monitoring and evaluation Framework.

Skills and Abilities

1. Skills and abilities in prosecution and investigation
2. Ability to plan, write proposals, coordinate, implement and monitor projects in a timely manner.
3. Possess strong and effective communication (Written, Verbal) skills
4. Proven good organizational skills and demonstrates commitment.
5. Service oriented approach, with a commitment to supporting the operational and 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.

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MOHMS 347/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Ward Assistant
Salary Band:	B
Salary Range:	\$5.37 - \$6.27 per hour
Location:	Labasa Hospital
Duration:	3 years
Unit/Division:	Corporate Services
Reports to:	Team Leader, Administrative Officer
Subordinates:	Nil

Position Purpose

To assist nurses with non-clinical duties including patient care, patient movement within the health facility, ward housekeeping, and food service.

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 in the following areas:

1. Assist with patient care in accordance with patient safety and care regulations and in compliance with occupational health & safety standards.
2. Ensure that patient bedding, linen and surrounding is clean at all times.
3. Assist with the carriage of patients within the health facility.
4. Actively participate in corporate activities of the Ministry as and when required

Key Performance Indicators

1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
4. Participate in all corporate functions as and 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 environment providing patient care to the sick or aged.
2. Good understanding of basic life support in times of emergencies
3. Experience in basic housekeeping duties
4. Sound knowledge of Occupational Health & Safety at the workplace and patient care and safety regulations

Skills and Abilities

1. Ability to handle patients with care and maintain patient confidentiality at all times.
2. Ability to communicate effectively both written and verbal
3. A good team player and ability to work with minimum supervision.
4. Good customer services skills
5. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility

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MOHMS 348/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Labourer
Salary Band:	A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	CWM Hospital
Duration:	3 years
Unit/Division:	Corporate Services
Reports to:	Executive Officer
Subordinates:	Nil

Position Purpose

The position is responsible for maintaining the cleanliness of the hospital environment.

Key Responsibilities

1. Ensure the removal and disposal of waste from the hospital premises in compliance with OHS standards;
2. Ensure the beautification of the health facility and quarters are maintained
3. Ensure that all equipment/ tools are well serviced and maintained
4. Ensure to clean and maintain the surrounding of the health facility;
5. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicators

1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarter's compound is properly maintained in a timely manner
3. Participate in all corporate functions as and when required

Person Specification

In addition to the completion of Secondary School or similar, 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. Basic knowledge of Occupational Health & Safety
3. Knowledge of proper handling and use of working materials [tools]
4. Possesses basic carpentry, plumbing and gardening work experience

Skills and Abilities

1. Ability to communicate effectively both written and verbal
2. Ability to be a good team player
3. Ability to meet deadlines and complete task in a timely manner
4. Ability to operate required equipment in a safe and responsible manner
5. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility

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MOHMS 349/2020



Ministry of Health & Medical Services Role Description

Corporate Information

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

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MOHMS 350/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Recorder
Salary Band:	B
Salary Range:	\$5.37 -\$6.89 per hour
Location:	Nadi Hospital
Duration:	3 years
Unit/Division:	Corporate Services/Western Health Services
Reports to:	Sub Divisional Medical Officer
Subordinates:	Nil

Position Purpose

The position is responsible for organizing, reviewing of patient medical records and updating of the patient health information system for accuracy and ensures that proper records of individual patients are maintained at all times.

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 in the following areas:

1. Ensure Medical Records are updated and registered in the Health Information System (PATIS) with efficiency and timeliness;
2. Ensure proper management and safekeeping of folders;
3. Provision of information (medico-legal) to respective clinical staffs/ clients/ police officers as and when required;
4. Actively contribute to all corporate functions of the ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities are effectively organized in a timely manner to ensure progress of service delivery;
2. All patient folders are managed and maintained in compliance with medical records keeping and procedures
3. Effective distribution of patient folders and medical records in compliance with procedures and regulations.
4. Participate in all corporate functions as and when required

Person Specification

In addition to the completion of Secondary School qualification or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Experience in basic administrative work or similar
2. Experience in basic computing applications and information systems

3. Knowledge of manual filing
4. Basic understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

1. Sound administrative skills including the ability to communicate effectively
2. Ability to work within a team
3. Ability to act appropriately with matters of confidentiality;
4. Ability to effectively and sensitively manage complaints
5. Customer focused approach with commitment to supporting the operational goals 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.

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Driver
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Tavua Hospital
Duration:	3 years
Unit/Division:	Transport Unit
Reports to:	Executive Officer/ Clerical Officer
Subordinates:	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

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MOHMS 352/2020



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Labourer
Salary Band:	A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Lautoka Hospital
Duration:	3 years
Unit/Division:	Corporate Services
Reports to:	Executive Officer
Subordinates:	Nil

Position Purpose

The position is responsible for maintaining the cleanliness of the hospital environment.

Key Responsibilities

1. Ensure the removal and disposal of waste from the hospital premises in compliance with OHS standards;
2. Ensure the beautification of the health facility and quarters are maintained
3. Ensure that all equipment/ tools are well serviced and maintained
4. Ensure to clean and maintain the surrounding of the health facility;
5. Actively contribute to the ministry's corporate functions and activities.

Key Performance Indicators

1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarter's compound is properly maintained in a timely manner
3. Participate in all corporate functions as and when required

Person Specification

In addition to the completion of Secondary School or similar, 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. Basic knowledge of Occupational Health & Safety
3. Knowledge of proper handling and use of working materials [tools]
4. Possesses basic carpentry, plumbing and gardening work experience

Skills and Abilities

1. Ability to communicate effectively both written and verbal
2. Ability to be a good team player
3. Ability to meet deadlines and complete task in a timely manner
4. Ability to operate required equipment in a safe and responsible manner
5. Customer focused approach with commitment to supporting the operational goals of the organization

Personal Character & Eligibility

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