

ADVERTISED POSITIONS – FIJI SUN 23 JANUARY 2021

MOHMS 03/2021



Ministry of Health & Medical Services

Role Description

Corporate Information

Role	Supervisor High Grade
Salary Band	Band G
Salary Range:	\$28,605.45 to \$38,140.60 per annum
Location:	CWM Hospital & Lautoka Hospital
Duration:	3 years
Unit:	Hospital Services
Reports to:	Hospital Administrator
Subordinates:	Foreman

The Position:

The Supervisor Higher Grade Hospital Services position supervises the priority planning, implementation and monitoring of staff in carrying out required tasks on maintenance, repair and servicing of equipment's and related hospital services functions and projects of the Hospital.

Key Responsibilities

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

1. Manage the operational implementation of the facility maintenance plan of the hospital in coordination with key stakeholders and Unit work programs.
2. Planning and scheduling of work to ensure proper distribution of assignments, equipment and staff individual implementation and performance duties.
3. Ensure timeline for projects/repairs are met through timely procurement process and addressing of the projects.
4. Consult/ inspect maintenance requirement in the Hospitals, Estimate time, material and related costings for assigned work to facilitate task.
5. Implementation of preventative maintenance programs on mechanical and medical equipment (Generators, Autoclaves, Compressors, Suction pumps, etc)
6. Provide reports to management on projects and small works.
7. Manage staff performance and administer Unit deliverables.
8. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

Key Performance Indicator

Performance will be measured through the following indicators:

1. To organize and conduct daily meetings with leading hands to monitor repair works progress with leading hands.
2. Providing updates to be recorded on whiteboard against the listed job sheet request listed.
3. Organize, implementation and monitor daily ward rounds maintenance and monitor and assist wherever required.
4. Carry out daily meetings with leading hands to discuss the progress and provide updates of repair work carried out
5. Participation in Corporate activities as and when required.

Selection Criteria

In addition to a Diploma in Mechanical Engineering (or equivalent) and or trade certificate in Electrical and Building/Structural, the following knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Supervisor Higher Grade - Hospital Services.

Knowledge and Experience

1. Experience and knowledge in Planning, Instructing, Implementing and monitoring installation, maintenance and repair of Mechanical, Electrical Equipment and apparatus.
2. Understand plumbing and building structure and principles
3. Experience of at least five [5] years in a Supervisory or Leadership role.

Skills and Abilities

1. Ability to interpret Engineering drawings, computer literate and understand steam work principle.
2. Effective Oral and Written Communication skills.
3. Ability to identify and utilise resources effectively and responsibly.
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Good organisation skills and ability to work in multiple functional areas.
6. 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.

MOHMS 04/2021



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Accounts Officer Ledgers
Salary Band:	Band F
Salary Range:	\$22,258.74 - \$28,883.00 per annum
Location:	Headquarters
Unit/Division:	Accounts Unit/ Corporate
Reports to:	Senior Accounts Officer
Subordinates:	Assistant Accounts Officer/Clerical Officers

Position Purpose

The position is responsible for the efficient management and operations of the Accounts Department of the Ministry of Health & Medical Services (HQ). Ensure commitment and compliance to good financial practises to enable the efficient and effective operations of the financial services for the staffs of Ministry of Health and Medical Services with quality service delivery.

Key Responsibilities

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

1. Ensure timely processing of all payments in accordance to the financial practises.
2. Ensure timely preparation and submission of RIE's.
3. Ensure released funds are correctly upload expensed and reported.
4. Oversee the efficient and effective management of the operations of financial services in the section ensuring staffs meeting the deadlines.
5. Provide timely and expert advice on all financial matters to the Senior Management.
6. Ensure all financial reports and reconciliations are timely submitted to senior managers for decision making.
7. Ensure adherence and guidance to policies, finance instructions.
8. Actively contribute in all corporate activities in the Ministry requirements, including planning, Budgeting and selection activities where required.

Key Performance Indicators

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

1. Effectively to provide financial services to the internal and external clients.
2. Provide timely advice to management on financial activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.
3. Timely & effective management of the unit's performance to enable business continuity, and delivery of services.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to an appropriate qualification, the following Knowledge, Experience, Skills and Abilities are required for the role:

Knowledge and Experience

1. Vast years' experience working in a Finance Environment.
2. Sound and Good Working Knowledge of Financial Management requirements.
3. Practical knowledge of anti-corruption approaches and methods.
4. Good experience with supervisory and Leadership Role.
5. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji.

Skills and Abilities

1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts.
2. Demonstrated ability to carry out set tasks in order to meet set deadlines.
3. Demonstrated ability to maintain confidentiality.
4. Ability to provide support and guidance through the appropriate interpretation of relevant guidelines, acts, regulations to the management.
5. Capacity to utilize computer programs to support the financial operations.
6. Service oriented approach, with commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility

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

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Ministry of Health & Medical Services

Role Description

Corporate Information:

Role :	Deputy Director of Nursing (DDON) Maternity Unit.
Salary:	Band I (\$43,296.63 - \$55,508.50)
Location :	Lautoka Divisional Hospital, Lautoka
Unit/Division:	Nursing, Lautoka Hospital
Reports to:	Director of Nursing- Lautoka Hospital
Liaises with:	DDON Administration , Clinical Nurse Educator
Subordinates:	Nurse Unit Managers / Team Leaders /Registered Midwives & Nurses/Ward Assistants

The Position

The position oversees the Human Resource management of the Midwifery & Nursing workforce and their practice in the Maternity Unit, that all applicable policies, clinical practice guidelines and standards are met.

Key Responsibilities

The position will achieve its purpose through the following:

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

Key Performance Indicator

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

Selection Criteria

The Person

In addition to being registered and licensed midwife with the Fiji Nursing Council, the position holder must have a Bachelor of Nursing qualification and leadership/management; other post graduate studies relevant to nursing may be considered. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years of relevant experience at a Nurse Unit Manager (NUM) level;
2. Knowledge and skills in management of staff and other resources;
3. Has practical working knowledge on the PSC Code of Conduct and the applicable legislation or policies/procedures with regards to the Nursing Decree (2011), HIV Decree, Child Welfare Decree and Mental Health Decree.
4. Understanding of teams and how to work within a high performing team

Skills and Abilities

1. Proven management experience and ability to effectively manage a medium size workforce to a professional standard reflecting the MOHMS values.
2. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
3. Capacity to utilize computer programs to support the operations of the organization;
4. Demonstrated ability to maintain confidentiality;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility

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

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Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Nurse Practitioner
Level:	Band I
Salary range:	\$43,296.63 - \$55,508.50
Location:	Valelevu Health Centre
Unit/Division:	Nursing/Central Division
Reports to:	Sub Divisional Medical Officer/Director of Nursing Central
Subordinates:	Registered Nurse

Position Purpose

The purpose of this position is responsible for the effective and efficient delivery of health services in Valelevu Health Centre to provide assistance to the medical officer in charge in ensuring that targets in the sub divisional business plan and the overall organizational objectives are met. It also works in collaboration with other health care professionals within the team to meet the client's needs.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities/duties; service leadership role, clinical role, professional, and, management roles apart from working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Assists in the management and planning of the daily operation of the health centre to ensure health services are delivered as per approved plans, policies, and guidelines and competently perform within the scopes of practice.
2. Manages individual, family or community health/illness status, maintains good nurse-client relationships, educates and coaches individuals, families and communities to recover from illness, achieve health and wellness.
3. Develops and maintains the nurse practitioner role, directing care, provides leadership in monitoring/ensuring quality of healthcare that is culturally acceptable.
4. Collaborates with the officer-in-charge to ensure that resources requirements (equipment, drugs and consumables) are met to provide community health services effectively.
5. Assists in maintaining continuous improvement in the overall quality of the health care service by the use of collected and analyzed data within the medical area to inform the changes and improvement of the local organizational effectiveness initiatives.
6. Contributes to the workplans, monthly/quarterly/annual reports, non-expendable/consumable maintenance and orders.
7. Prepares/Submits monthly/quarterly/annual reports of; clinical activities reflecting the number of clients seen and managed, number of emergency/specialized referrals; and primary health care activities reflecting and the number of newly diagnosed NCDs, PHC-related community projects/programs, outreaches, screenings, surveys, health education sessions, outbreak and disaster preparedness initiatives.
8. Actively contribute to the corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All patient management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to Advance Diploma in Nursing Practice/Post graduate diploma in Nursing with a valid license to practice as a nurse practitioner with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position.:

Knowledge and Experience:

1. Demonstrated knowledge of the competencies within the scope of practice of a nurse practitioner
2. Experience relevant to the position and scope of roles and responsibilities.
3. Demonstrated ability working in similar area with sufficient knowledge and skills of advanced primary health care services.
4. Understanding of the applicable legislation or policies / policies and procedures related to the functions, responsibilities of the position, the government and the civil service.

Skills and Abilities:

1. Demonstrate ability to effectively work within a team.
2. Must possess sound analytical and problem solving skills in resource constrained environment.
3. Ability to empower, coach team members, also has good communication and leadership skills.
4. Demonstrate the ability to instruct, direct, motivate and evaluate performance.
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.

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Ministry of Health & Medical Services

Role Description

Corporate Information:

Role:	Nurse Practitioner
Level:	Band I
Salary range:	\$43,296.63 - \$55,508.50
Location:	Dawasamu Nursing Station
Unit/Division:	Nursing/Central Division
Reports to:	Sub Divisional Medical Officer/Director of Nursing Central
Subordinates:	Registered Nurse

Position Purpose

The purpose of this position is responsible for the effective and efficient delivery of health services in Dawasamu Nursing Station to provide assistance to the medical officer in charge in ensuring that targets in the sub divisional business plan and the overall organizational objectives are met. It also works in collaboration with other health care professionals within the team to meet the client's needs.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities/duties; service leadership role, clinical role, professional, and, management roles apart from working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Assists in the management and planning of the daily operation of the health centre to ensure health services are delivered as per approved plans, policies, and guidelines and competently perform within the scopes of practice.
2. Manages individual, family or community health/illness status, maintains good nurse-client relationships, educates and coaches individuals, families and communities to recover from illness, achieve health and wellness.
3. Develops and maintains the nurse practitioner role, directing care, provides leadership in monitoring/ensuring quality of healthcare that is culturally acceptable.
4. Collaborates with the officer-in-charge to ensure that resources requirements (equipment, drugs and consumables) are met to provide community health services effectively.
5. Assists in maintaining continuous improvement in the overall quality of the health care service by the use of collected and analyzed data within the medical area to inform the changes and improvement of the local organizational effectiveness initiatives.
6. Contributes to the workplans, monthly/quarterly/annual reports, non-expendable/consumable maintenance and orders.
7. Prepares/Submits monthly/quarterly/annual reports of; clinical activities reflecting the number of clients seen and managed, number of emergency/specialized referrals; and primary health care activities reflecting and the number of newly diagnosed NCDs, PHC-related community projects/programs, outreaches, screenings, surveys, health education sessions, outbreak and disaster preparedness initiatives.
8. Actively contribute to the corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All patient management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to Advance Diploma in Nursing Practice/Post graduate diploma in Nursing with a valid license to practice as a nurse practitioner with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position.:

Knowledge and Experience:

1. Demonstrated knowledge of the competencies within the scope of practice of a nurse practitioner
2. Experience relevant to the position and scope of roles and responsibilities.
3. Demonstrated ability working in similar area with sufficient knowledge and skills of advanced primary health care services.
4. Understanding of the applicable legislation or policies / policies and procedures related to the functions, responsibilities of the position, the government and the civil service.

Skills and Abilities:

1. Demonstrate ability to effectively work within a team.
2. Must possess sound analytical and problem solving skills in resource constrained environment.
3. Ability to empower, coach team members, also has good communication and leadership skills.
4. Demonstrate the ability to instruct, direct, motivate and evaluate performance.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility:

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Ministry of Health & Medical Services

Role Description

Corporate Information:

Role:	Nurse Practitioner
Level:	Band I
Salary range:	\$43,296.63 - \$55,508.50
Location:	Namara Nursing Station
Unit/Division:	Nursing/Central Division
Reports to:	Sub Divisional Medical Officer/Director of Nursing Central
Subordinates:	Registered Nurse

Position Purpose

The purpose of this position is responsible for the effective and efficient delivery of health services in Namara Nursing Station to provide assistance to the medical officer in charge in ensuring that targets in the sub divisional business plan and the overall organizational objectives are met. It also works in collaboration with other health care professionals within the team to meet the client's needs.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities/duties; service leadership role, clinical role, professional, and, management roles apart from working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Assists in the management and planning of the daily operation of the health centre to ensure health services are delivered as per approved plans, policies, and guidelines and competently perform within the scopes of practice.
2. Manages individual, family or community health/illness status, maintains good nurse-client relationships, educates and coaches individuals, families and communities to recover from illness, achieve health and wellness.
3. Develops and maintains the nurse practitioner role, directing care, provides leadership in monitoring/ensuring quality of healthcare that is culturally acceptable.
4. Collaborates with the officer-in-charge to ensure that resources requirements (equipment, drugs and consumables) are met to provide community health services effectively.
5. Assists in maintaining continuous improvement in the overall quality of the health care service by the use of collected and analyzed data within the medical area to inform the changes and improvement of the local organizational effectiveness initiatives.
6. Contributes to the workplans, monthly/quarterly/annual reports, non-expendable/consumable maintenance and orders.
7. Prepares/Submits monthly/quarterly/annual reports of; clinical activities reflecting the number of clients seen and managed, number of emergency/specialized referrals; and primary health care activities reflecting and the number of newly diagnosed NCDs, PHC-related community projects/programs, outreaches, screenings, surveys, health education sessions, outbreak and disaster preparedness initiatives.
8. Actively contribute to the corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All patient management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to Advance Diploma in Nursing Practice/Post graduate diploma in Nursing with a valid license to practice as a nurse practitioner with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position:.

Knowledge and Experience:

1. Demonstrated knowledge of the competencies within the scope of practice of a nurse practitioner
2. Experience relevant to the position and scope of roles and responsibilities.
3. Demonstrated ability working in similar area with sufficient knowledge and skills of advanced primary health care services.
4. Understanding of the applicable legislation or policies / policies and procedures related to the functions, responsibilities of the position, the government and the civil service.

Skills and Abilities:

1. Demonstrate ability to effectively work within a team.
2. Must possess sound analytical and problem solving skills in resource constrained environment.
3. Ability to empower, coach team members, also has good communication and leadership skills.
4. Demonstrate the ability to instruct, direct, motivate and evaluate performance.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility:

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Ministry of Health & Medical Services

Role Description

Corporate Information:

Role:	Team Leader Public Health
Salary Band:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Nausori Health Centre
Unit/Division:	Nursing / Central Division
Reports to:	Sub Divisional Nursing Manager
Subordinates:	Registered Nurse

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health Medical Services.

Key Responsibilities

The position will achieve its purpose through the following:

1. Supervises registered nurses in caring for the individuals, families and communities in either at the clinic or community settings with the use of the nursing process;
2. Monitors registered nurses performances to ensure quality nursing care is delivered to individuals, families and communities.
3. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, and management of team members.
4. Identifies gaps in staff performances, plan and institute measures/activities to address gaps through PIP, coaching and mentoring.
5. Assists the Sub Divisional Nursing Manager (SDNM) in the development and implementation of the unit business plan.
6. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.
7. Identifies staff training needs, organize staff development and staff deployment.
8. Maintain proper recording and reporting system.
9. Promote and maintain an effective and efficient management of drugs including vaccine, equipment and consumables.
10. Collaborate with community stakeholders and facilitate outreach programs and support the implementation of health promotion activities.

Key Performance Indicator

1. All individual/family/community management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective supervision, coordination and communication with registered nurses/NUM and other stakeholders.
3. Effective and timely management of staff and other resources.
4. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a Bachelor of Nursing and post-registration qualifications in public health nursing or general public health or equivalent, registered and a valid annual practicing license with the Fiji Nursing Council; the following knowledge, experience, skills and abilities are required for the successful performance of the role of the position:

Knowledge and Experience

1. At least five (5) years of public health nursing experience, knowledge and experience in advanced nursing assessment, IMCI, foot assessment, inventory management, use of NCD Toolkit, pap smear, MH Gap, TB, family health and EPI.
2. Knowledge and understanding of the Nursing Decree 2011, the scope of practice, FNC Codes of Ethics and Conduct, Public Service Code of Conduct, and other relevant legislations.
3. Good knowledge and application of primary health care and health promotion concepts/principles.
4. Knowledge and experience in the nursing core competencies in the clinic and community health related activities

Skills and Abilities

1. Skills in leading a team, communicating and working with others to achieve organisational goals, visions and mission.
2. Demonstrated skills in supervising, mentoring and assisting registered nurses in the application of the scope of practice and core competencies in the planning, implementation and evaluation of care/activities.
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Demonstrated ability to maintain confidentiality within and outside the organization.
5. Demonstrated ability to determine, plan, organise/coordinate staff training and development.
6. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility:

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MOHMS 10/2021



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Team Leader Public Health
Salary Band:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Navua Health Centre
Unit/Division:	Nursing / Central Division
Reports to:	Sub Divisional Nursing Manager Public Health
Subordinates:	Registered Nurse

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health Medical Services.

Key Responsibilities

The position will achieve its purpose through the following:

1. Supervises registered nurses in caring for the individuals, families and communities in either at the clinic or community settings with the use of the nursing process;
2. Monitors registered nurses performances to ensure quality nursing care is delivered to individuals, families and communities.
3. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, and management of team members.
4. Identifies gaps in staff performances, plan and institute measures/activities to address gaps through PIP, coaching and mentoring.
5. Assists the Sub Divisional Nursing Manager (SDNM) in the development and implementation of the unit business plan.
6. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.
7. Identifies staff training needs, organize staff development and staff deployment.
8. Maintain proper recording and reporting system.
9. Promote and maintain an effective and efficient management of drugs including vaccine, equipment and consumables.
10. Collaborate with community stakeholders and facilitate outreach programs and support the implementation of health promotion activities.

Key Performance Indicator

1. All individual/family/community management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective supervision, coordination and communication with registered nurses/NUM and other stakeholders.
3. Effective and timely management of staff and other resources.
4. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a Bachelor of Nursing and post-registration qualifications in public health nursing or general public health or equivalent, registered and a valid annual practicing license with the Fiji Nursing Council; the following knowledge, experience, skills and abilities are required for the successful performance of the role of the position:

Knowledge and Experience

1. At least five (5) years of public health nursing experience, knowledge and experience in advanced nursing assessment, IMCI, foot assessment, inventory management, use of NCD Toolkit, pap smear, MH Gap, TB, family health and EPI.
2. Knowledge and understanding of the Nursing Decree 2011, the scope of practice, FNC Codes of Ethics and Conduct, Public Service Code of Conduct, and other relevant legislations.
3. Good knowledge and application of primary health care and health promotion concepts/principles.
4. Knowledge and experience in the nursing core competencies in the clinic and community health related activities

Skills and Abilities

1. Skills in leading a team, communicating and working with others to achieve organisational goals, visions and mission.
2. Demonstrated skills in supervising, mentoring and assisting registered nurses in the application of the scope of practice and core competencies in the planning, implementation and evaluation of care/activities.
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Demonstrated ability to maintain confidentiality within and outside the organization.
5. Demonstrated ability to determine, plan, organise/coordinate staff training and development.
6. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.
7. Service oriented approach, with a commitment to supporting the operational/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.

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MOHMS 11/2021



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Team Leader Public Health
Salary Band:	Band G
Salary range:	\$28,605.45 - \$38,140.60
Location:	Valelevu Health Centre
Unit/Division:	Nursing / Central Division
Reports to:	Sub Divisional Nursing Manager Public Health
Subordinates:	Registered Nurse

The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered in the Health Centre as required by the Ministry of Health Medical Services.

Key Responsibilities

The position will achieve its purpose through the following:

1. Supervises registered nurses in caring for the individuals, families and communities in either at the clinic or community settings with the use of the nursing process;
2. Monitors registered nurses performances to ensure quality nursing care is delivered to individuals, families and communities.
3. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, and management of team members.
4. Identifies gaps in staff performances, plan and institute measures/activities to address gaps through PIP, coaching and mentoring.
5. Assists the Sub Divisional Nursing Manager (SDNM) in the development and implementation of the unit business plan.
6. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.
7. Identifies staff training needs, organize staff development and staff deployment.
8. Maintain proper recording and reporting system.
9. Promote and maintain an effective and efficient management of drugs including vaccine, equipment and consumables.
10. Collaborate with community stakeholders and facilitate outreach programs and support the implementation of health promotion activities.

Key Performance Indicator

1. All individual/family/community management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective supervision, coordination and communication with registered nurses/NUM and other stakeholders.
3. Effective and timely management of staff and other resources.
4. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a Bachelor of Nursing and post-registration qualifications in public health nursing or general public health or equivalent, registered and a valid annual practicing license with the Fiji Nursing Council; the following knowledge, experience, skills and abilities are required for the successful performance of the role of the position:

Knowledge and Experience

1. At least five (5) of public health nursing experience, knowledge and experience in advanced nursing assessment, IMCI, foot assessment, inventory management, use of NCD Toolkit, pap smear, MH Gap, TB, family health and EPI.
2. Knowledge and understanding of the Nursing Decree 2011, the scope of practice, FNC Codes of Ethics and Conduct, Public Service Code of Conduct, and other relevant legislations.
3. Good knowledge and application of primary health care and health promotion concepts/principles.
4. Knowledge and experience in the nursing core competencies in the clinic and community health related activities

Skills and Abilities

1. Skills in leading a team, communicating and working with others to achieve organisational goals, visions and mission.
2. Demonstrated skills in supervising, mentoring and assisting registered nurses in the application of the scope of practice and core competencies in the planning, implementation and evaluation of care/activities.
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Demonstrated ability to maintain confidentiality within and outside the organization.
5. Demonstrated ability to determine, plan, organise/coordinate staff training and development.
6. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.
7. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the MOH &MS organisation

Personal Character & Eligibility:

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MOHMS 12/2021



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Stores Attendant
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90per hour
Location:	Health Headquarters
Duration:	3 years
Unit/Division:	Stores Unit
Reports to:	Storeman in Charge

The Position

The position is responsible in assisting the Store man In-Charge for all procurement and stores services.

Key Responsibilities

1. Provide support and Assist in the delivery of Procurement and Stores services at the Health Headquarters and Administrative Support for Household through the Storeman.
2. Ensure that Various Reports are updated and sent to internal and external stakeholders in a timely fashion and ensure that they have correct, quality and transparent records.
3. Maintain knowledge, goals of all organizational and Government rules and policies in regards to purchasing and Store keeping and also provide this rules to staff members and Suppliers in order to ensure that all contracts, agreements and dealings are in line with the Ministerial Goals and within the Procurement and Ministry of Health and Medical Service's Accounting Regulations.
4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.
5. Actively communicate with internal and External Stakeholders across the agencies to provide governance and support good procurement practices.
6. Ensure that Proper Inventory controls are followed in line with Cooperate directives, Rules and Ministerial Goals so as to deliver Transparent, Quality and High Standards Services to within the Agency.
7. Ensure that Good Inventory Management practice, OHS compliance is followed within the Organization and effectively lead in the General Warehouse/Housekeeping Duties.

Key Performance Indicators

1. Ensure proper Inventory Management Practices are followed for Household/ New items Stores.
2. All procurement and stores responsibilities for Household/ New items and that all government Regulations are properly adhered to and delivered with agreed timeframes.
3. Participate in all Hospital organized corporate activities and social responsibility

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge & Experience

1. Proficient Knowledge of Procurement process
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
3. Basic Knowledge of Surgical Consumables, Household, Stationary and Mechanical Materials.
4. Knowledge and understanding of supply chain
5. Experience in inventory control, storeroom or warehouse.
6. Understanding of inventory management
7. Knowledge of Basic Computer skill would be an advantage

Skills & Abilities

1. Good customer service skills
2. Excellent written and oral communication skills
3. High attention to detail and accuracy and ability to work in a team
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.
5. Ability to work with minimum supervision.
6. Ability to follow instructions and meet set deadlines

Personal Character & Eligibility:

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MOHMS 13/2021



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Packer
Level:	Band B
Salary Range:	\$5.37- \$6.89 per hour
Duration	3 years
Location:	Fiji Pharmaceutical & Biomedical Services, Vatuwaqa
Unit/Division:	Warehouse
Reports To:	Warehouse Manager
Subordinates:	Nil

Position Purpose

The position ensures that all pharmaceuticals, consumables and equipment are packed in accordance with packing procedures and standards in a timely manner.

Key Responsibilities

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

1. Facilitate and process orders received from respective health facilities in accordance with standard operating procedures.
2. Certify that all items received from the Bulk, Issue Stores, Cooler Room correct and items are entered in the respective card with the correct details.
3. Ensure that all cartons are properly labeled, carton numbered, name of customer, picking slip number and other details are stated on top of the carton.
4. Ensure that all cartons ready for distribution have the “Sealed Stickers” this is a must and shall be followed at all times
5. Should notify Warehouse Manager or Supervisor if the items chosen are wrong or does not match with the quantity or batch as per the Picking Slip
6. Assist with the delivery of items from the warehouse to the respective health facility.
7. Assist in the receivable of consignment from Fiji Procurement Office, Airport or through the Receipts Department.
8. Actively participate in all corporate activities of the ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All orders are accurately filled and picked, within the agreed timeframes and compliant to Good Warehouse Practice and Occupational Health & Safety standards
2. Accuracy of Physical Stock, Stocks Card and Inventory System are maintained in accordance with Standard procedures and within the agreed timeline.
3. All complaints and discrepancies are addressed within the allocated timeframe.
4. Participate in the corporate activities of the Ministry 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. Experience in a similar work environment
2. Knowledge and understanding of packing procedures and techniques in handling delicate and hazardous substances
3. An understanding of occupational health and safety at the work place for a safe work environment.
4. Experience in ensuring products meet standard requirements and can identify defects.

Skills and Abilities

1. Attention for detail with the ability to ensure that items ordered for are complete, and correct.
2. Ability to communicate effectively both verbally and written
3. Demonstrated ability to effectively work within a team,
4. Ability to follow organization safety rules and procedures and encourage others
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character & Eligibility:

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Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Domestic Officer
Salary band:	Band C
Salary per annum:	\$12,081.69 - \$15,489.35 per annum
Location:	St Giles Hospital
Duration:	3 years
Unit/Division:	Food Service Department / Northern Division
Report to:	Dietician
Subordinates	none

Position Purpose

The incumbent is responsible for the supervision and coordination of the activities of the Food Service Department and also participates in the preparation of meals for patients and staff.

The position generally assists Dietician in the organisation of the food service department.

Key Responsibilities

1. Manage kitchen personnel and supervise/coordinate all related culinary activities
2. Establish food presentation technique and quality standards
3. Keep food waste to a minimum
4. Estimate food consumption with reference to the diet lists and meal request figures.
5. Ensure proper equipment operation and maintenance
6. Ensure proper safety and sanitation of the food service department
7. Offer culinary instruction and/or demonstrate culinary techniques for special catering events/ festival.
8. Instructs/ prepares regular and therapeutic diets in the absence of the Dietician.
9. Maintains routine meal schedules and serving times.
10. Assist in receiving of stocks, check through specifications
11. Report all accidents and emergencies to the Dietician immediately.
12. Ensure Hazard analysis and critical control points (HACCP) is practiced

The Person

In addition to University qualifications (or equivalent) relevant to catering similar the following; Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Senior Domestic Assistant

Knowledge and Experience

1. Knowledge of food preparation and presentation methods and techniques
2. Must have knowledge of methods and procedures for serving food, principles of sanitation, and principles of safe food handling
3. Cooking experience in a health care setting with knowledge on operating cooking equipment's
4. Must be able to instruct or prepare palatable foods that are appetizing in appearance.
5. Understanding the relevant Occupational Health and Safety policy

Skills and Abilities

1. Demonstrate ability to effectively work within a team
2. Demonstrate ability to work longer hours during emergency responses
3. Ability to report accidents, incidents and potential hazards immediately.

4. Effective verbal and written communication skills
5. Effective time management skills
6. Demonstrated a high standard of personal appearance and good personal hygiene and ensure all staff adheres to this, and a positive personal image is presented to co-workers

Personal Character & Eligibility:

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Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Plumber
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Unit/Division	Plumbing/Hospital Services
Duty Station	Labasa Hospital
Duration:	3 Years
Reports to:	Supervisor Higher Grade

Position Purpose

The position is responsible for the effective day to day operations, maintenance and repairs of all Plumbing works at Labasa Hospital.

Key Responsibilities:

1. Ensure all maintenance work related to plumbing services are done in timely manner and in accordance to the required standards of service.
2. Establish and maintain liaison with administration and professional staff regarding plumbing maintenance programs
3. Plan and organize time, cost and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
4. Maintain the workshop upkeep and proper storage of plumbing equipment and materials
5. Ensure preventive plumbing maintenance programs are in place and implemented which should include the adherence to OHS rules and regulations.
6. Contribute to all cooperate requirements of the Ministry where required.

Key Performance Indicators

1. All assigned duties completed on time, align to the required budget and to accepted standards of servicing and aligned to the required budget.
2. Timely and accurate submission of plans and reports
3. Full compliance to OHS requirements and policy
4. Active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Trade Certificate qualification in Plumbing or equivalent and the following Knowledge, Experience, Skills and Abilities to successfully undertake the role of the position:

Knowledge and Experience

1. At least 3years experience in the similar role .
2. Knowledge of working with tools for plumbing and experience with materials needed for maintenance, repairs and installation
3. Knowledge of Occupational Health & Safety
4. Knowledge of proper maintenance of working area and safety protocols.

Skills and Abilities

1. Ability to meet deadlines within a timeframe
2. Ability to communicate effectively both verbal & written
3. Ability to work with minimum supervision and work within a team

4. Demonstrated ability to plan, organize plumbing work schedule effectively
5. Ability to identify and utilize resources effectively and responsibly
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization

Personal Character & Eligibility:

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MOHMS 16/2021



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Assistant Carpenter
Salary Band:	B
Salary Range:	\$5.37 - \$6.89 per hour
Location	Labasa Hospital
Duration	3 Years
Unit/Division	Hospital Services
Reports to:	Supervisor Higher Grade, Hospital Services
Subordinates	Nil

Position Purpose

The position supports the functions of undertaking carpentry works and maintenance in Labasa Hospital.

Key Responsibilities:

This position will achieve its purpose through the following key responsibilities;

1. Assist the carpenter in carrying out assigned duties;
2. Maintain and ensure all working tools are available and in good condition;
3. Ensure the timely provision of materials and tools to the carpenter;
4. Carryout general carpentry work;
5. Prepare scope and quotes for any carpentry work required in the hospital
6. Determine sources of carpentry and complete repairs as indicated or according to job sheets received
7. Ensure cleanliness and OHS compliant work environment is maintained at all times;
8. Actively contribute to all corporate functions of the Ministry as and when required

Key Performance Indicators

Performance will be measured through the following indicators.

1. All assigned duties completed on time, aligned to allocated budget and to accepted standards;
2. Completion of carpentry work in an professional manner
3. All Occupational Health and Safety procedures are followed by all staff and compliant with departmental operational and reporting procedures.

Person Specification

In addition to the completion of Secondary School qualification or similar with a Trade Certificate in Carpentry & Joinery (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Prior 2 years of experience in general carpentry work in the public sector or corporate environment;
2. Working knowledge on the usage of carpentry tools and machines;
3. Demonstrated ability to carry out general carpentry work
4. Conversant with reading and interpreting plans
5. Sound knowledge and understanding of the Fijian Constitution [2013] and applicable laws of Fiji

Skills and Abilities

1. Ability to effectively work within a team;
2. Demonstrated ability to analyze and contribute to solutions when assisting Carpenter in addressing complex carpentry problems.
3. Time management and ability to work with minimal supervision

4. Able to read & interpret designs for repair and maintenance work
5. Service oriented focus approach, with a commitment to supporting the operational / corporate environment of the organization

Personal Character & Eligibility:

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Ministry of Health & Medical Services

Role Description

Corporate Information:

Role:	Biomedical Technician
Salary Band:	E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location	Labasa Hospital
Duration	3 Years
Unit/Division	Hospital Services
Reports to:	Biomedical Engineer
Subordinates	Nil

Position Purpose

The position is responsible for performing routine and complex repairs, calibrating and maintaining all types of biomedical equipment technologies, devices, instruments and systems and inspecting, installing and providing preventative maintenance of general biomedical equipment

Key Responsibilities:

This position will achieve its purpose through the following key responsibilities;

1. Perform a variety of routine maintenance work associated with a diverse range of Anaesthetic, Dental, Surgical, Laboratory, Ophthalmic, Medical and Urology Equipment's according to Australian Standards [AS3551].
2. Assemble, install and repair Medical Equipment, mechanical, pneumatic, electrical and basic electronic devices according to specifications or Manuals provided by the Supplier/Vendor or interpreting schematic diagrams and graphic illustrations.
3. Diagnose and correct system and equipment malfunctions by making alterations, repairs or replacements to ensure that medical equipment and internal circuitry meets specified requirements
4. Improve or make special test setups to conduct functional checks of medical electronic test equipment.
5. Attend to equipment breakdowns, emergency repairs and calls after hours.
6. Maintain documentation on new equipment, inspections and equipment repairs and failures.
7. Provide technical assistance and instruction on equipment operation and maintenance to Ministry of Health & Medical Services personnel.
8. Assign specific tasks to the sub-ordinates and coordinate work as directed by the Senior Biomedical Engineer.
9. Provide weekly reports and updates or as directed to the Senior Biomedical Engineer.
10. Provides mentoring and supervision to Biomedical Technical Officers [ES06].
11. Perform related duties as assigned.

Person Specification

In addition to Tertiary Qualifications relevant to Electronics or Biomedical Engineering, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Technical Officer Biomedical Services:

Knowledge and Experience

1. Proven Experience working in Biomedical Services
2. Knowledge and Experience in the repair/maintenance of electronic/ electromechanical devices.
3. Knowledge of electronic circuitry and electronics troubleshooting

Skills and Abilities

1. Ability to communicate effectively both written and verbal communication

2. Ability to prepare reports, to organise and prioritize tasks effectively and efficiently at all levels of the organization
3. Ability to establish and maintain working relationships with co-workers, clinical staff and general public
4. Ability to lead and supervise a team
5. Good Computer skills including the ability to use Microsoft Office Programmes.
6. Service oriented approach with the ability to solve problems and ability to work under pressure
7. Proven ability to interpret schematics, wiring diagrams and illustrated parts, drawings or biomedical equipment.

Personal Character & Eligibility:

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