

ADVERTISED POSITIONS – FIJI SUN 13 FEBRUARY 2021

MOHMS 18/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Health Inspector
Salary Band:	Band E
Salary range:	\$19, 041.75 - \$24,412.50 per annum
Location:	Lautoka Health Office [3 posts]
Unit/Division:	Environmental Health Unit/Central Division
Duration:	5 years
Reports to:	Health Inspector
Subordinates:	Nil

The Position

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
3. Assist customers by providing information and advice in accordance with relevant Public Health legislations and policies.
4. Submit reports to supervisors on the implementation of the Environmental Health activities in accordance with the reporting standards in a timely manner.
5. Contribute to the corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. The planned Environmental Health activities are conducted in timely manner and in accordance with the relevant Public Health legislations and policies.
2. Information and advice provided to customers and stakeholders are based on policy and relevant Public Health legislations within the agreed timeframe.
3. Reports are submitted 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 a Diploma in Environmental Health or equivalent, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of the post:

Knowledge and Experience

1. A good understanding and some experience in Environmental Health activities required under the Local Environmental Health Programs.
2. Understanding of the 2013 Constitution and other legislations such as Public Health Act, Health and Safety at the Workplace (HASAW) Act and Environmental Health Act.
3. Proficient in the use of Microsoft applications such as MS Word, MS Excel, MS PowerPoint.

Skills and Abilities

1. Good networking and negotiation skills.
2. Good communication skills both written and verbal.
3. Ability to write reports with an attention to detail and accuracy of information.
4. Ability to work as a team to meet strict deadlines.
5. Service oriented approach with the commitment to supporting the 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 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 19/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Health Inspector
Salary Band:	Band E
Salary range:	\$19, 041.75 - \$24,412.50 per annum
Location:	Nadi Airport [3 posts]
Unit/Division:	Environmental Health Unit/Central Division
Duration:	5 years
Reports to:	Health Inspector
Subordinates:	Nil

The Position

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
3. Assist customers by providing information and advice in accordance with relevant Public Health legislations and policies.
4. Submit reports to supervisors on the implementation of the Environmental Health activities in accordance with the reporting standards in a timely manner.
5. Contribute to the corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. The planned Environmental Health activities are conducted in timely manner and in accordance with the relevant Public Health legislations and policies.
2. Information and advice provided to customers and stakeholders are based on policy and relevant Public Health legislations within the agreed timeframe.
3. Reports are submitted within the agreed timeframes, and meet the reporting requirements, including any recommendations for improvement.
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Person Specification

In addition to a Diploma in Environmental Health or equivalent, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of the post:

Knowledge and Experience

1. A good understanding and some experience in Environmental Health activities required under the Local Environmental Health Programs.

2. Understanding of the 2013 Constitution and other legislations such as Public Health Act, Health and Safety at the Workplace (HASAW) Act and Environmental Health Act.
3. Proficient in the use of Microsoft applications such as MS Word, MS Excel, MS PowerPoint.

Skills and Abilities

1. Good networking and negotiation skills.
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Personal Character and Eligibility

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MOHMS 20/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Health Inspector
Salary Band:	Band E
Salary range:	\$19, 041.75 - \$24,412.50 per annum
Location:	Nadi Health Office [1 post]
Unit/Division:	Environmental Health Unit/Central Division
Duration:	5 years
Reports to:	Health Inspector
Subordinates:	Nil

The Position

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
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Key Performance Indicators

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1. The planned Environmental Health activities are conducted in timely manner and in accordance with the relevant Public Health legislations and policies.
2. Information and advice provided to customers and stakeholders are based on policy and relevant Public Health legislations within the agreed timeframe.
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Person Specification

In addition to a Diploma in Environmental Health or equivalent, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of the post:

Knowledge and Experience:

1. A good understanding and some experience in Environmental Health activities required under the Local Environmental Health Programs.
2. Understanding of the 2013 Constitution and other legislations such as Public Health Act, Health and Safety at the Workplace (HASAW) Act and Environmental Health Act.
3. Proficient in the use of Microsoft applications such as MS Word, MS Excel, MS PowerPoint.

Skills and Abilities

1. Good networking and negotiation skills.
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Personal Character and Eligibility

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MOHMS 21/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Health Inspector
Salary Band:	Band E
Salary range:	\$19, 041.75 - \$24,412.50 per annum
Location:	Sigatoka Health Office [2 posts]
Unit/Division:	Environmental Health Unit/Central Division
Duration:	5 years
Reports to:	Health Inspector
Subordinates:	Nil

The Position

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
3. Assist customers by providing information and advice in accordance with relevant Public Health legislations and policies.
4. Submit reports to supervisors on the implementation of the Environmental Health activities in accordance with the reporting standards in a timely manner.
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Key Performance Indicators

Performance will be measured through the following indicators:

1. The planned Environmental Health activities are conducted in timely manner and in accordance with the relevant Public Health legislations and policies.
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Person Specification

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Knowledge and Experience

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3. Proficient in the use of Microsoft applications such as MS Word, MS Excel, MS PowerPoint.

Skills and Abilities

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MOHMS 22/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Health Inspector
Salary Band:	Band E
Salary range:	\$19, 041.75 - \$24,412.50 per annum
Location:	Suva Health Office [1 post]
Unit/Division:	Environmental Health Unit/Central Division
Duration:	5 years
Reports to:	Health Inspector
Subordinates:	Nil

The Position

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
3. Assist customers by providing information and advice in accordance with relevant Public Health legislations and policies.
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Key Performance Indicators

Performance will be measured through the following indicators:

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Person Specification

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Skills and Abilities

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MOHMS 23/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Health Inspector
Salary Band:	Band E
Salary range:	\$19, 041.75 - \$24,412.50 per annum
Location:	Nausori Health Office [1 post]
Unit/Division:	Environmental Health Unit/Central Division
Duration:	5 years
Reports to:	Health Inspector
Subordinates:	Nil

The Position

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
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Skills and Abilities

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MOHMS 24/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Health Inspector
Salary Band:	Band E
Salary Range:	\$19, 041.75 - \$24,412.50 per annum
Location:	Navua Health Office [2 posts]
Unit/Division:	Environmental Health Unit/Central Division
Duration:	5 years
Reports to:	Health Inspector
Subordinates:	Nil

The Position

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
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Performance will be measured through the following indicators:

1. The planned Environmental Health activities are conducted in timely manner and in accordance with the relevant Public Health legislations and policies.
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Knowledge and Experience

1. A good understanding and some experience in Environmental Health activities required under the Local Environmental Health Programs.

2. Understanding of the 2013 Constitution and other legislations such as Public Health Act, Health and Safety at the Workplace (HASAW) Act and Environmental Health Act.
3. Proficient in the use of Microsoft applications such as MS Word, MS Excel, MS PowerPoint.

Skills and Abilities

1. Good networking and negotiation skills.
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MOHMS 25/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Health Inspector
Salary Band:	Band E
Salary range:	\$19,041.75 - \$24,412.50 per annum
Location:	Labasa Health Office [2 post]
Unit/Division:	Environmental Health Unit/Central Division
Duration:	5 years
Reports to:	Health Inspector
Subordinates:	Nil

The Position

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
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1. The planned Environmental Health activities are conducted in timely manner and in accordance with the relevant Public Health legislations and policies.
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Person Specification

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Knowledge and Experience

1. A good understanding and some experience in Environmental Health activities required under the Local Environmental Health Programs.
2. Understanding of the 2013 Constitution and other legislations such as Public Health Act, Health and Safety at the Workplace (HASAW) Act and Environmental Health Act.
3. Proficient in the use of Microsoft applications such as MS Word, MS Excel, MS PowerPoint.

Skills and Abilities

1. Good networking and negotiation skills.
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MOHMS 26/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Health Inspector
Salary Band:	Band E
Salary range:	\$19, 041.75 - \$24,412.50 per annum
Location:	Savusavu Health Office [1 post]
Unit/Division:	Environmental Health Unit/Central Division
Duration:	5 years
Reports to:	Health Inspector
Subordinates:	Nil

The Position

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
3. Assist customers by providing information and advice in accordance with relevant Public Health legislations and policies.
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MOHMS 27/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Health Inspector
Salary Band:	Band E
Salary range:	\$19, 041.75 - \$24,412.50 per annum
Location:	Vunisea Health Office [1 post]
Unit/Division:	Environmental Health Unit/Central Division
Duration:	5 years
Reports to:	Health Inspector
Subordinates:	Nil

The Position

This position ensures that all planned environmental health activities as per the Divisional Business Plan are implemented in accordance with the relevant Public Health legislations and policies.

Key Responsibilities

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

1. Implement Environmental Health activities as outlined in the Local Environmental Health Programs.
2. Collaborate with relevant stakeholders such as other government agencies and Non-Governmental Organizations and maintain a healthy working relationship.
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Key Performance Indicators

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2. Understanding of the 2013 Constitution and other legislations such as Public Health Act, Health and Safety at the Workplace (HASAW) Act and Environmental Health Act.
3. Proficient in the use of Microsoft applications such as MS Word, MS Excel, MS PowerPoint.

Skills and Abilities.

1. Good networking and negotiation skills.
2. Good communication skills both written and verbal.
3. Ability to write reports with an attention to detail and accuracy of information.
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Personal Character and Eligibility

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MOHMS 30/2021



Ministry of Health & Medical Services

Role Description

Corporate Information

Role:	Phlebotomist
Salary Band:	Band C
Salary range:	\$12,081.69 - \$15,489.35 per annum
Location:	CWM Hospital [3 posts]
Unit/Division:	Pathology Laboratory
Duration:	5 years
Reports to:	Laboratory Superintendent
Liases with:	Laboratory Supervising Technical Officer, Quality Manager, Manager Blood Services, Laboratory Superintendent
Subordinates:	None

The Position

The purpose of this position is to provide support for blood collection, handling, and distribution of laboratory samples and registration of samples in the Laboratory Information System (LIS) that contributes to delivery of accurate, reliable results within a short turnaround time. This position is also required to accompany Blood Donor Services for mobile and home to home blood drives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure patient/blood donor comfort and confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health & Medical Services (MOHMS).
2. Ensure work area is clean at all times and disinfected daily, specimen handling is as per SOP and registration into Laboratory Information System (LIS), liaise with relevant Laboratory sections and disseminate updated information to patients/customers.
3. Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned specific duties in other sections is achieved.
4. Contribute to training, supervision and assessment of new recruits and students
5. Ensure proper handling of samples and registration of sample and test requests into the LIS within the expected turnaround time.
6. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Demonstrate positive communication in all interactions with staff and patients and provide daily Customer Service questionnaire to clients to assess the services provided.
2. Daily cleaning of work areas and filling of the cleaning work sheets.

3. Ensure updated stock take and ordering of consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
4. Fortnightly attendance or presentation in the Laboratory Scientific Session; assisting in monthly assessment of students or new recruits
5. Daily usage of Sample Acceptance Criteria and registration of samples in the LIS. Ensuring samples are delivered to various Sections of the laboratory every 20 minutes.
6. Participate in the corporate activities of the Ministry as and when required.

Person Specification

In addition to University qualifications relevant to Phlebotomy, the applicant should demonstrate the capacity to learn and adapt to successfully perform duties of a Phlebotomist.

Knowledge and Experience

1. Identify and manage resources assigned to a Phlebotomist in a proper manner
2. Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
3. Understand and be receptive to applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to effectively work within a team;
2. Good communication skills both written & verbal
3. Ability to work with minimum supervision.
4. Service oriented approach, with 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 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 31/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Phlebotomist
Salary Band:	Band C
Salary range:	\$12,081.69 - \$15,489.35 per annum
Location:	Lautoka Hospital [1 post]
Unit/Division:	Pathology Laboratory
Duration:	5 years
Reports to:	Laboratory Superintendent
Liases with:	Laboratory Supervising Technical Officer, Quality Manager, Manager Blood Services, Laboratory Superintendent
Subordinates:	None

The Position

The purpose of this position is to provide support for blood collection, handling, and distribution of laboratory samples and registration of samples in the Laboratory Information System (LIS) that contributes to delivery of accurate, reliable results within a short turnaround time. This position is also required to accompany Blood Donor Services for mobile and home to home blood drives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure patient/blood donor comfort and confidentiality and good customer service practice while adhering to Standard Operating Procedures (SOP), Laboratory policies and values of Ministry of Health & Medical Services (MOHMS).
2. Ensure work area is clean at all times and disinfected daily, specimen handling is as per SOP and registration into Laboratory Information System (LIS), liaise with relevant Laboratory sections and disseminate updated information to patients/customers.
3. Contribute to proper management of resources with minimum wastage, contribute to various educational opportunities that may arise and ensure completion of assigned specific duties in other sections is achieved.
4. Contribute to training, supervision and assessment of new recruits and students
5. Ensure proper handling of samples and registration of sample and test requests into the LIS within the expected turnaround time.
6. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Demonstrate positive communication in all interactions with staff and patients and provide daily Customer Service questionnaire to clients to assess the services provided.

2. Daily cleaning of work areas and filling of the cleaning work sheets.
3. Ensure updated stock take and ordering of consumables are completed monthly and also that all equipment is checked weekly (any damaged equipment tested and sent for repair).
4. Fortnightly attendance or presentation in the Laboratory Scientific Session; assisting in monthly assessment of students or new recruits
5. Daily usage of Sample Acceptance Criteria and registration of samples in the LIS. Ensuring samples are delivered to various Sections of the laboratory every 20 minutes.
6. Participate in the corporate activities of the Ministry as and when required.

Person Specification

In addition to University qualifications relevant to Phlebotomy, the applicant should demonstrate the capacity to learn and adapt to successfully perform duties of a Phlebotomist.

Knowledge and Experience

1. Identify and manage resources assigned to a Phlebotomist in a proper manner
2. Awareness of general safety within the laboratory and ability to use personal protective equipment effectively.
3. Understand and be receptive to applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to effectively work within a team;
2. Good communication skills both written & verbal
3. Ability to work with minimum supervision.
4. Service oriented approach, with 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 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 32/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Laboratory Assistant
Salary Band:	Band D
Salary Range:	\$14,428.13 - \$18,497.60 per annum
Location:	Fiji Centre for Communicable Diseases Control, Mataika House [1 post]
Unit/Division:	Pathology Laboratory
Duration:	5 years
Reports to:	Technical Officer High Grade
Liases with:	Clinical team, Laboratory Superintendent, Quality Manager, Laboratory Supervising Technical Officer
Subordinates:	None

The Position

The purpose of this position is to provide efficient and effective laboratory services and provision of reliable results that support the Fiji Health System and Ministry of Health & Medical Services objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Ensure timely, accurate and reliable laboratory results while maintain client confidentiality, good customer service, compliance with standard operating procedures (SOPs) and laboratory policies.
2. Ensure safety practices are conducted in accordance with SOPs protocols and guidelines.
3. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
4. Coordinate the training program, supervision, and assessments of new recruits and students.
5. Actively contribute to the Ministry and corporate requirements by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. All laboratory services are delivered meeting quality service standards, are compliant with the SOPs and within agreed time frames.
2. All working areas, equipment and work practices are compliant with Occupational Health and Safety Standards and laboratory guidelines.
3. All new recruits and students are effectively managed and mentored for active participation to produce timely and compliant outputs of the laboratory services.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
5. Participate in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Certificate in Medical Laboratory Technology the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. Sound understanding of laboratory practices, processes and procedures;
2. Knowledge of the general safety within the laboratory, effective personal protective equipment use complies to and advocates laboratory polices and Standard Operating Procedures [SOPs];
3. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory.

Skills and Abilities

1. Demonstrated ability to work and contribute within a high performing team environment;
2. Good communication, interpersonal and representational skills;
3. Demonstrate ability to manage work priorities to meet scheduled timeframes;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with 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 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 33/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Dental Officer
Salary Band:	Band H
Salary Range	\$34,760.31 -\$44,564.50 per annum
Location:	Labasa Hospital [1 post]
Unit/Division:	Dental/ Labasa
Duration:	5 years
Reports to:	Senior Dental Officer
Subordinates:	Dental Therapist / Dental Hygienist / Dental Technician

The Position

1. The Dental Officer will provide Preventive, Conservative, Exodontia, Local Anaesthesia, Endodontic, Orthodontic, Prosthodontics, Oral Surgery and Administrative Support services in Dental Clinics across the Ministry of Health and Outreach Services in Rural and Maritime areas.
2. A Dental Officer conducts the duties to the post with integrity and honesty while being an innovative member of a Dental Team unit providing support, training, coaching and mentoring to other Oral Health Staff and other members of the Health Team.
3. The Dental Officer oversees the daily functions of a Dental Clinic from the frontline desk obligations to the operations of the clinic, accountability of resources and consumables with the monitoring and evaluation of the various speciality areas assigned to them.
4. The Dental Officer monitors and reports staff whereabouts on a daily basis in the form of the time book, ensures that adequate staff and materials are in the clinical setup for usage each day and communicates well with the frontline staff on the situation of a day.

Key Duties

1. The Dental Officer demonstrates collective accountability for actions within the position and is able to make clinical, operational, with critical administrative decisions compatible with his/her level of training and experience.
2. Demonstrates commitment to working to improve short and long term Oral Health outcomes in the facility and the wider community through active collaborative participation and involvement with the Private Partners to achieve the Oral health Outcomes in the Strategic Plan 2016- 2020.
3. Works collaboratively with other health professionals in the multidisciplinary team to ensure optimal Oral Health patient outcomes and patient satisfaction.
4. Facilitates and Monitors the usage of Standard operating procedures, policies, regulations and standards which impact upon the position, including contemporary Human Resource management requirements and practices, such as workplace health and safety, infection control, equal employment opportunity and anti-discrimination policies.

5. Comply and enforce the usage of guidelines on management of government resources, equipment, consumable, finances and data management and usage.
6. Sustaining and managing a workforce with discipline, etiquette and good customer focus.

Key Performance Indicator

1. All reports are submitted within the agreed timeframe and meet standard reporting requirements.
2. Number of active participations in Oral Health Promotional activities conducted as per relevant policies and guidelines.
3. Effective patient management and services are provided in compliance with relevant legislation, policy, and guideline within agreed time frame.
4. Effective and timely management of staff performance, consumable orders and equipment maintenance requirements.

Person Specification

In addition to a Bachelor in Dental Surgery from a recognised tertiary institution and registration as a Dental Practitioner with the Fiji Dental Council (FDC), appointment to this position requires validation of qualifications, and a current Annual Practising Licence with the Fiji Dental Council is mandatory. The following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. Demonstrate appropriate personal and professional behaviour in line with the position and Code of Conduct.
2. Promotes, ensures, and monitors best use of resources and timely achievement of work outcomes.
3. Recognize and work within the limits of competence of a Dental Officer.
4. Experience in understanding Self-development, Team Development and approaches to effective continuous Professional Training.

Skills and Abilities

1. Demonstrate Clinical Competency according to the prescribed Scope of Practice.
2. Contribute towards Quality Improvement Programs.
3. Ability to communicate proficiently in English in both verbal and written.
4. Ability to follow instructions and meet set targets and demonstrated ability to work cooperatively within a team environment.
5. Be able to motivate staff to work with one another to achieve common goals.

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 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 34/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Medical Imaging Technologist
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Lomaloma Hospital [1 Post]
Unit/Division:	Radiology/ Central
Duration:	5 years
Reports to:	Superintendent MIT CWM Hospital
Subordinates:	Nil

The Position

The position is to support the clinical activities at Lomaloma Hospital through effective and efficient delivery of radiological services and is on standby after hours for emergency cases.

Key Responsibilities

The position will achieve its purpose through the following:

1. Performing requested examinations and its activities in line with departmental protocols, safety procedures and guidelines.
2. Responding to and performing after hour's examination requests promptly.
3. Ensure that equipment are functioning and relevant consumables are available at all times
4. Collect statistics for compiling and actively participates in quality improvement programs.
5. Actively contribute to the Ministry's corporate requirements by attending staff meetings, conferences and workshops relevant to job role.

Key Performance Indicator

Performance will be measured through the following indicators:

1. All activities under examinations are accurately recorded and performed on a scheduled time.
2. All after hour's examinations are completed in a timely manner.
3. Timely collection of weekly and monthly statistics.
4. Equipment's are functioning and consumables are available with timely reporting and quality improvement activities are implemented.

Person Specification

In addition to a Diploma or a Bachelor in Medical Imaging Science, registered and licensed under the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience

1. At least 2 years of technical working experience in General Radiography.
2. Good knowledge of Ultrasound examination protocols to be able to work unsupervised.

3. Knowledge of relevant laws and legislations applicable to Radiology safety practices

Skills and Abilities

1. Demonstrated ability to work effectively within a team environment.
2. Demonstrated organizational and communications skills to be able to work with people of diverse background.
3. Demonstrated ability to promote best use of resources and time to achieve work outcomes.
4. Demonstrated IT and Microsoft office skills to support the department operations.

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 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 35/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Medical Imaging Technologist
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Lami Health Centre [1 Post]
Unit/Division:	Radiology/ Central
Duration:	5 years
Reports to:	Superintendent MIT CWM Hospital
Subordinates:	Nil

The Position

The position is to support the clinical activities at Lami Hospital through effective and efficient delivery of radiological services and is on standby after hours for emergency cases.

Key Responsibilities

The position will achieve its purpose through the following:

1. Performing requested examinations and its activities in line with departmental protocols, safety procedures and guidelines.
2. Responding to and performing after hour's examination requests promptly.
3. Ensure that equipment are functioning and relevant consumables are available at all times
4. Collect statistics for compiling and actively participates in quality improvement programs.
5. Actively contribute to the Ministry's corporate requirements by attending staff meetings, conferences and workshops relevant to job role.

Key Performance Indicator

Performance will be measured through the following indicators:

1. All activities under examinations are accurately recorded and performed on a scheduled time.
2. All after hour's examinations are completed in a timely manner.
3. Timely collection of weekly and monthly statistics.
4. Equipment's are functioning and consumables are available with timely reporting and quality improvement activities are implemented.

Person Specification

In addition to a Diploma or a Bachelor in Medical Imaging Science, registered and licensed under the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists the following Knowledge, Experience, Skills and Abilities are also required to undertake this role.

Knowledge and Experience

1. At least 2 years of technical working experience in General Radiography.
2. Good knowledge of Ultrasound examination protocols to be able to work unsupervised.
3. Knowledge of relevant laws and legislations applicable to Radiology safety practices

Skills and Abilities

1. Demonstrated ability to work effectively within a team environment.
2. Demonstrated organizational and communications skills to be able to work with people of diverse background.
3. Demonstrated ability to promote best use of resources and time to achieve work outcomes.
4. Demonstrated IT and Microsoft office skills to support the department operations.

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 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 36/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Position:	Intern Pharmacist
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	Several
Unit/Division:	Pharmacy/Hospital Services
Duration:	1 year 6 months
Reports to:	Principal Pharmacist
Subordinates:	Nil

The Position

The intern pharmacist position is a 12-month temporary position in which a pharmacy graduate from a Bachelor of Pharmacy course gains the necessary skills and experience, under the guidance and supervision of a registered pharmacist, to satisfy the requirements for registration as a Pharmacist in Fiji. The position contributes to optimum patient care by undertaking the functions of a pharmacist, within the scope and responsibility of an intern pharmacist, and within the relevant regulatory framework.

Key Responsibilities

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

1. Application of the 7 Competence Standards under the Pharmacy Internship Program
2. Provide courteous, professional & high quality customer counselling on medicines and pharmacy service
3. Verify prescriptions, check for harmful interactions, prepare and dispense medicines under supervision by a registered pharmacist
4. Mix compounds according to a pharmacist's or doctor's instructions
5. Participate in continuous pharmacy education

Key Performance Indicators

Performance will be measured through the following indicators:

1. Quality Pharmacy services are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. Medicine information is provided, readily available, and accessible by members of medical staff and the general public
3. Successful completion of the Pharmacy Internship Program at the end of the 52 weeks.

Person Specification

In addition to Bachelor of Pharmacy degree, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. Knowledge of legal requirements for registration as a pharmacist in Fiji

2. Good knowledge of pharmacotherapy and the ability to apply this knowledge to practical situations
3. Good understanding of the role of the Hospital Pharmacist and a Community Pharmacist to achieve good healthcare outcomes
4. Knowledge and application of Good Dispensing Practices & Good Pharmaceutical Practices
5. A sound understanding and conscientious application of the Quality Use of Medicines (QUM)

Skills and Abilities

1. Demonstrated ability to work individually and also within a team, to follow instructions and meet agreed timelines
2. Demonstrated ability to support and deliver high quality customer service for medicines and pharmacy services
3. Demonstrate ability to interact with all colleagues in a professional and positive manner to foster good rapport, promote team spirit and ensure two-way communications.
4. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public 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 taking up duty.

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MOHMS 37/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Biomedical Engineer
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	CWM Hospital [2 posts]
Unit/Division:	Biomedical Division
Duration:	5 years
Reports to:	Director FPBS
Subordinates:	Nil

The Position

The purpose of the Biomedical Engineer is to work under no supervision, modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment. May also direct, coordinate, and evaluate the work of lower level technicians.

Key Responsibilities

1. Responsible for ensuring that any biomedical equipment required for service delivery is made available to the health facilities through constant and regular monitoring. All needs of biomedical equipment by the health facilities need to be captured and requested for purchase promptly.
2. Attend to any breakdowns and ensure that all faults are rectified promptly and also perform a variety of complex and specialized tasks associated with the routine preventative maintenance, installation, service and calibration of a diverse range of biomedical equipment according to Australian Standards [AS3551].
3. Ensure that users of equipment are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
4. Provide weekly and monthly reports and updates to the Senior Biomedical Engineer.

Key Performance Indicators

1. Quarterly audits performed and biomedical equipment inventory is updated for all the health facilities in all divisions.
2. Annual preventative maintenance is carried out for all the health facilities
3. User Training is performed on a monthly basis for all biomedical equipment.
4. Monthly report on equipment availability is submitted to National Biomedical Coordinator through Senior Biomedical Engineer.

Person Specification

In addition to University qualifications (or equivalent) relevant to Biomedical/ Electronics the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

Knowledge and Experience

1. At least 3-5 years' work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spreadsheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

Skills and Abilities

1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to lead a department, unit or group also to instruct, direct, motivate and evaluate employees.
6. Ability to work efficiently in any given time frame

Personal Character and Eligibility

Applicants for employment in the Ministry must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.

MOHMS 38/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Biomedical Technical Officer
Salary Band:	Band F
Salary Range:	\$22,528.75- \$28,883.00 per annum
Duty Station:	CWM Hospital [1 Post]
Unit/Division:	Biomedical Division
Duration:	5 years
Reports to:	The Medical Superintendent & Senior Biomedical Engineer
Subordinates:	Nil

The Position

The purpose of the Biomedical Technical Officer is to work under no supervision, modify, develop tests, evaluate, construct, install and maintain complex biomedical electronic measurement and control instruments. To perform routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment. May also direct, coordinate, and evaluate the work of lower level technicians.

Key Responsibilities

1. Responsible for ensuring that any biomedical equipment required for service delivery is made available to the health facilities through constant and regular monitoring. All needs of biomedical equipment by the health facilities need to be captured and requested for purchase promptly.
2. Attend to any breakdowns and ensure that all faults are rectified promptly and also perform a variety of complex and specialized tasks associated with the routine preventative maintenance, installation, service and calibration of a diverse range of biomedical equipment according to Australian Standards [AS3551].
3. Ensure that users of equipment are educated, trained and advised on theory of operation, physiological principles and safe clinical application of biomedical equipment.
4. Provide weekly and monthly reports and updates to the Senior Biomedical Engineer.

Key Performance Indicators

1. Quarterly audits performed and biomedical equipment inventory is updated for all the health facilities in all divisions.
2. Annual preventative maintenance is carried out for all the health facilities
3. User Training is performed on a monthly basis for all biomedical equipment.
4. Monthly report on equipment availability is submitted to National Biomedical Coordinator through Senior Biomedical Engineer.

Person Specification

In addition to University qualifications (or equivalent) relevant to Biomedical/ Electronics and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

Knowledge and Experience

1. At least 3-5 years' work experience in the field relevant to Electronics/ Biomedical Engineering
2. Substantial knowledge of electronic circuitry and electronics troubleshooting.
3. Understanding of the OHS regulations and safety procedures;
4. Working knowledge of physiology, anatomy and medical terminology.
5. Substantial knowledge of email, database management, spreadsheet and word processor applications.
6. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

Skills and Abilities

1. Ability to establish and maintain working relationships with co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment. Also knowledge of physiology, anatomy and medical terminology.
3. Ability to maintain confidential information.
4. Must possess sound analytical and problem solving skills in a resource constraint environment.
5. Ability to lead a department, unit or group also to instruct, direct, motivate and evaluate employees
6. Ability to work efficiently in any given time frame

Personal Character and Eligibility

Applicants for employment in the Ministry must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.