

**ADVERTISED POSITIONS – FIJI SUN 27
FEBRUARY 2021**



**MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION**

MOHMS 39/2021

Corporate Information:

Role:	National Advisor Oral Health (NAOH)
Salary Band:	Band L
Salary Range:	\$67, 830.20 - \$86, 961.80
Location:	Wellness Centre, Namosi House, Ministry of Health & Medical Services (MOHMS) Suva
Unit/Division:	Oral Health
Duration:	5 years
Reports to:	Head of Wellness
Subordinates:	Indirect: <ul style="list-style-type: none">• Dental Logistics Officer @ Fiji Pharmaceutical & Biomedical Services (FPBS)• Oral Health Promotion Officer @ Wellness Centre• Principal Dental Officers• Divisional Dental Officers

The Position

The National Advisor Oral Health is responsible to the Permanent Secretary for Health and Medical Services and the Minister of Health & Medical Services through the Head of Wellness for policy advice and management of the National Oral Health Services.

Key Responsibilities

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

1. Directly responsible for the Strategic Operational direction of Oral Health both in Public Health and Clinical Services and ensuring the achievements of the Business Plan.
2. Formulate and review Oral Health Policies and ensure compliance with such policies.
3. Collaborate with the respective Medical Superintendents and Divisional Medical Officers and the Head of the Fiji Pharmaceuticals and Biomedical Service with regards to the overall management, and maintenance of resources such as equipment, and consumables
4. Plan, monitor and evaluate Oral Health programs and effecting appropriate measures to improve such programs
5. Liaise with the stakeholders such as the Fiji Medical and Dental Secretariat and training institutions on issues with regarding to Oral Health Staff and the profession.
6. Participate in the corporate activities of the Ministry such as planning, budgeting and human resource activities as and when required.

Key Performance Indicators

1. Oral Health Business Plan is developed and all activities are carried out within the required time frame and in accordance with standard procedures and policies.
2. An oral health policy is developed and its compliance is monitored in a timely manner.
3. Health facilities are furnished with the appropriate oral health equipment and consumables in a timely.
4. Reports are submitted to the Head of Wellness in accordance with reporting standards and by the agreed due date.
5. Active participation in the corporate activities of the Ministry as and when required.

The Person

In addition to a Postgraduate qualifications in any Oral Health Specialty with a Bachelor in Dental Surgery Degree, a valid registration and annual practicing license with Fiji Medical and Dental Secretariat, the following Knowledge, Experience, Skills and Abilities are required to undertake this role:

Knowledge and Experience

1. At least eight [8] years of experience of oral health management and providing policy advice on oral health issues to senior management at a medium or large organisation.
2. High level of understanding of the requirements of dental services delivery in both the clinical and preventative areas.
3. Understand and implement policies with regards to human resources management and training.
4. Proven experience in oral health policy development, implementation and review
5. Proven experience and sound understanding of the elements of good Oral Health care delivery, and an appreciation of the range of professional inputs necessary for the provision of Oral Health services in Fiji.

Skills and Abilities

1. Possess an analytical mind to prioritize and critically assess situations.
2. Demonstrated ability to effectively work within a team.
3. Strong communication skills, written and oral and a proven capacity to drive change and persuade others of a constructive course of action
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
5. Demonstrated ability for effective and efficient monitoring and evaluation of Oral Health Services.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the Ministry of Health & Medical Services.

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.



MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

MOHMS 43/2021

Corporate Information

Role:	Biomedical Engineer
Salary Band:	Band G
Salary:	\$28,605.45 - \$38,140.60 per annum
Duty Station:	Labasa Hospital
Unit/Division:	Biomedical Services
Reports to:	Medical Superintendent Labasa Hospital
Subordinates:	Biomedical Technical Officers Biomedical Technician

The Position

The purpose of the Biomedical Engineer is to ensure that the efficient and effective management of the Biomedical Services Unit in the hospital. Moreover, the biomedical engineer performs routine specialized tasks involved in the maintenance, servicing, troubleshooting and calibration of all Biomedical Equipment.

Key Responsibilities

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

1. Ensure 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.
5. Participate in the corporate activities of the unit and ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. A maintenance plan is compiled and this is strictly adhered to in ensuring that all biomedical equipment are functional.
2. Quarterly audits performed and biomedical equipment inventory is updated for the hospital.
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.
5. Active participation in the corporate activities of the Ministry as and when required.

The Person

In addition to a relevant academic qualification in Biomedical Engineering or Electronics or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of a Biomedical Engineer.

Knowledge and Experience

1. At least 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. 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 such as co-workers, clinical and medical staff and the general public.
2. Ability to interpret schematics, wiring diagrams and illustrated parts drawings of biomedical equipment.
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. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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.



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

MOHMS 44/2021

Corporate Information:

Role:	Biomedical Technician
Salary Band:	Band E
Salary:	\$19,041.75 - \$24,412.50 per annum
Duty Station:	Fiji Pharmaceutical & Biomedical Services
Unit/Division:	Biomedical Division
Reports to:	Biomedical Engineer
Subordinates:	Nil

The Position

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

The 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 in 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 set ups to conduct functional checks of medical electronic test equipment.
5. Maintain documentation on new equipment, inspections and equipment repairs and failures.
6. Provide weekly reports and updates or as directed to the Senior Biomedical Engineer.
7. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All maintenance works as per maintenance plan for the biomedical unit is conducted in a timely manner in accordance with the standard operating procedures.
2. All reports are in accordance with reporting standards and submitted by the due date.
3. Active participation in the corporate activities of the Ministry as and when required.

The Person

In addition to a relevant academic qualification in Electronics or Biomedical Engineering or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the duties of the post:

Knowledge and Experience

1. Some experience in working in a similar environment
2. Knowledge and experience in the repair/maintenance of electronic/ electromechanical devices.
3. Knowledge of electronic circuitry and electronics troubleshooting
4. Understanding of the OHS regulations and safety procedures;
5. Experience in, and understanding instruction of all aspects of all Biomedical Engineering Services both written and oral.

Skills and Abilities

1. Ability to interpret schematics, wiring diagrams and illustrated parts, drawings or biomedical equipment.
2. Ability to communicate effectively both written and verbal communication
3. Ability to prepare reports, to organise and prioritize tasks effectively and efficiently at all levels of the organization
4. Ability to establish and maintain working relationships with co-workers, clinical staff and stakeholders
5. Good Computer skills including the ability to use Microsoft Office Programmes.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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

MOHMS 47/2021

Corporate Information

Role:	Senior Accounts Officer
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Lautoka Hospital
Unit/Division:	Administration - Lautoka Hospital
Reports to:	Hospital Administrator
Subordinates:	Assistant Accounts Officer, Clerical Officer

The Position

To ensure all payment and revenue are properly accounted for under Financial Instructions, manage and monitor budget for cost centre, provide advice to management in terms of budgeting and funding.

Key Responsibilities

1. Manage the daily functions of the Accounts Section including monitoring expenditure, revenue management, record management, Trading and Manufacturing Operations, compilation of monthly reconciliations and prescribed reports
2. Ensure timely authorization of salaries and wages inputs are updated systematically and edit verifications are uploaded accordingly.
3. Provide timely and expert advice on all wages and salaries matters to the Senior Management.
4. Ensure wages and salaries financial reports and reconciliations are timely submitted to senior managers for decision making.
5. Participate in performance evaluation of finance staffs and conduct counselling sessions to identify skill development needs to improve financial operation efficiency.
6. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicator

Performance will be measured through the following indicators:

1. All payment and revenue are properly accounted for, budget is monitored for cost centres and sound advice is provided to staff and management in accordance with relevant legislations and policies.
2. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
3. Effective and timely assessment of staff performance.
4. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a Bachelor's degree in Accounting or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake the role:

Knowledge and Experience

1. Vast years of work experience in a finance environment with minimum qualification requirement.
2. Working Knowledge of Financial Management requirements, including the processing of expenditures within legislation and policy.
3. Practical knowledge of anti-corruption approaches and methods.
4. 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 and working with a team to achieve results.
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 & 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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MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

MOHMS 48/2021

Corporate Information

Role:	Senior Administrative Secretary, Registration
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Head Quarters
Unit/Division:	Executive Support Unit / Hospital Services
Reports to:	National Manager Patient Safety and Quality
Subordinates:	Nil

The Position

The position ensures that the various boards and committees are convened according to the Acts and its decisions are implemented accordingly. To ensure applications for overseas treatment are promptly processed according to Ministry's guidelines.

Key Responsibilities

The position will achieve its purpose through the following key duties by working with relevant staff and service providers, in accordance with legislative requirements:

1. Convening quarterly meetings of and Boards which includes Board, Private Hospitals, Radiation, Optometrist, and Allied Health Board.
2. Ensure the appointment of new and extension of existing Board of Visitors (BoV) members upon expiry for all Major Hospitals, Subdivisional Hospital and Health Centres & Nursing Stations by obtaining requests from respective health facilities and submitting requests to the Minister.
3. To ensure requests for Medical Board received from various Government organizations / statutory bodies are dealt with promptly.
4. Attend to all administrative related issues (correspondences, etc) for the boards and hospitals as directed by Minister, Assistant Minister and Permanent Secretary.
5. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
2. Appointments of Board of Visitors members are effectively discharged.
3. Administration and timely organization of the respective Boards.
4. Medical Board request are dealt with in a timely manner.
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a Bachelor's Degree qualification relevant to Human Resource Management or equivalent, the Knowledge, Experience, Skills and Abilities below are required to successfully perform the duties of this post:

Knowledge and Experience

1. Proven knowledge and experience of administration and management.

2. Demonstrated experience in analysing and contributing to solutions to complex problems, in a resource constrained environment.
3. Proven experience in building and sustaining relationships with relevant stakeholders and partners.
4. Sound understanding of the Health Services and roles of Health professionals.
5. Understanding of the Fijian Constitution (2013) and the relevant legislation governing terms and conditions of employment, OHS and industrial relations etc.

Skills and Abilities

1. Ability to maintain confidentiality and impartiality in managing work processes and applying policies, procedures and guidelines
2. Ability to handle sensitive and confidential information or situations
3. Ability to establish excellent rapport with staff and external partners
4. Strong written and verbal communication skills
5. 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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MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

MOHMS 49/2021

Corporate Information

Role:	Secretary
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	Lautoka Hospital
Duration:	3 years
Unit/Division:	Corporate Services, Lautoka Hospital
Reports to:	Administrative Officer, Lautoka Hospital
Subordinates:	Nil

The Position

The position provides effective and efficient general administrative duties and support to the Head of Department on daily operations.

Key Responsibilities

The position will achieve its purpose through the following:

1. Maintain effective and efficient Secretarial support services to the Head of Department in the daily operation and providing services.
2. Maintaining filing correspondence and ensure information are kept confidential.
3. Ensure that messages are communicated promptly to the Head of Department and appropriate feedback are provided in a timely manner.
4. Ensure recording minutes of the meetings as assigned by Head of Department.
5. Organize for the Divisional Quarterly and Annual meetings with sub divisional heads.
6. Facilitate itinerary arrangements for the Head of Department or any other staff as assigned by the Head of Department for meetings and workshops.
7. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following:

1. Ensure effective and timely facilitation of Secretarial work, including management of correspondence is provided within the anticipated standards.
2. Manage, plan and organize the Head of Department's daily calendar.
3. Ensure that the Head of Department is provided with timely and correct information as and when required.
4. Active participation in the corporate activities of the Ministry as and when required

Selection Criteria

The Person

In addition to Diploma in Secretarial Studies, Office Administration, and Management or equivalent relevant experience the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Secretary:

Knowledge and Experience

1. Proven understanding and experience of administration work or similar.
2. Working knowledge of Microsoft Office programmes.
3. Knowledge of record keeping methods electronically and manually.

Skills and Abilities

1. Demonstrated ability to organise, multitask, prioritize and work under pressure to meet set timelines.
2. Good communication (verbal and written) and interpersonal skills.
3. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.
4. Demonstrated ability to work with a team.
5. Service oriented approach with a commitment to supporting the operation and corporate environment of the organisation.

Personal Character and Eligibility

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

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MINISTRY OF HEALTH & MEDICAL SERVICES

ROLE DESCRIPTION

MOHMS 50/2021

Corporate Information

Role:	Assistant Accounts Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	Makoi Birthing Unit
Unit/Division:	Accounts Department
Reports to:	Divisional Medical Officer, Central Accounts Officer, Central Health Services
Subordinates:	Clerical Officer

The Position

The position incumbent is responsible for the efficient management and operations of the salaries and wages unit of Ministry of Health & Medical services. Ensure commitment and compliance to good financial practises to enable the efficient and effective processing of salaries and wages 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 wages, salaries and other payments in accordance to the financial practises.
2. Ensure timely authorization of salaries and wages inputs are updated systematically and edit verifications are uploaded accordingly.
3. Oversee the efficient and effective management of wages / salaries section ensuring staffs meeting the deadlines.
4. Provide timely and expert advice on all wages and salaries matters to the Senior Management.
5. Ensure wages and salaries financial reports and reconciliations are timely submitted to senior managers for decision making.
6. Counsel, guide and Develop internal (Wages /Salaries/FNPF) programme to ensure adherence to policies, finance instructions and agreed policies.
7. Actively contribute in all corporate function of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Required in assisting the process salaries and wages payments, process timely payroll updates system.
2. To provide timely advise to management on wages and salaries activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.
3. Timely & effective management of the staff and unit's performance to enable business continuity, and delivery of services.
4. Actively contribute in all corporate function of the Ministry.

Selection Criteria

Person Specification

In addition to an Undergraduate degree in Accounting or equivalent, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 3 years' experience working in a Finance Environment
2. Sound and Good Working Knowledge of Financial Management requirements.
3. Good experience with supervisory and Leadership Role
4. 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. Capacity to utilize computer programs to support the financial operations
4. Service oriented approach, with commitment to supporting the operational and 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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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

MOHMS 51/2021

Corporate Information

Role:	Statistical Officer – Public Health Information System (PHIS)
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Location:	Head Quarters
Unit/Division:	Health Information Unit
Reports to:	Senior Statistician
Subordinates:	Nil

The Position

The Statistical Officer (PHIS) is responsible for the collection, compilation and monitoring of the Public Health Information System (PHIS) reports are provided in a timely manner.

Key Responsibilities

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

1. Collection, registration, compilation and analysis of PHIS on a predetermined basis (not limited to Monthly, Quarterly and Annual).
2. Monitoring of all PHIS monthly reports including data quality and timeliness and ensuring improvement in compliance to reporting.
3. Provides regular briefs to the Assistant Statistician - Public Health & Hospital on PHIS variables.
4. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
2. Quality and efficient data is retrieved from the PATISplus and Consolidated Monthly Return Information System for data requests and quarterly, monthly and annual reports.
3. Conduct effective and efficient training on Health Information System to the Sister In charge, Nurses and Medical Officers at Divisional and Sub-Divisional level.
4. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to pass in Form Seven or equivalent, a certificate or diploma in public health, statistics, epidemiology, IT or Population Studies, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Some experience in similar work environment.
2. Able to analyse, interpret and present reports.
3. Understanding of new information technology system.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to plan, organize work schedule effectively;
2. Ability to communicate effectively and work within a team in order to meet strict deadlines.
3. Good analytical skills with an attention for detail and accuracy of data.
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

MOHMS 52/2021

Corporate Information

Role:	Clerical Officer - Administration
Salary Band:	Band C

Salary Range:	\$12,081.69 - \$15,489.35 per annum
Location:	Lautoka Hospital
Unit/Division:	Human Resources
Reports to:	Administrative Officer
Subordinates:	Nil

The Position

This position ensures all Human Resource support functions with regards to receiving and relaying incoming and outgoing telephone calls and providing customer service at the front desk for internal and external customers are provided in a timely manner.

Key Responsibilities

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

1. Operate switchboard and route incoming / outgoing calls to appropriate departments and enter calls in log book.
2. Provide specific directory information to both internal and external customers, as required, in accordance with policy and procedures.
3. Verify monthly telephone bills.
4. Provide administrative assistance to the other units in the department in terms of assisting with recruitment and selection, discipline, performance management.
5. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and accurate facilitation of telephone calls for internal and external customers in accordance with relevant processes and policies.
2. Administrative assistance is provided in a timely manner and in accordance with the relevant guidelines and policies.
3. All reports including the verification of telephone bills are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participation in Corporate activities as and when required.

Selection Criteria

The Person

In addition to a relevant academic qualification in Front Office Management, Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of this post:

Knowledge and Experience

1. Knowledge and experience in operating telephone consoles and related equipment
2. An understanding of human resources practices at the work place.
3. An understanding of customer service standards and procedures.
4. Experience in the use of Microsoft applications in particular MS Word and MS Excel

Skills and Abilities

1. Excellent communication skills with the ability to use telephone systems to communicate with internal and external customers
2. The ability to build and maintain a working relationship with teams within and outside of the organisation
3. The ability to provide concise and accurate information with an attention for detail when writing reports.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

MOHMS 53/2021

Corporate Information

Role:	Clerical Officer - Administration
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35 per annum

Location:	Labasa Hospital
Unit/Division:	Human Resources
Reports to:	Administrative Officer
Subordinates:	Nil

The Position

The position ensures all Human Resource support functions with regards to receiving and relaying incoming and outgoing telephone calls and providing customer service at the front desk for internal and external customers are provided in a timely manner.

Key Responsibilities

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

1. Operate switchboard and route incoming / outgoing calls to appropriate departments and enter calls in log book.
2. Provide specific directory information to both internal and external customers, as required, in accordance with policy and procedures.
3. Verify monthly telephone bills.
4. Provide administrative assistance to the other units in the department in terms of assisting with recruitment and selection, discipline, performance management.
5. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and accurate facilitation of telephone calls for internal and external customers in accordance with relevant processes and policies.
2. Administrative assistance is provided in a timely manner and in accordance with the relevant guidelines and policies.
3. All reports including the verification of telephone bills are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participation in Corporate activities as and when required.

Selection Criteria

The Person

In addition to a relevant academic qualification in Front Office Management, Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of this post:

Knowledge and Experience

1. Knowledge and experience in operating telephone consoles and related equipment
2. An understanding of human resources practices at the work place.
3. An understanding of customer service standards and procedures.
4. Experience in the use of Microsoft applications in particular MS Word and MS Excel

Skills and Abilities

1. Excellent communication skills with the ability to use telephone systems to communicate with internal and external customers
2. The ability to build and maintain a working relationship with teams within and outside of the organisation
3. The ability to provide concise and accurate information with an attention for detail when writing reports.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

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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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

MOHMS 54/2021

Corporate Information

Role:	Clerical Officer
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Location:	Lautoka Health Centre, Western Health Services, Vidilo House Lautoka
Unit/Division:	Accounts Department

Reports to:	Accounts Officer, Western Health Services; Lautoka Assistant Accounts Officer, Western Health Services; Lautoka
Subordinates:	Nil

The Position

The primary role of the post is to generate & maintain record of commitment and expenditure reports, posting of monthly journal vouchers into Financial Management Information System, processing of per diem vouchers for payments and monitoring of online bank statement for Head Quarters Drawings account.

Key Responsibilities

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

1. Ensure the timely processing of payment vouchers in accordance with financial regulations in a timely manner.
2. Regularly update general ledger and ensure posting are accurate.
3. Conduct reconciliation of Drawing Account on a regular basis.
4. Participate in the corporate activities of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Efficient and timely processing of payments in accordance with Finance regulations
2. Timely and correct posting of journals
3. Reports submitted in accordance with reporting standards by the due date
4. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

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

Knowledge and Experience

1. Proven experience in similar work environment.
2. Practical, working knowledge of an accounting information system.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to plan, organize work schedule effectively.
2. Ability to communicate effectively and work within a team in order to meet strict deadlines.
3. Good analytical skills with an attention for detail and accuracy of data.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:

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**MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION**

MOHMS 55/2021

Corporate Information

Role:	Electrician
Salary Band:	Band B
Salary Range:	\$7.50 - \$9.61 per hour
Location:	CWM Hospital
Duration:	3 years
Units/Division:	Hospital Services
Reports to:	Foreman/Supervisor Higher Grade
Subordinates:	Nil

The Position

Responsible for the effective day to day operations, maintenance and repairs of all Electrical works fixtures, equipment's, operation and backup generators in the Hospital.

Key Responsibilities

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

1. Coordinate and facilitate all the electrical maintenance within the health facility in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing and all other electrical issues.
2. Assist in the planning of labor requirement, duration 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.
3. Establish and maintain liaison with administration and professional staff regarding maintenance programs.
4. To ensure preventive maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
5. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs of electrical equipment and accessories as stipulated in the relevant manuals and standards.
3. Submission of timely reports detailing achievements to management.
4. Actively contribute to all corporate functions of the Ministry.

Selection Criteria

The Person

In addition to a Trade Certificate in Electrical (or equivalent) with an EFL Wireman's license, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 3 - 5 years of experience in a similar working environment
2. Knowledge in maintenance, repairs and new installations of Electrical equipment
3. Understanding and experience of electrical wiring and repair of electrical steam operated equipment, generators and pumps, laundry machines, wiring installation and electrical fixtures.
4. Knowledge of Occupational Health & Safety Requirements.
5. Understanding of Fijian Constitutions (2013) and applicable laws of Fiji

Skills and Abilities

1. Ability to detect, analyse and solve electrical faults and breakdown.
2. Ability to perform physical work and repair of underground electrical cabling and laying of new wiring works.
3. Demonstrated ability to work independently or as part of a team.
4. Ability to work under pressure with minimum supervision.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility

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and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

MOHMS 56/2021

Corporate Information

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

The Position

The position ensures provision of effective and safe cleaning services at the hospital whilst maintaining a sense of integrity and responsibility.

Key Responsibilities

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

1. Ensure cleanliness of premises in adherence to the Infection Control Guideline.

2. Ensure proper and safe use of appropriate cleaning agents for the respective areas within the facility.
3. Perform and document routine inspection and maintenance activities.
4. Ensure sufficient stock of cleaning agents and appliances is maintained.
5. Actively contribute to all corporate functions of the ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that improvements to office cleanliness are implemented and completed in a timely manner.
2. Timely recording and reporting of reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
3. Ensure Occupational Health Safety (OHS) compliance.
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

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 and Experience

1. Some experience in a similar working environment.
2. Basic knowledge of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures.
3. Knowledge in record management and proper disposal.
4. Knowledge of Occupational Health and safety at the workplace.

Skills and Abilities

1. Ability to plan and organize work on a daily basis.
2. Ability to communicate effectively both verbally and written.
3. Ability to work with minimum supervision and with attention to details
4. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character & Eligibility:

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

MOHMS 57/2021

Corporate Information

Role:	Cook
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Vunisea Hospital
Duration:	3years
Unit/Division:	Eastern Health Services
Reports to:	Supervisor Dietician
Subordinates:	Nil

The Position

The position ensures the timely preparation and provision of meals for patients at the Hospital.

Key Responsibilities

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

1. Reports directly to the Supervisor Dietician on a day to day basis.
2. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals.

3. Responsible for preparing and cooking a well - balanced nutritious meal for all inpatients and staffs according to the menu.
4. Ensure food items to be used for day are available.
5. To assist in the cost effective management of the food budget.
6. To identify and participate in any training appropriate to the position.
7. Ensure to be transparent with work and punctuality
8. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Selection Criteria

The Person

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

Knowledge and Experience

1. Knowledge of quality food preparation and presentation methods.
2. Must have knowledge of food safety and hygiene.
3. Experience in a similar work environment.
4. Basic knowledge of occupational health and safety in the workplace.

Skills and Abilities

1. Ability to work effectively within a team and manage time.
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time.
3. Demonstrate a high standard of personal appearance and good personal hygiene.
4. Demonstrate ability to work under minimal supervision.
5. Ability to communicate both verbally and written.

Personal Character & Eligibility:

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