

## MOHMS 79/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Corporate Information

<b>Role:</b>	Senior Physiotherapist
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	CWMH / Northern Division
<b>Unit/Division:</b>	Physiotherapy
<b>Reports To:</b>	Superintendent Physiotherapist
<b>Subordinates:</b>	Physiotherapists

#### The Position

The position is responsible for developing, implementing and monitoring the Physiotherapy Business Plan in accordance with the Ministry's Annual Operational Plan, Physiotherapy Strategic Plan and will recommend and finalize physiotherapy clinical policies to ensure standardized practice. The post will manage and administer the department, identify specialized areas, need for up skilling, and enforce and sustain all policies on technical services.

#### Key Responsibilities

1. The position will achieve its purpose through the following key duties:
2. Develop, and monitor the implementation of the Business Plan for physiotherapy.
3. Manage the daily operations of the department in accordance with standard procedures, practices and policies within agreed timelines.
4. Facilitate training and development opportunities for staff for continuous professional development.
5. Manage staff performance in accordance with standard performance assessment guidelines.
6. Actively participate in the corporate activities of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Business plan is developed, implemented and monitored so as to ensure the efficient and effective management of the physiotherapy department.
2. Physiotherapy services are delivered in compliance with standard procedures, policies and legislative requirements within the agreed time frame.
3. Reports are in accordance with reporting standards and submitted within the agreed timeframe.
4. Staff performance is managed in accordance with the Performance Management Framework
5. Active participation in the corporate activities of the Ministry as and when required.

#### Selection Criteria

##### The Person

In addition to a Degree in Physiotherapy or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

##### Knowledge and Experience

1. At least 9 years' proven experience in the field of physiotherapy, with 3 years at a supervisory level.

2. Knowledge and understanding of International conventional physiotherapy practice, OHS and Labour regulations and physiotherapy standards of practice.
3. Proven experience in supervising and assessing performance of staff

### **Skills and Abilities**

1. Ability to give technical and clinical advice to customers and stakeholders on physiotherapy issues.
2. Strong communication skills and the ability to effectively consult with others to develop sound plans, internal policies and procedures.
3. Excellent analytical and problem solving skills with an attention for detail
4. Capacity to utilise computer programs to support the operations of a complex organisation.
5. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

### **Personal Character and Eligibility:**

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

# MOHMS 80/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Manager - Tobacco Control Enforcement Unit
<b>Salary Band:</b>	Band I
<b>Salary Range:</b>	\$43,296.63- \$55,508.50 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Level 3, Namosi House, Suva
<b>Unit/Division:</b>	Tobacco Control Enforcement Unit/Central
<b>Reports to:</b>	Chief Health Inspector (CHI)
<b>Subordinates:</b>	Tobacco Control Enforcement Officers and Assistant Tobacco Control Enforcement Officers

### The Position

The position directly reports to the Chief Health Inspector/National Advisor Environmental Health. The work of the Manager is not only confined to a systematic enforcement program but includes a Comprehensive approach, tailoring other effective intervention programs such as cessation, health promotion and awareness, taxation advocacy and legislation in particular the Tobacco Control Act 2010 and its subsidiary legislation.

### Key Responsibilities

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

1. Provide strategic advice on Tobacco Act and Regulation and enforcement to CHI and directions and guidance to staffs, tobacco industry including importers wholesalers and retailers.
2. Maintain effective administrative of the Tobacco Control Unit under supervision of Chief Health Inspector, strengthen enforcement partnership, networking and sharing of enforcement experience and information with other National and Regional organizations. Ensure that best practices prevail when enforcing the Law and facilitate review of sections of the Tobacco Control Decree which requires amendments to strengthen enforcement and prosecution procedures.
3. Ensure appropriate licensing and registration mechanism is in place and ensure compliance by all stakeholders with licensing provisions under the Tobacco Control Act 2010. Provide quality customer service, maintain quality of work, and work in a systematic and orderly manner to achieve overall goals of the organization.
4. Develop and monitor Unit Business plan, Unit budget and IWP for the unit officers. Monitor work performance of all Tobacco Control Enforcement Officers and Assistant Tobacco Control Enforcement Officers in Fiji.
5. Provide Quarterly Reports on all activities listed under the work plan and ensure timely submission of these reports and update WHO reporting instrument required under the Framework Convention on Tobacco Control.
6. Develop awareness programs, tobacco free settings, training package and formulate training plan for the unit and ensure that Tobacco Control Officers are trained accordingly and provided with appropriate enforcement knowledge and skills.
7. Actively participate in the corporate activities of the Ministry.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Number of collaborations held with other government and non- governmental organization to enforce tobacco Legislations and to ensure that existing laws and policies complement the Tobacco Act 2010 and its subsidiary Regulations.
2. Number of offenders booked and taken to court through effective implementation of Tobacco Control Act 2010,
3. Ensure that unit business plan deliverable are achieved as planned At least weekly Number of briefs and all reports are provided to CHI on a regular and at the end of the year on all activities done and outcomes achieved.
4. Ensure all Tobacco import, wholesale and retail including sukhi, electronic and e-cigarettes importations and sales are registered and licenses as per Tobacco Control Act and Regulations.
5. Active participation in the corporate activities of the Ministry as and when required.

## **Selection Criteria**

### **The Person**

In addition to a minimum qualification of a University Degree in Environmental Health or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role as Manager Tobacco Control:

### **Knowledge and Experience**

1. At least 5 to 7 years of experience as a Health Inspector or Tobacco Control Officer or in a similar position in any other organisation.
2. Thorough understanding and knowledge of the Tobacco Control Act and Tobacco Control Regulations, Knowledge on taxation, sentencing, Penalties, and Crimes Act and other legislations under the Environmental Health
3. Knowledge and experience in investigation and prosecution procedures, court procedures, protocols, litigation and experience in appearing in court as a prosecutor is necessary
4. Understanding of international protocols and treaties under World Health Organisation Framework Convention on Tobacco Control (WHO FCTC) and experience in formulating and amending policies, regulations and reports,
5. Knowledge and experience in writing cabinet papers, development of MOUs and parliamentary questions and answers for the ministry.
6. Experience in community mobilization, media presentations, conducting trainings and report writing.
7. Experience in working with other stakeholder's internal and external customers, Government departments and NGOs who have equal interest in enforcement works.

### **Skills and Abilities**

1. Demonstrate ability to Communicate (oral and written) effectively with all stakeholder in the workplace;
2. Ability to plan, organise, implement and monitor progress of the unit performance;
3. Demonstrate effective leadership skills and team work;
4. Demonstrate ability to maintain confidentiality and neutrality in a sensitive environment;
5. Ability to coordinate or facilitate multiple tasks activities including organisation of enforcement operational works.
6. Ability of applying technical expertise, drive for results with integrity and Willingness to take on any extra duties delegated by the supervisors.
7. Demonstrates good leadership and supervising skills, persuading and influencing, deciding and initiating actions.
8. Excellent prosecution and enforcement skills is required.
9. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

**Personal Character and Eligibility:**

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

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# MOHMS 81/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	National Mental Health Officer
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Namosi House, Suva
<b>Unit/Division:</b>	Mental Health
<b>Reports to:</b>	Chief Medical Advisor Head of Wellness
<b>Subordinates:</b>	None

### The Position

The position provides support in the development of Mental Health Awareness, and Psychosocial Rehabilitation programs in the seven (7) Wellness settings; manage and administer all Mental Health activities.

### Key Responsibilities:

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

1. Responsible for the preparation of training materials on Mental Health Training, Awareness and Psychosocial Rehabilitation.
2. Promote Mental Health to people of all age groups in the seven (7) wellness settings.
3. Liaise with all relevant stakeholders to conduct Mental Health Training, Awareness and Psychosocial Rehabilitation programs
4. Responsible for Mental Health IEC distribution to stakeholders
5. Work with and provide financial and administration support to other officers of Ministry of Health & Medical Services and respective stakeholders in conducting Mental Health activities and programs;
6. Provision of reports to respective supervisors and stakeholders;
7. Assist in conducting community based Mental Health trainings and surveys;
8. Organize and arrange logistics for Mental Health Unit staff and participants of its programs, workshops and meetings;
9. Maintain Issuing, Requisition and Asset registers for Mental Health Unit

### Key Performance Indicators

1. Ensure timely submission of all reports within the agreed timeline
2. Ensure timely management of operational standards, policies, guidelines and procedures to strengthen Mental Health Services is provided.
3. Ensuring improvements in quality assurance and timely access to Mental Health Information
4. Participation in Corporate activities as and when required.

### Selection Criteria

#### The Person

In addition to Bachelor in Nursing or Public Health (or equivalent), the incumbent must also have the following Knowledge, Experience, Skills and Abilities. Post Graduate Certificate in Mental Health or Health Sciences would be essential.

### **Knowledge and Experience**

1. Experience in voluntary or community work relating to Mental Health or similar field
2. Experience in design, plan, implement and administer training
3. Knowledge and understanding of the primary health care and health promotion concept
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji

### **Skills and Abilities**

1. Good communication skills, both written and verbal with an attention for detail when writing reports
2. Demonstrated ability to work cooperatively and effectively within a team environment
3. Ability to effectively use Microsoft programs
4. Demonstrated effective organizational skills to meet tight deadlines
5. Effective training development, delivery and evaluation skills
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character and Eligibility:**

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

**Corporate Information**

<b>Role:</b>	Supervising Pharmacy Technician
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Ba Mission Hospital (1), Labasa Hospital (2), Lautoka Hospital (2), Nausori Health Centre (1), Northern Health Services (2), Vunisea Hospital (1)
<b>Unit/Division:</b>	Eastern Division, Western Division, Northern Division and Central Division
<b>Duration:</b>	5 years
<b>Reports to:</b>	Senior Pharmacist
<b>Subordinates:</b>	Senior Pharmacy Technician, Intern Pharmacist, Pharmacy Assistant, Pharmacy Attendant

**The Position**

The position is responsible for the management & operation of different units within the pharmacy department and ensures the effective and efficient delivery of high quality & progressive pharmacy service and medicine advice to produce optimum patient outcomes.

**Key Responsibilities**

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

1. Manage and supervise the processes of Inpatient Dispensing, Outpatient Dispensing, Extemporaneous Manufacturing and Clinical Pharmacy ensuring adherence to Good Pharmacy Practice Guidelines
2. Oversee and be responsible for the management of medicine stock including stock take, ordering,
3. Stock rotation, stock replenishment and distribution
4. Monitor unit personnel performance and ensuring staff are performing and achieve agreed outcomes
5. Prepare and submit unit reports
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, Human Resource activities when required

**Key Performance Indicators**

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable the delivery of quality and timely outputs identified in individual work plans that support the Unit Action Plan activities.
5. Active participation in the corporate activities of the Ministry as and when required.

**Selection Criteria**

**The Person**

In addition to a Bachelor of Pharmacy degree (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:



**Knowledge and Experience**

1. At least 4 years' experience as a registered pharmacist
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of all relevant pharmaceutical laws and policies
4. Understanding and application of basic inventory management

**Skills and Abilities**

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organisational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computers to support the daily operations
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

**Personal Character and Eligibility:**

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

**Corporate Information**

<b>Role:</b>	Dental Interns
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Sigatoka District Hospital (2), Raiwaqa Health Centre (1), CWM Hospital (1), Ba Health Centre (1)
<b>Duration:</b>	1 year 6 months
<b>Unit/Division:</b>	Oral Health Department
<b>Reports to:</b>	Dental Officer, Senior Dental Officer
<b>Liaises with:</b>	Dental Therapist, Dental Officer, Senior Dental Officer
<b>Subordinates:</b>	Receptionist, Ward Assistant, Cleaner

**The Position**

The Dental Intern works under the supervision of a Dental Officer (as a minimum) at the Subdivisional Hospital and Divisional Hospital, to prevent, diagnose and treat Oral Health conditions in patients who present to the Dental Clinic.

**Key Responsibilities**

1. The Dental Intern work under direct supervision of their Clinical Supervisor and their performance is guided and assessed according to the Minimum Clinical Requirement of the Fiji Dental Council.
2. To provide clinical assessment, diagnosis and treatment of patients through Preventive, Conservative, Prosthetic or curative treatment modules as per the Scope of Practice Guidelines 2011.
3. To carry out simple surgical procedures including the identification and referral of Oral Pathology and complex surgical cases to the Oral Surgery Department.
4. To help with the implementation of community outreach programs and report accordingly for the Clinical Monthly, Quarterly and Annual Report.
5. Assist and participate in facilitating with Special Projects planned for by the Oral Health Department, Allied Health departments and other Government Organizations.

**Key Performance Indicators**

1. Meet Clinical Targets as per the Oral Health Business Plan also in accordance with approved MOHMS Dental Clinical Practice and Infection Control procedures and guidelines to maintain patient safety and comfort.
2. Ensure that Oral Health Services in the following specified areas of Minor Oral Surgery, Conservative Treatment, Preventive Treatment, Prosthetic and Endodontic Treatment are provided to the required standard.
3. Interns will complete the Clinical Requirements as per the Log Books of the Fiji Dental Council.
4. Attend and provide Oral Health Services to community and School Programs as outlined in the Divisional Business Plan.
5. Provide relevant and timely submission of Oral Health information and data to clinical and other Supervisors as required.

## **Selection Criteria**

### **The Person**

In addition to a Bachelor of Dental Surgery from a recognised University, registration with the Fiji Medical and Dental Council and a valid Annual License to Practice, the following knowledge, experience, skills and abilities are required for the effective performance of the position.

### **Knowledge and Experience**

1. Is registered with the Fiji Medical and Dental Council and holds a valid Annual License to Practice.
2. A minimum qualification of Bachelor of Dental Surgery or equivalent from a recognised University.
3. Sound knowledge of preventive/community dentistry, paediatric dentistry, orthodontics, conservative dentistry, endodontic, minor oral surgery, prosthetic dentistry, and oral pathology/medicine.
4. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
5. Familiar with relevant Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental practice.
6. Maintain privacy and confidentiality of all patient or staff information.
7. Demonstrate effective and developing professional level communications in all interactions with clients, families, co-workers and other stakeholders.

### **Skills and Abilities**

1. Demonstrate accountability for all actions and use approved clinical guidelines and evidence-base data in clinical assessments, diagnoses and treating patients to expected practice standards.
2. Demonstrate professionalism and commitment to developing role as a dentist, to learn to work as a member of the oral health team and to the expected standards reflecting the MOHMS values.
3. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
4. Work toward gaining competent ability to write comprehensive and analytical reports to a professional level.
5. Work toward gaining competent ability to analyse and contribute solutions to complex problems, especially in a resource constrained environment.
6. Work toward gaining competent ability to prepare, implement and report on community outreach programs with the relevant stakeholders.

### **Personal Character and Eligibility:**

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

**Corporate Information**

<b>Role:</b>	Dental Hygienist
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Several
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Eastern Division, Western Division, Central Division and Northern Division
<b>Reports to:</b>	Instructor Dental Therapist, Senior Dental Officer Clinical
<b>Liaises with:</b>	Dental Therapist, Dental Officer, Senior Dental Officer; MCH/ANC nurses
<b>Subordinates:</b>	Receptionist, ward assistant, cleaner

**The Position**

The position is accountable for the delivery of high quality care to prevent oral diseases through non-surgical treatment of periodontal disease, and with oral health education to promote healthy oral behaviour. In addition, the Dental Hygienist assist in the daily running of the clinic in managing, replenishing, controlling the usage of consumables, and facilitates maintenance and hygiene of the dental clinic, all instruments and equipment, and ensures that the environment adheres to OHS and infection control protocols at any settings encountered.

**Key Responsibilities**

1. The position will achieve its purpose through the following key responsibilities.
2. To provide quality preventive oral health procedures e.g. A traumatic treatment (ART) and non-surgical periodontal procedures such as oral prophylaxis and scaling, and other
3. Prescribed dental care as directed as well as provide education to patients on self-care.
4. Deliver Oral health promotion in Maternity and Child Health Care Clinics (MCH), Ante
5. Natal Care Clinic (ANC,) and Special Outpatient Clinics, schools and community outreaches.
6. Provide clinical Chair side assistance to dentist/therapist in all dental procedures including mounting of x rays; to prepare patients and ensure a safe and efficient
7. Environment for patients receiving dental care.
8. Work as an effective and professional member of the oral health team.
9. Assist in administrative responsibilities for documentation of all records, and collection of revenue.
10. Execute approved Infection Control protocols and guidelines by maintaining clean working environment, and the preparation and sterilization of instruments and
11. Equipment, and safe disposal of waste.
12. Participate in collection and reporting of Monthly data reports.
13. Actively participate in the corporate activities of the Ministry.

**Key Performance Indicators**

1. Maintain patient data, information, history and all dental procedures performed is collected and stored using approved MOHMS methods.
2. Ensure that all Dental Hygiene activities (examinations, observations and treatments) are provided within the approved scope of practice and experience level of the hygienist and as prescribed by the dental officer or dental therapist (including arrangements for

- antibiotic cover as required).
3. Provide appropriate oral health information, motivation and patient education in line with recommendations or prescription of the dental officer or dental therapist, and dental hygiene guidelines of MOHMS, suited to individual patient requirements (knowledge, awareness and interest are assessed).
  4. Ensure clinic is prepared for every session prior to each and every dental appointment (including for prosthetics and surgery); sterilized and correct instruments set up, patients records, required materials and supplies arranged; post appointment all instruments gathered, accounted, cleaned and sterilized; waste disposed appropriately. Clinic left in readiness for following day.
  5. Provide chair side assistance to the dentist and support patient throughout all procedures.
  6. Gather and record data as relevant to the dental clinic (number of programs conducted per month; total patients assisted per hygienist; number of patient records documented; revenue - fees collected, receipted and recorded as per the Hospital Dispensary Act; percentage of unplanned return visits and post-operative infections recorded and reported against Oral Health Business Plan targets).
  7. Ensure infection Prevention and control MOHMS approved protocols and guidelines are implemented, documented and reported at least monthly to promote patient safety and reduce cause or transmission of infection during or post procedure (includes hand washing technique promoted and monitored, instruments and equipment are cleaned, sterilized and set up; waste disposed appropriately and safely; primary and secondary working zones are cleaned and disinfected between each patient all following approved MOHMS procedures.
  8. Active participation in the corporate activities of the Ministry as and when required.

## **Selection Criteria**

### **The Person**

In addition to a Certificate in Dental Hygiene from a recognized tertiary institution with a valid Annual Practicing License with the Fiji Dental Council, the following Knowledge, Experience, Skills and Abilities are required to perform the role of the post.

### **Knowledge and Experience**

1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Hygienist.
2. A minimum qualification of Certificate in Dental Hygiene (essential).
3. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
4. Familiar with relevant dental hygiene Clinical Practice Guidelines, Infections Control
5. protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
6. Demonstrate ability and experience to work independently and accept responsibility to set priorities for dental surgery assistant tasks.
7. Maintain privacy and confidentiality of all patient or staff information and data.
8. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholder.

### **Skills and Abilities**

1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-base data in providing dental hygiene services.
2. Demonstrate technical competence in line with the recognized scope of practice for dental hygienist and effective capacity to carry out oral health promotion and education activities with clients.
3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.
4. Demonstrate ability to communicate respectfully, effectively and positively with all patients / their families, and colleagues.
5. Ability to identify and refer any Risk Management Issues; and to work with minimal supervision.

**Personal Character and Eligibility:**

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

**Corporate Information**

<b>Role:</b>	Dental Therapist
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Several
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Dental Department
<b>Reports to:</b>	Dental Officer, Principal Medical Officer
<b>Liaises with</b>	Dental Officer, Dental Officer - Intern, Dental Hygienists, Supervising Dental Technician, other stakeholders
<b>Subordinates:</b>	Dental Hygienist (clinical), cleaner.

**The Position**

The position is to provide Oral Health care services to patients in the clinic, special schools, Prisons, Senior Citizen Home and communities. The incumbent is expected to perform Preventive, Conservative and Curative services as per Dental Therapist scope of Practice.

**Key Responsibilities**

1. The position will achieve its purpose through the following responsibilities:
2. To provide clinical dental assessment, diagnosis and provide treatments to patients needing preventive, conservative and curative care and may refer oral pathology and complex surgical cases to the Oral Surgery Department as per clinical practice and infection control guidelines;
3. Work as an effective and professional member of the oral health team.
4. Prepare and deliver Oral Health Promotion Community outreach programs in special institutions, schools and the general community.
5. Participate in monitoring and evaluation activities of all oral health programs implemented.
6. Participate in collection and reporting of Monthly data reports.
7. Actively participate in the corporate activities of the Ministry.

**Key Performance Indicators**

1. Clinical and Outreach Programs Targets are achieved as per the Oral Health Business Plan and in accordance with approved MOHMS dental clinical practice and infection control procedures and guidelines to maintain patient safety and comfort.
2. Specific oral health programs are delivered (including oral examination, education, prevention and treatment provided to Antenatal Clinics, Maternal Child Health Clinics, Schools, Prisons, and Special Needs patients) as per CWM oral health business plan;
3. Satisfactory outcomes achieved across a range of measures including: biannual clinical audit of oral health services; Patient satisfaction survey;
4. Maintain clinic and resources stores (equipment, materials and consumables) to agreed standard to provide expected services (check stores weekly and submit request monthly).
5. Provide relevant and timely submission of data and reports on the type and number of standard and specialised services provided to monitor demand and service output (from the dental clinic and outreach/community, schools, prisons or specialist health clinics).
6. Active participation in the corporate activities of the Ministry as and when required.

## **Selection Criteria**

### **The Person**

In addition to a Diploma of Dental Therapy or Bachelor in Oral Health, registered with the Fiji Dental Council and holds a valid Annual License, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

### **Knowledge and Experience**

1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Practitioner.
2. A minimum qualification of Certificate/ Diploma of Dental Therapy (essential), or Bachelor in Oral Health or equivalent from a recognised Institution (becoming industry standard).
3. Post graduate qualification in relevant field such as public health (desirable)
4. Familiar with the Fiji Medical & Dental Practitioners Act 2017 and other relevant legislation.
5. Familiar with relevant dental prosthetic Clinical Practice Guidelines, Infections Control protocols and procedures, and Occupational & Health Safety Policies as applicable to dental technology practice.
6. Maintain privacy and confidentiality of all patient or staff information and data.
7. Demonstrate effective and professional level communications in all interactions with clients, families, co-workers and other stakeholders.

### **Skills and Abilities**

1. Demonstrate accountability for all actions and use approved clinical practice guidelines and evidence-based data in providing dental therapy services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental therapists and effective capacity to carry out oral health promotion activities and programs.
3. Work effectively, cooperatively and meet agreed targets, as a member of the oral health team and to the expected standards reflecting the MOHMS values.
4. Demonstrate ability to communicate respectfully, effectively and positively with all patients /their families, and colleagues.
5. Ability to identify and refer any Risk Management Issues;
6. Customer focused approach with commitment to supporting the operational goals of the organization.

### **Personal Character and Eligibility:**

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

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# MOHMS 86/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Head of Executive Support
<b>Salary Band:</b>	Band J
<b>Salary Range:</b>	\$51,132.98 to \$65,555.10 per annum
<b>Location:</b>	Headquarters, Dinem House
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Executive Support Unit
<b>Reports to:</b>	Permanent Secretary
<b>Subordinates:</b>	Principal Administrative Secretary (x1) Senior Administrative Secretary (x1) Assistant Information Officer (x1)

### The Position

The Head, Executive Support Unit (ESU) is responsible for executive support to the Permanent Secretary. They will establish and maintain high level executive support for the Permanent Secretary together with the coordination and provision of advice to the Permanent Secretary in relation to planning, monitoring, reporting and evaluation across the Ministry. The development and implementation of policy, development partner support and liaison with executive and senior Heads will be coordinated by this position to ensure comprehensive delivery of Ministry operations.

### 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. Establish and maintain and manage the executive support unit to ensure efficient and effective delivery of executive support to the Permanent Secretary as per Unit plan;
2. Maintain a tracking system of correspondence and current issues to ensure there is appropriate response and follow up for all matters addressed to the Permanent Secretary, with correspondence to and from the Permanent Secretary's Office meeting required standards and accuracy of content;
3. Support the Permanent Secretary in coordinating donor and development partner support to achieve best outcome for the sector;
4. Coordinate conferences, key meetings and a programme of regular executive and senior management meetings and manage appropriate responses for invitations to the Permanent Secretary;
5. Manage and mentor staff of the ESU, developing their skills, improving their performance and strengthening their professional and compliant work practices whilst ensuring compliance with legal, policy, procedural and other requirements;
6. Actively contribute to all corporate requirements of the Ministry including planning, budgeting, performance management and selection activities where required.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Activities and performance indicators as per Unit plan are achieved in a timely manner in accordance with relevant procedures, legislations and Acts.
2. ESU staff are managed effectively and procedures are developed, implemented and regularly updated
3. Issues reported to the Permanent Secretary and correspondence to and from the Permanent Secretary's Office is professional, timely and accurate
4. Conferences, events and meetings are managed professionally and delivered efficiently and effectively.
5. Active participation in the corporate activities of the Ministry including planning, budgeting, performance management and selection activities.

## **Selection Criteria**

### **The Person**

In addition to completion of a Bachelor degree in Management, Public Administration or Business Administration or equivalent (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least five years' experience in a management role with responsibility for management of a team delivering efficient and professional support to senior management;
2. Experience in establishing and managing high performing teams operating in an environment that has multiple priorities and tight deadlines;
3. Knowledge and experience in the developing and implementing planning and reporting frameworks, policies and procedures to guide management and employees so as to ensure compliance with legislative reporting requirements;
4. Experience in preparing high level, professional correspondence and coordinating significant events and meetings.

### **Skills and Abilities**

1. Established ability to lead, manage, motivate, and develop staff at different levels and from different backgrounds;
2. Proven ability to investigate, analyse, solve, inform, negotiate, and implement solutions for complex problems in a resource-constrained environment;
3. Demonstrated capacity to work collaboratively and proactively, and communicate effectively with others at all levels of a Ministry, Government, and the donor community;
4. Excellent interpersonal, verbal, and written communication and presentation skills;
5. Ability to use computer programs to support daily operations and modernise systems and processes;
6. Service oriented approach, with a commitment to supporting the operational and 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.

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 87/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Secretary
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Environmental Health Office
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Corporate Services, Environmental Health Services
<b>Reports to:</b>	Chief Health Inspector
<b>Subordinates:</b>	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 and other 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 meeting and workshops.
7. Maintaining service oriented approach and customer satisfaction;

### Key Performance Indicators

Performance will be measured through the following:

1. Ensure effective and timely facilitation of Secretarial work 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. Inward, outward mails and files are maintained in line with registry procedures.

### 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 3 to 4 years 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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# MOHMS 88/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role</b>	Clerical Officer, Accounts
<b>Salary Band</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	Eastern Health Services, Tamavava
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Accounts Department
<b>Reports to:</b>	Assistant Accounts Officer
<b>Subordinates:</b>	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

1. The position will achieve its purpose through the following key responsibilities:
2. Ensure the timely processing of payment vouchers in accordance with financial regulations in a timely manner.
3. Regularly update general ledger and ensure posting are accurate.
4. Conduct reconciliation of Drawing Account on a regular basis.
5. Participate in the corporate activities of the Ministry

### Key Performance 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 and Eligibility:**

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

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# MOHMS 89/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role</b>	Clerical Officer, Accounts
<b>Salary Band</b>	Band C
<b>Salary Range:</b>	\$12,081.69 - \$15,489.35 per annum
<b>Location:</b>	Dinem House, Head Quarters
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Accounts Department
<b>Reports to:</b>	Assistant Accounts Officer, Ledgers & Payments
<b>Subordinates:</b>	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

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 and Eligibility:**

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

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# MOHMS 90/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Driver
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Labasa Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Transport Unit
<b>Reports to:</b>	Administrative Officer/ Transport Officer
<b>Subordinates:</b>	Nil

### The Position

The position ensures provision of all approved requests with reliability and safe driving services to the patients and staff whilst maintaining integrity with a sense of confidentiality and responsibility.

### Key Responsibilities

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

1. Transport officials in a safe, timely and effective manner whilst on official duty.
2. Maintain the vehicle in good working condition
3. Ensure that vehicle documentation, recordings and reports are in order
4. Plan and facilitate all vehicle runs with due economy and according to transport regulations.
5. Actively contribute to all corporate requirements of the Ministry

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Passengers reach respective destinations safely and with comfort within agreed time of travel.
2. Timely submission of vehicle records such as running sheets, maintenance and accidents reports.
3. Maintenance and daily cleanliness of vehicle ensuring excellent working condition
4. Participate in all corporate functions as and when required

### Selection Criteria

#### The Person

In addition to the completion of Secondary School qualification or similar, with a valid driving license classifications 2 & 6 and a valid Defensive Driving Certificate. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Experience in a similar work environment
2. Good knowledge on vehicle maintenance, cleanliness and transport rules & regulations;
3. Basic knowledge of Occupational Health and Safety
4. Understanding of Fijian Constitution(2013) and applicable transportation laws of Fiji;

**Skills and Abilities**

1. Ability to drive safely and comply to instructions
2. Good communication skills both verbal and written
3. Ability to work effectively with a team
4. Ability to plan and manage daily work effectively
5. Good customer service skills with a service oriented approach and commitment to supporting the operational and corporate environment of the organization.

**Personal Character & Eligibility:**

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 91/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

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

### The Position

The position performs daily operation of cleaning, sterile of equipment's and tray assembly used for hospital diagnostic and treatment purposed, the provision of sterile trays and equipment's for service delivery

### Key Responsibilities

The position will achieve its purpose through the following:

1. Compliance to the CSSD guideline practice.
2. Timely assistance to the provision of sterilize packs to the wards and Operating Theatres
3. Ensure assigned task is completed within timeframe
4. Participate in all corporate activities of the Ministry

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure timely assistance to the compliance to the CSSD guideline process
2. Effectively and timely assistance to the nurse for nursing care of patients at ward level
3. Compliance to OHS in the up keeping of the patient area in the ward

### 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. Experience and knowledge of hospital attendant duties or similar work environment
2. Understanding of Occupational Health Standard
3. Knowledge and understanding of patient care
4. Knowledge of employment laws and policies

### Skills and Abilities

1. Excellent communication skills

2. Good command of English – written and oral
3. Demonstrate the ability to effectively work within a team, with less supervision
4. Demonstrate the ability to work under pressure in a resource constrained environment.
5. Service and customer oriented approach, with a commitment to assist the nurses at workplace
6. Performs with expectation to the duties assigned as stipulated

**Personal Character & Eligibility:**

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

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# MOHMS 92/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Attendant Pharmacy
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$5.37- \$6.89 per hour
<b>Location:</b>	Labasa Hospital
<b>Duration:</b>	3 years
<b>Unit/Division:</b>	Pharmacy Northern
<b>Reports to:</b>	Supervising Pharmacy Technician
<b>Subordinates:</b>	Nil

### The Position

The position is responsible for providing support to professionally qualified staff to maximize available resources for correct and faster services delivery, good stock control and safe work environment to achieve our vision.

### Key Responsibilities

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

1. Preparation of the dispensary ensuring cleanliness and adherence to Good Pharmacy Practice standards & Good Storage conditions to maintain quality of medicines
2. Replenishment of medicine stock from the Pharmacy Logistics to dispensaries and wards
3. Pre-packing, labelling and maintaining a record of pre-packed medicines for imprest to wards
4. Ensure expiry report of medicines, update of stock cards, rotation of stock, re-distribution of excessive & near expiry medicines and waste management of medicines according to hospital & pharmacy protocols
5. Collection of data for medicine quantification & forecasting
6. Actively contribute to all corporate requirements of the ministry, including planning, budgeting, and Human Resource activities when required.

### Key Performance Indicators

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

1. Quality Pharmacy services and advice are delivered within the agreed timeframes and compliant with medical & pharmacy standards
2. All essential medicines are available and accessible to patients
3. Quality reports are provided and outcomes are actioned in a timely and effective manner

### Selection Criteria

#### The Person

In addition to a pass in the Fiji Sixth Form Examination or Year 12 or completion of Foundation Science from a recognised institution or equivalent; the following knowledge, experience, skills and abilities are required to successfully undertake this role.

**Knowledge and Experience**

1. 3-6 months of experience in a pharmacy set-up or demonstrate ability to acquire the skill quickly on the job
2. Have some knowledge or understanding of Basic inventory management skills
3. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji.

**Skills and Abilities**

1. Demonstrated ability to effectively work within a team environment
2. Must possess sound analytical and problem solving skills in resource-constrained environment.
3. Good computer skills
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

**Personal Character and Eligibility:**

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

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## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

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

### The Position

The position is 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 five (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, analyze 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:**

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

### Corporate Information

<b>Role:</b>	Plumber
<b>Salary Band:</b>	Band D
<b>Salary Range:</b>	\$7.50 - \$9.61 per hour
<b>Location:</b>	Eastern Health Services
<b>Duration:</b>	3 years
<b>Unit/Division</b>	Plumbing/Hospital Services
<b>Duty Station</b>	Eastern Divisional Office, Tamavua
<b>Reports to:</b>	Administrative Officer Eastern

### The Position

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

### Key Responsibilities

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

### Key Performance Indicators

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

### Selection Criteria

#### The Person

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

#### Knowledge and Experience

1. At least 3 years' experience in a similar role.
2. Knowledge of working with tools for plumbing and experience with materials needed for

maintenance, repairs and installation

3. Knowledge of Occupational Health & Safety at the work place
4. Knowledge of proper handling and maintenance of tools and working area including safety protocols.

### **Skills and Abilities**

1. Ability to meet deadlines within a timeframe
2. Ability to communicate effectively both verbal & written
3. Ability to work with minimum supervision and work within a team.
4. Demonstrated ability to plan, organize plumbing work schedule effectively
5. Ability to identify and utilize resources effectively and responsibly.
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the 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

### Corporate Information

<b>Role:</b>	Nutritionist
<b>Level:</b>	Band F
<b>Salary Range:</b>	\$22,528.74 - \$28,883.00 per annum
<b>Location:</b>	National Food & Nutrition Centre
<b>Unit/Division:</b>	Nutritionist/Wellness
<b>Reports To:</b>	Manager through Senior Nutritionist
<b>Subordinates:</b>	Nil

### The Position

The purpose of the Nutritionist position is to support the implementation of the Fiji Plan of Action for Food and Nutrition Security.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Support the development and implementation of the Fiji Food and Nutrition Security Policy and Framework.
2. Provide input to evidence-based analysis and technical feedbacks on nutrition enhancing policies, strategies and programmes.
3. Contribute to the development, implementation and review of food and nutrition security programmes.
4. Provide input into the development of information and communication products for food and nutrition security.
5. Support, plan, organize and participate in technical meetings and capacity building programs across sectors and key stakeholders.
6. Actively participate in promoting the activities including planning, budgeting and selection activities of NFNC and food and nutrition security related programmes of the Ministry of Health and Medical Services.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Coordinate responsible activities within agreed timeframes, supporting the Fiji Plan of Action for Food and Nutrition Security
2. Provision of timely and accurate recommendations and feedbacks to policies, strategies, programmes and projects
3. Compilation and submission of reports, with appropriate information within agreed timeframes, meeting the reporting requirements including recommendations for improvement
4. All technical contributions and support provided for ad hoc requests to the NFNC are completed within agreed timeframes

## **Selection Criteria**

### **The Person**

In addition to a minimum qualification of an Under-graduate Degree in Nutrition/ Dietetics/ Food and Nutritional Sciences or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 5 years of related work experience in Public Health Nutrition with working knowledge in all aspects of food and nutrition security policy-related areas,
2. Experience developing, delivering and evaluating nutrition-related field programmes or projects

### **Skills and Abilities**

1. Demonstrated ability to apply food, nutrition and health knowledge into multidisciplinary areas
2. Sound communication, interpersonal and representational skills
3. Good self-management skills and abilities
4. Demonstrated ability to work collaboratively in a team
5. Capacity to utilise computer programs to support daily operations
6. Service oriented approach, with a commitment to supporting the operational and 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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# MOHMS 96/2021



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	National Health Emergencies & Climate Change Coordinator
<b>Salary Band:</b>	Band G
<b>Salary range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Headquarters – Suva
<b>Duration</b>	1 year
<b>Unit/Division:</b>	National Health Emergency & Climate Change Unit/Health Protection
<b>Reports to:</b>	Head of Health Protection
<b>Subordinates:</b>	Project Posts (x 2) – CCH/FEMAT

### The Position

The role of the position is to plan and coordinate the Fiji National Health Emergency & Disaster Management Action Plan (HEADMAP), the Climate Change & Health Strategic Action Plan and monitor the implementation these Plans. The role also supervises the National Emergency Medical Team Initiative (EMT/FEMAT). The position's other roles include financial, budgeting, programming, possible human resource development; and conducting appropriate Climate Change, Health Emergency & Disaster Risk Reduction & Management training to equip MoHMS Staff for appropriate responses.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Formulation of Climate Change, Health Emergency & Disaster Risk Management policies, SOP, Strategic Plans, TOR and MOU
2. Advice MoHMS on Climate Change, Health Emergencies and Disasters situation within the region and in Fiji.
3. Responsible for the preparation of operational plan for Health Emergency Operation Center activation and response plan of the MoHMS
4. Supervise the operations of HEOC
5. Provide secretarial support to the Health and Nutrition Cluster
6. Coordinates the Fiji National Health Emergency & Disaster Management Action Plan (HEADMAP), the Climate Change & Health Strategic Action Plan and monitors the implementation these Plans
7. Supervises the National Emergency Medical Team Initiative (EMT/FEMAT) which includes trainings, deployments and procurement.
8. Provide capacity building for staffs in disaster management, FEMAT and CCH
9. Coordinate medical staff tour of duty with military detachments
10. Coordinate medical outreach under the Universal Health Care initiative
11. Coordinate and liaise with Government Shipping services for usage and engagement of MV Veivueti

### Key Performance Indicator

1. The Climate Change, Health Emergency and Disaster Risk Management policies are developed and reviewed and services are delivered and are compliant with the policies, and within agreed timeframes.
2. All reports are submitted on the standard required within the agreed timeframes.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

4. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

## **Selection Criteria**

### **The Person**

In addition to a Postgraduate Degree in Disaster Management/Climate Change or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Sound Knowledge of the existing Disaster Management Framework within ministry and also the overarching frameworks that links the ministry to other stakeholders
2. Sound experience and knowledge in operating a command center and knowledge of incident command systems
3. Have an understanding of how the cluster system works
4. Sound knowledge of international, regional and national frameworks for Disaster management and Climate Change
5. Knowledge and experience in Windows operating system programs (Word, Excel etc.)
6. Possess basic knowledge in HEOC operations
7. Experience in post disaster/health emergency response

### **Skills and Abilities**

1. Demonstrated ability to form, manage, and operate an Operation Center
2. Ability to multitask and network with stakeholders and cluster members for efficient and effective response to disaster and emergency
3. Ability to plan and implement trainings and simulation as well as exercises and educational and community outreach programs
4. Review and analyze plans and procedures and making recommendations for revisions
5. Conduct risk and threat assessments and advise local officials regarding their disaster mitigation, response, and recovery procedures
6. Ensure preparedness through the availability of equipment and supplies and the availability of staff and facilities
7. Develop guidelines and protocols that employees or residents will follow in the event of a disaster.

### **Personal Character and Eligibility**

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

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Position Title:</b>	Ward Assistant
<b>Salary Band:</b>	Band B
<b>Salary Range:</b>	\$5.37-\$6.89 per hour
<b>Location:</b>	CWM Hospital
<b>Duration:</b>	3 years
<b>Reports to:</b>	Team Leader, Executive Officer
<b>Subordinates:</b>	Nil

### The Position

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

### Key Responsibilities

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

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

### Key Performance Indicators

1. Patient care is delivered in a timely manner and in accordance with patient care and safety regulations and policies.
2. The cleanliness and hygiene of patient linen, bedding and surroundings are maintained at all times according to infection control and OHS standards.
3. Patients are transported in the most comfortable and safe means whenever required in the health facility.
4. Participate in all corporate functions as and when required.

### 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. Work experience in a similar environment providing patient care to the sick or aged.
2. Good understanding of basic life support in times of emergencies
3. Experience in basic housekeeping duties
4. Sound knowledge of Occupational Health & Safety at the workplace and patient care and safety regulations

**Skills and Abilities**

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

**Personal Character & Eligibility:**

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 98/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Stores Officer
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Location:</b>	Fiji Pharmaceutical & Biomedical Services (FPBS)
<b>Unit/Division:</b>	Corporate/ Fiji Pharmaceutical & Biomedical Services (FPBS)
<b>Reports to:</b>	Senior Stores Officer

### The Position

The Position is responsible for the supervision of stores on consumables, stationery, domestic rations, medical gas and donations enhancing quality efficient and effective health services.

### Key Responsibilities

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

1. Identify and plan purchasing need for hospital general stores and rations, pharmaceutical and clinical products with relevant stakeholders and Fiji Pharmaceutical & Biomedical Services (FPBS).
2. Raising of Indents & Local Purchase Orders (LPOs) and working with suppliers regarding order enquiries.
3. Monitor, update and communicate with program managers on estimated time of arrival of pharmaceutical & clinical products.
4. Ongoing liaison in consultation with Fiji Procurement Office Logistic Management Unit and relevant stakeholders for procuring of goods.
5. Assist the Tender team with Tender activities.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. All purchasing needs are identified, and the Purchasing plan is implemented within the agreed timeframes, compliant to specifications, processes, legislations and policies.
2. All indents & LPOs are processed with appropriate suppliers within the timeframe to ensure timely delivery of products to hospital facility departments.
3. Accurate and timely reports are submitted, including outcomes and action items.
4. Active participation in the corporate activities of the Ministry as and when required.

### Selection Criteria

#### The Person

In addition to a Diploma (or equivalent) in Accounting/Economics/Finance /Management/Business or equivalent; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

**Knowledge and Experience**

1. At least three (3) years' experience in a procurement setting conducting mass purchasing
2. Sound knowledge and understanding of procurement processes and supply chain management
3. Knowledge and understanding of the relevant procurement laws.
4. An understanding of Occupational and Health & Safety at the Work Place.

**Skills and Abilities**

1. Demonstrated ability to effectively work within a team
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Must possess sound analytical and problem solving skills
4. Service oriented approach, with a commitment to supporting department business plan
5. Capacity to utilize basic computer programs to support operations of the department/health facility
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

**Personal Character & Eligibility:**

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

The Ministry of Health and Medical Services 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.



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Team Leader Public Health
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Rakiraki Health Centre
<b>Duration:</b>	5 years
<b>Report To :</b>	Sub Divisional Nursing Manager
<b>Subordinates:</b>	Registered Nurses

### The Position

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

### Key Responsibilities

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

1. Leads the process to develop, support, implement, monitor and evaluate the nursing business plans to ensure public health nursing services are provided to meet expected targets and outcomes of the mission and vision of the Division and Ministry of Health & Medical Services.
2. Promote a culture of continuous quality improvement through the use of audit, patient/client feedback and reflection on practice by self and other members of the team.
3. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, management of team members performances.
4. Organize staff development and deployment.
5. Maintain proper recording and reporting system.
6. Promote and maintain an effective and efficient management of drugs, Vaccine, equipment and stores.
7. Collaborate with community stakeholders and facilitate Outreach programs and support the implementation of health promotion activities.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure reports are submitted with agreed times frames and meet the standard reporting requirements including analysis of data and any recommendations for improvement
2. Effective and timely management and regular monitoring of team members' performances and attendance to enable business continuity and delivery of quality service.
3. Maintain effective and efficient management of equipment, drugs, vaccines, stores and infrastructure.
4. Ensure 95% coverage of Immunization through effective and efficient EPI program (Expanded immunization Program with regards to availability and accessibility of safe and potent vaccines).

## **Selection Criteria**

### **The Person**

In addition to a Diploma in Nursing and Post Graduate Certificate in Public Health Nursing or equivalent, registered with a valid annual practicing License with the Fiji Nursing Council, the following knowledge, Experience, skills and abilities are required for the successful performance of the role of the position.

### **Knowledge and Experience**

1. Five (5) years of Public health nursing experiences with advanced nursing assessment skills with the following list of training: IMCII Foot Assessment/ PLSI Blue Book! NCD Toolkit Trained / inventory Management Trained! Pap smear / MH *Gap!* TB Trained/ Family Health Trained EPI
2. Knowledge of primary health care and health promotion concepts
3. Experience in nursing core competencies in the clinic and Community Health related activities
4. Understanding of need for staff development via training and approaches to effective staff management
5. Experience in supervisory role in a nursing environment or similar
6. Understanding the Nursing Decree 2011 in conjunction with the Fijian constitution 2013.

### **Skills and Abilities**

1. Effective nursing development core competencies skills, delivery and evaluation skills.
2. Demonstrated ability to effectively work within a team;
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Supervisory, Counselling and coaching skills
5. Service oriented approach, with a commitment to supporting the operational nursing services and corporate environment of the MOH & MS organisation.
6. Demonstrated ability to maintain confidentiality within and outside the organization.
7. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.

### **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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# RE-ADVERTISED POSITIONS FIJI SUN 13 MARCH 2021

## MOHMS 100/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Team Leader
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Labasa Hospital Maternity unit
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Nursing
<b>Reports to:</b>	Nurse Unit Manager
<b>Subordinates:</b>	Registered Nurse

### The Position

The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in placed.

### Key Responsibilities

1. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the Maternity and Gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.
2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.
3. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.
5. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
6. Provide positive communication in all interactions with staff, mothers, partners and support person and stakeholders.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

## **Key Performance Indicators**

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist Nurse Unit Manager on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

## **Selection Criteria**

### **The Person**

In addition to being a Registered Nurse with the Fiji Nursing Council with a valid Midwifery licence. The position holder must have a Bachelor of Nursing with at least 5 years of Midwifery experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Demonstrated ability to work in a similar area with knowledge of mother craft, management and how these functions are achieved through the nursing activities.
2. Understands and has sound knowledge of Midwifery and Nurses scope of practice outlined under the Nursing Decree, nursing policies, HIV Decree, Child Welfare Decree and Mental Health Decree guidelines and procedures that govern the Nurses' practice and code of ethics.
3. Has sound knowledge and competence on the following:
4. Emergency management of Obstetrics and Neonates
5. Infection Prevention and Control.
6. Well-developed interpersonal and communication skills and the ability to work as part of a small team.

### **Skills and Abilities**

1. Demonstrate quality communication skills on addressing clinical issues, and motivating staff at different levels for different background and experience.
2. Capacity to utilize computer programs in generating reports, correspondence, updating records.
3. Service oriented approach with a commitment to implement the Business plan of the organization in the operations and the delivery of an efficient health care system.
4. Has the ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of midwives and nurses.
5. Demonstrate the ability to maintain confidentiality.

### **Personal Character and Eligibility:**

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

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# MOHMS 101/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Team Leader General Nursing
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45-\$38,140.60 per annum
<b>Location:</b>	Lautoka Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Medical Ward (1 post), Surgical Ward (1 post)
<b>Reports To:</b>	Nurse Unit Manager
<b>Subordinates</b>	Registered Nurse, Ward Assistants, Student Nurses

### The Position

The position serves clinical functions of the Unit to assist the Nursing Unit Manager in ensuring that all nursing activities and clinical practice required of nursing staff are competently performed and that nurses actively deliver safe quality patient care within the scope of nursing practice by the Fiji Nursing Council.

### Key Responsibilities

The position will achieve its purpose through the following:

1. Provide clinical leadership to nurses and ensure nursing care is provided in accordance with legislation, professional standards and clinical practice guidelines to support quality nursing care, a competent workforce and a satisfying work environment for staff.
2. Effectively implements nursing care plans ensuring that it confirms to National nursing policies, facilities internal protocols and infection prevention and control guidelines.
3. Effectively ensures documentation and records management including updating of the Patient Information System (PATIS) as per guidelines/policy.
4. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity to ensure excellent customer care is provided.
5. Work with the Nurse Unit Manager to coordinate team activities and support nursing workforce supervision and coverage to ensure that all allocated activities are achieved and annual performance assessments are carried out.
6. Actively contributes to the Ministry and corporate requirements, including planning, budgeting and recruitment and selection activities.

## **Key Performance Indicators**

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to
3. ensure individual work plans are met.
4. Preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
5. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence based practice are maintained.

## **Selection Criteria**

### **Person Specification**

In addition to being a Registered Nurse with the Fiji Nursing Council with a valid nursing license, the post holder must have a Bachelor in Nursing with at least 5 years in nursing experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Five (5) years of Medical or Surgical nursing experience
2. Has sound knowledge and competence on the following:
  - a. Extensive medical and surgical nursing care skills including knowledge on pre and post-operative surgical care.
  - b. Mega Code and Infection Prevention and Control.
3. Understanding of the applicable legislation or policies/procedures (or experience which demonstrates the ability to rapidly acquire).

### **Skills and Abilities**

1. Demonstrated advance clinical nursing skills including the ability to undertake physical assessments within nursing scope of practice.
2. Demonstrated well developed written and verbal communication, coordination and organisational skills.
3. Well-developed interpersonal skills and the ability to work as part of a small team.
4. Ability to work with minimum supervision and with efficient time management skills.
5. Demonstrate ability to handle emergency situations in an effective and professional manner.
6. Has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of the nurses.
7. Assist the Nurse Unit Manager in the operational management of the ward including regular monitoring of staff.
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.

### **Personal Character and Eligibility:**

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

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# MOHMS 102/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Team Leader
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Eye Department, Lautoka Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Nursing
<b>Reports to:</b>	Nurse Unit Manager
<b>Subordinates:</b>	Registered Nurse Nursing Interns

### The Position

The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the Eye Department through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Registered Eye Nurses Scope of Practice including policies and guidelines in placed.

### Key Responsibilities

1. Supervise and coordinate clinical practice and provide support to registered nurses, interns, students and ward assistants of the eye department to provide high quality eye care to all clients that access the department.
2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Registered Eye Nurses scope of practice, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.
3. Effectively ensures documentation and records management including the updating of the Patient Information System (VIP) and Patient Information System [PATIS] and nursing care plans as per guideline/policy.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the eye care
5. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
6. Provide positive communication in all interactions with staff, clients and

support person and stakeholders.

8. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

### **Key Performance Indicators**

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of Eye care nurses, registered nurses activities and performance to ensure individual work plans are met.
3. Assist Nurse Unit Manager on the preparation and analysis of information system (VIP), Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

### **Selection Criteria**

#### **The Person**

In addition to being a Registered Nurse with the Fiji Nursing Council with a Post Grad Diploma in Eye Care, Post Certificate in Diabetes Eye care and a valid nursing license, the position holder must have a Bachelor of Nursing with at least 5 years of working experience in an Eye department, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Demonstrated ability to work in a similar area with knowledge eye care management and how these functions are achieved through the nursing activities.
2. Understands and has sound knowledge of Eye Care scope of practice and Nurses scope of practice outlined under the Nursing Decree, nursing policies, guidelines and procedures that govern the Nurses' practice and code of ethics.
3. Has sound knowledge and competence on the following:
4. Emergency management of Eye care and Infection Prevention and Control. Outreach service
5. Well-developed interpersonal and communication skills and the ability to work as part of a small team.

#### **Skills and Abilities**

1. Demonstrate quality communication skills on addressing clinical issues, and motivating staff at different levels for different background and experience.
2. Capacity to utilize computer programs in generating reports, correspondence, updating records.
3. Service oriented approach with a commitment to implement the Business plan of the organization in the operations and the delivery of an efficient health care system.
4. Has the ability to teach, coach, mentor the subordinates on any new policies,

guidelines and support the continuous professional development of midwives and nurses.

5. Demonstrate the ability to maintain confidentiality.

**Personal Character and Eligibility:**

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

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# MOHMS 103/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Team Leader
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Operating Theatre, Lautoka Hospital
<b>Durations:</b>	5 years
<b>Unit/Division:</b>	Nursing
<b>Reports to:</b>	Nurse Unit Manager
<b>Subordinates:</b>	Registered Nurses, Attendants

### The Position

The purpose of this position is to provide clinical leadership to the registered nurses in the operating theatre and support the NUM of the OT in ensuring the delivery of high quality perioperative nursing care is provided in accordance with legislative requirements and perioperative care standards.

### Key Responsibilities

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

1. Provide nursing clinical leadership and guidance to ensure surgical health services are delivered as per approved plans, guidelines, and policy and to ensure that all perioperative nurses are working within their scope of nursing practice, standard and competencies.
2. Support the Nurse Unit Manager to coordinate efficient and effective management of the Operating Theatre and nursing workforce to ensure that all allocated activities are achieved and staff annual performance assessments are carried out.
3. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines and Procedure through the Nursing Advisory Committee.
4. Support the Nurse Unit Manager in ensuring timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
5. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
6. Supervise and monitor care provided by junior staff and learners including the orientation of medical students, nursing students and new nursing staffs and contribute to the development of Perioperative policies and ensure accurate documentation and effective communication.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

## **Key Performance Indicators**

Performance will be measured through the following indicators:

1. All Perioperative care plans and unit activities are updated and implemented within the agreed timeframes.
2. Manage and maintain an effective and efficient records on the Patient Information System (PATIS) and quality quarterly annual reports are provided, and outcomes are actioned in a timely and effective manner.
3. Effective and timely supervision of registered nurses activities and performance appraisals are carried out to ensure individual work plans are achieved.
4. Ensures consistent compliance with nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

## **Selection Criteria**

### **The Person**

In addition to a Bachelor of Nursing, being a Registered Nurse with the Fiji Nursing Council, and a valid nursing license, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least five (5) years of theatre nursing experience.
2. Has sound knowledge and competence on the following:
  - a. Perioperative practice care bundles and surgical care safety list
  - b. Nursing Decree, nurses code of conduct, Policies, Guidelines, Institutional Procedures and Protocol
3. Sound and effective clinical governance knowledge.
4. Computer literate and comprehensive use of the Patient Information System (PATIS).

### **Skills and Abilities**

1. Competent in executing the surgical safety checklist and ability to work with minimum supervision and with efficient time management skills;
2. Competent to scrub in all major cases and has the ability to teach, train, mentor subordinates on any new policies, guidelines and support the continuous professional development of training nurses on theatre nursing.
3. Must have good communication skills and to possess a good command of spoken and written English
4. Demonstrate ability to handle theatre emergency situations in an effective and professional manner.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
6. Demonstrate the capacity to utilise computer program in generating report and correspondence.

### **Personal Character and Eligibility**

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

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# MOHMS 104/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Team Leader
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Location:</b>	Maternity Unit , Lautoka Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Nursing
<b>Reports to:</b>	Nurse Unit Manager
<b>Subordinates:</b>	Registered Nurse

### The Position

The purpose of the team leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in placed.

### Key Responsibilities

1. Supervise and coordinate clinical practice and provide support to midwives, registered nurses, interns, students and ward assistants of the Maternity and Gynaecology unit to provide high quality nursing care to the women and their newborn admitted into the unit.
2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.
3. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the health of the mother and newborn, service progress against targets, and staff professional development.
5. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
6. Provide positive communication in all interactions with staff, mothers, partners and support person and stakeholders.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

## **Key Performance Indicators**

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist Nurse Unit Manager on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

## **Selection Criteria**

### **The Person**

In addition to being a Registered Nurse with the Fiji Nursing Council with a valid Midwifery licence. The position holder must have a Bachelor of Nursing with at least 5 years of Midwifery experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Demonstrated ability to work in a similar area with knowledge of mother craft, management and how these functions are achieved through the nursing activities.
2. Understands and has sound knowledge of Midwifery and Nurses scope of practice outlined under the Nursing Decree, nursing policies, HIV Decree, Child Welfare Decree and Mental Health Decree guidelines and procedures that govern the Nurses' practice and code of ethics.
3. Has sound knowledge and competence on the following:
4. Emergency management of Obstetrics and Neonates
5. Infection Prevention and Control.
6. Well-developed interpersonal and communication skills and the ability to work as part of a small team.

### **Skills and Abilities**

1. Demonstrate quality communication skills on addressing clinical issues, and motivating staff at different levels for different background and experience.
2. Capacity to utilize computer programs in generating reports, correspondence, updating records.
3. Service oriented approach with a commitment to implement the Business plan of the organization in the operations and the delivery of an efficient health care system.
4. Has the ability to teach, coach, mentor the subordinates on any new policies,
5. guidelines and support the continuous professional development of midwives and nurses.
6. Demonstrate the ability to maintain confidentiality.

### **Personal Character and Eligibility:**

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

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# MOHMS 105/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Team Leader
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per anum
<b>Location:</b>	Paediatric Intensive Care Unit (PICU) , Lautoka Hospital
<b>Duration:</b>	5 years
<b>Unit/Division:</b>	Nursing
<b>Reports to:</b>	Nurse Unit Manager
<b>Subordinates:</b>	Registered Nurse Intern Nursing officers

### This Position

The purpose of the Team Leader is to assist in coordinating directions, instructions and guidance to team members in the maternity unit through communication and updating of team performance in ensuring safe clinical nursing practices that are aligned to the Nurses and Midwives Scope of Practice including policies and guidelines in placed.

### Key Responsibilities

1. Supervise and coordinate clinical practice and provide support to registered nurses, interns, students and ward assistants of Pediatrics Intensive Care Unit (PICU) to provide high quality nursing care to the clients and their parents admitted into the unit.
2. Work with nursing staff to ensure adherence to the clinical practice guidelines and regulations of the Ministry of Health and Medical Services, Public Service Commission, Nursing Scope of Practice for Nursing Guidelines (2017) and contribute to the updating of Nursing policies, Protocols, Guidelines/Procedure.
3. Effectively ensures documentation and records management including the updating of the Patient Information System (PATIS) and nursing care plans as per guideline/policy.
4. Maintain continuous improvement by collecting and providing data and other reports to monitor the health sick client, service progress against targets, and staff professional development.
5. Assist the Nurse Unit Manager in the ordering and availability of all resources and consumables to provide nursing care effectively, and report on productivity, annual performance assessments including customer service.
6. Provide positive communication in all interactions with staff, mothers, partners and support



- person and stakeholders.
7. Actively contribute to all cooperate requirements of the ministry including planning, budgeting and selection activities where required.

### **Key Performance Indicators**

1. All nursing care plans and ward activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure individual work plans are met.
3. Assist Nurse Unit Manager on the preparation and analysis of Patient Information System (PATIS) and quarterly annual reports: are provided and outcomes are actioned in a timely and effective manner.
4. Ensures consistent compliance with Infection Prevention and Control guidelines, nursing practice guidelines, policies, procedures and evidence-based practice are maintained.

### **Selection Criteria**

#### **The Person**

In addition to being a Registered Nurse with the Fiji Nursing Council with a valid nursing license, the post holder must have a Bachelor in Nursing with at least 3 years of Peads Intensive Care Unit experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Demonstrated ability to work in a similar area with knowledge of mother craft, management and how these functions are achieved through the nursing activities.
2. Understands and has sound knowledge of Nurses scope of practice outlined under the Nursing Decree, nursing policies, HIV Decree, Child Welfare Decree and Mental Health Decree
3. guidelines and procedures that govern the Nurses' practice and code of ethics.
4. Has sound knowledge and competence on the following:
5. Emergency management of Peadiatric patients and Infection Prevention and Control.
6. Well-developed interpersonal and communication skills and the ability to work as part of a small team.

#### **Skills and Abilities**

1. Demonstrate quality communication skills on addressing clinical issues, and motivating staff at different levels for different background and experience.
2. Capacity to utilize computer programs in generating reports, correspondence, updating records.
3. Service oriented approach with a commitment to implement the Business plan of the organization in the operations and the delivery of an efficient health care system.
4. Has the ability to teach, coach, mentor the subordinates on any new policies,

guidelines and support the continuous professional development of nurses.  
5. Demonstrate the ability to maintain confidentiality.

**Personal Character and Eligibility:**

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

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# MOHMS 106/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Sub Divisional Manager Nursing
<b>Salary Band:</b>	Band H
<b>Salary range:</b>	\$34,760.31 - \$44,564.50 per annum
<b>Location:</b>	Navua Hospital
<b>Unit/Division:</b>	Nursing / Central Division
<b>Reports to:</b>	Sub Divisional Medical Officer /Director of Nursing Central
<b>Subordinates:</b>	Team Leader, Registered Nurses, Registered Midwives, Ward Assistant, House Keeping Staffs
<b>Duration:</b>	5 years

### The Position

The role of the position contributes to planning, organizing, staffing directing, controlling, regulating and reporting to ensure that high quality of care is delivered.

### Key Responsibilities

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

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

### Key Performance Indicator

1. All nursing services are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of nursing staff performance and attendance to enable the delivery of quality nursing services.

3. Agreed clinical audit reports of nursing policies and guidelines are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.
4. All quarterly, annual reports including PATIS records are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

## **Selection Criteria**

### **The Person**

In addition to being registered nurse with the Fiji Nursing Council with a valid practicing license, the position holder must have a Bachelor in Nursing with Post-graduate certificate in Nursing/ Management/ Public Health/ Midwifery, the following knowledge, experience, skills and abilities are required for the position:

### **Knowledge and Experience**

1. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing.
2. Knowledge on Effective Infection Control
3. Understanding of the Nurses Decree 2010 is essential
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Makes sound judgement calls ensuring institutional and clients' interests are upheld at all times.
2. Demonstrates strong supervisory attributes
3. Exhibits excellent communication skills
4. Demonstrated ability to effectively work within a team;
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.

### **Personal Character and Eligibility:**

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# MOHMS 107/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Corporate Information

<b>Role:</b>	Occupational Therapist-St Giles Hospital
<b>Salary Band:</b>	Band H
<b>Salary Range:</b>	\$34,760.31- \$56,596.92 per annum
<b>Location:</b>	St Giles Hospital, Suva
<b>Unit/Division:</b>	St Giles Hospital
<b>Duration:</b>	3 years
<b>Reports to:</b>	Medical Superintendent

### The Position

The position helps people overcome physical and mental problems that are the result of disability, injury, ageing or illness. They provide and promote psychosocial well-being in a group setting through activity based and therapy-based groups. Occupational therapists provide practical advice and solutions to enable people to live full, satisfying and independent lives. The position is based at the Occupational Therapy Centre in which is the lead provider at the hospital for psychosocial interventions. Whilst psychosocial focused interventions are to be provided by all staff providing clinical care across the hospital, psychosocial interventions will be delivered in a group setting in the Occupational Therapy department.

### Key Responsibilities

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

1. Facilitates development and rehabilitation of patients with mental, emotional, and physical disabilities by planning and administering bio psychosocial approach prescribed occupational therapy.
2. Meets the patient's goals and needs and provides quality care by assessing and interpreting evaluations and test results and determining occupational therapy treatment plans in consultation with the multidisciplinary team.
3. Helps patient develop or regain physical or mental functioning or adjust to disabilities.
4. Implements programs involving manual arts and crafts, practice in functional, community meeting, pre-vocational, vocational and homemaking skills and fosters activities of daily living.
5. Promotes maximum independence by selecting and constructing therapies according to individual's physical capacity, intelligence level, and interests.
6. Prepares patient for return to employment by consulting with employers; determining potential employee difficulties; retraining employees; and helping employers understand necessary physical and job accommodations.
7. Evaluates results of occupational therapy by observing, noting, and evaluating patient's progress and recommending and implementing adjustments and modifications.

8. Completes discharge planning by consulting with physicians, nurses, social workers, counsellors and other members of the multidisciplinary team.
9. Assures continuation of therapeutic plan following discharge by designing and instructing patients, families, and caregivers in home exercise programs; recommending and/or providing assistive equipment and recommending outpatient or home health follow-up programs.
10. Documents patient care services by charting in patient and department records.
11. Maintains patient confidence and protects hospital operations by keeping information confidential.
12. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
13. Protects patients and employees by adhering to infection-control policies and protocols.
14. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks, and participating in professional societies.
15. Develops occupational therapy staff by providing information and developing and conducting in-service training programs.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Rehabilitation program provided within the agreed timeline in accordance to the compliance of bio psychosocial approach and employment legislation.
2. Continuation of therapeutic plan by designing discharge planning process within the agreed timeline in accordance to the rehabilitation or recovery process.
3. Compliance of Policies, Protocols, Guidelines and relevant Acts at all times
4. Reports are provided within the timeline in accordance to the reporting structures.

### **Selection Criteria**

#### **Person Specification**

In addition to a recognized Degree in Occupational Therapy or equivalent to a Bachelor in Health Science either Medical, Nursing or allied Health Worker. Registered with the Fiji Medical Council or Fiji Nursing Council. The following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

#### **Knowledge and Experience**

1. At least 6 months experience in conducting Occupational Therapy to patients with mental health problems or general health.
2. Sound knowledge and experience in leading and facilitating group therapy
3. Have knowledge of strength based approach and recovery focused care.
4. Sound knowledge on the application of psychosocial well-being.
5. Experience in delivering outcome focussed psychosocial care.
6. Good sound knowledge on Mental Health Act 2010, Clinical Practice Guideline 2009, and Standard Operating Procedure 2017.

#### **Skills and Abilities**

1. Demonstrate ability to assess patients using the Psychosocial Assessment and Recovery approach.
2. Ability to engage patients in recreational activities that supports the recovery process.
3. Ability to manage group dynamics and other psychosocial therapy such as family therapy, social, case management, counselling and one to one therapy.
4. Demonstrate ability to work effectively within a team.

5. Ability to communicate effectively through written or oral.
6. Ability to promote recovery and strength based approach.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment or the organization.

**Personal Character & Eligibility:**

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