

MOHMS 65/2021



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

Corporate Information

Role:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Nausori Health Centre
Duration:	5 years
Unit/Division:	Central Division
Report To :	Sub Divisional Nursing Manager
Subordinates:	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.

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 AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Administrative Officer – Human Resource
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Central Health Services, Tamavua
Duration:	3 years
Unit/Division:	Central Division
Reports to:	Senior Administrative Officer
Subordinates:	Executive Officers, Clerical Officers

The Position

This position reports to the Divisional Medical Officer Central through the Senior Administrative Officer and provide administrative support and human resources functions.

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. Admin/HR – Assist the SAO in the planning and development of the Division’s HR budget proposal to ensure that it has the appropriate staff establishment to achieve the organisation’s objectives and also to ensure that effectiveness of services is maintained.
2. Ensure all transfers and postings are processed and HQ notified. Monitor terms and condition of service. Provide professional administrative support over a range of functions, including preparing correspondence and reports and undertaking financial and records management functions, as directed.
3. Provide advice and assistance in developing human resource plan.
4. IRD – Facilitate satisfactory standards of conduct and performance, to encourage improvements where appropriate and to ensure that cases of alleged misconduct, unacceptable performance or other acts or omissions considered by the government to warrant consideration of disciplinary action are dealt with consistently and fairly within reasonable timeframe. OHS registration, compliance and training.
5. Training – assists the Learning development unit in ensuring that all learning and workforce development needs are addressed in accordance with the Civil Service Learning and Development Guidelines and the relevant learning and development legislations. Additionally, the post holder conducts in-house training as per training and development plan including induction and on-boarding.
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. Provide policy advice and support services on human resources & administrative functions to all staff in compliance with relevant legislations, policies and guidelines in a timely manner.
2. All training and learning development activities are identified and addressed in a timely manner in accordance with relevant legislations, policies and guidelines.
3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a relevant University qualifications (or equivalent), the following Knowledge, Experience, Skills and Abilities (KESA) are required to successfully undertake the role of Administrative Officer.

Knowledge and Experience

1. Understanding of disciplinary and grievance procedures, and ability to offer counselling and advice to staff on such matters.
2. Understanding of human resources management
3. Experience in the use of computers, office equipment and the Microsoft Office suite of software.
4. Demonstrated experience in preparing, conducting and evaluating training programmes, and identifying workforce needs.
5. Have Good understanding of the Fijian Constitution 2013 and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to work independently, and in a team environment,
2. Proven ability to effectively supervise assigned staff, including allocating and monitoring work, and providing guidance, training and support in administrative processes and systems.
3. Proven ability to provide professional administrative support over a range of functions, including preparing correspondence and reports and undertaking financial and records management functions.
4. Possess excellent interpersonal and communications skills and a very good time management skills.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:

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MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Administrative Officer – Assets Management
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Central Health Services, Tamavua
Duration:	3 years
Unit/Division:	Central Division
Reports to:	Senior Administrative Officer
Subordinates:	Executive Officer, Clerical Officers

The Position

The position is responsible for the Assets Management Unit (AMU) through administrative work in facilitating submission, coordinating and monitoring of the infrastructure projects; refurbishment and assets management in Central Division.

Key Responsibilities

1. Facilitate and administer the maintenance, refurbishment and management of assets at the division.
2. Coordinate and administer Occupational, Health and Safety issues in the division in consultation with the various Heads of Department and the Ministry of Labour.
3. Provide reports to senior management on the status of assets and maintenance work by the agreed time timeline.
4. Oversee the administration and management of the Transport Unit.
5. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following Indicators:

1. All agreed activities and functions are delivered and achieved within agreed timeframes and compliant with relevant processes, legislation and policies.
2. Transport fleet is managed and coordinated in accordance with Transport Regulations.
3. Reports are provided by the due date and in accordance with reporting standards.
4. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.
5. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements
6. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a relevant University qualifications (or equivalent), the following Knowledge, Experience, Skills and Abilities (KESA) are required to successfully undertake the role of Administrative Officer.

Knowledge and Experience

1. At least 3 years' work experience in a similar or related field.
2. Experience in the application of Occupational Health and Safety at the work place.
3. Experience in managing a large fleet of vehicles including the rostering and allocation of duties for drivers
4. An understanding of a procurement process in accordance with 2010 Procurement Regulations and its related legislations.

Skills and Abilities

1. Ability to work within a team to achieve set targets and timelines.
2. Ability to liaise and network within and outside the organisation to improve service delivery.
3. Capacity to utilize basic computer programs to support operations of the health facility
4. Excellent communication skills with an attention for detail and accuracy in report writing.
5. Service oriented with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character & Eligibility:

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MOHMS 68/2021



MINISTRY OF HEALTH AND MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Storeman
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35 per annum
Location:	Central Health Services, Tamavua
Duration:	3 years
Unit/Division:	Central Division
Reports to:	Executive Officer
Subordinates:	Nil

The Position

The position is responsible for managing proper planning and coordinating of stock control and purchasing process to ensure efficient execution of purchasing orders to suppliers for timely arrival of supplies in accordance with required legislations and regulations.

Key Responsibilities

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

1. To ensure that inventory reports are consistently generated for replenishment process.
2. To ensure that Order Forms for each item is filled in and given to the Executive Officer GSU for vetting before an order is placed.
3. Prepare and maintain Indent and Purchase Order Registers
4. Consistently liaising with suppliers on stock availability, schedule deliveries or expedite deliveries.
5. Actively contribute in all corporate activities in the Ministry requirements, 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 academic qualifications relevant to Management or equivalent from an accredited university the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Stores Officer:

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

Personal Character & Eligibility:

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MOHMS 69/2021



MINISTRY OF HEALTH AND MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Ward Assistant
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Nausori Health Centre, Wainiboksi Hospital, Navua Hospital (2), Nausori Maternity Hospital - Central Health Services
Duration:	3 years
Unit/Division:	Central Division
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

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

Key Responsibilities:

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

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

Key Performance Indicator

Performance will be measured through the following 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:

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MOHMS 70/2021



MINISTRY OF HEALTH AND MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Trade Assistant
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Central Health Services
Duration:	3 years
Unit/Division:	Central Division
Reports to:	Executive officer General Services
Subordinates:	Nil

The Position

Responsible for the effective day to day operations, of the equipment and furnishing in terms of servicing and repairing to the Central Division.

Key Responsibilities:

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

1. Assist and participate in activities of personnel engaged in the maintenance of equipment and furnishing to include repair and service of Air conditioning, blowers, freezers, coolers and other refrigeration works.
2. Ensuring that the air-conditioning units, freezers, coolers and other related equipment or machinery is in operational condition and note down break downs.
3. Ensuring that the established preventative maintenance program is maintained and liaised with administration and professional staff regarding its schedule.
4. Ensure OHS Regulations is maintained at all times in the workplace both internal and external.
5. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicator

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 air-conditioning, refrigerator and other related 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 requirements of the Ministry.

Selection Criteria

The Person

In addition to a Trade certificate in Air Conditioning (or equivalent), the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role;

Knowledge and Experience

1. At least two (2) years of experience in a similar working environment
2. Knowledge in maintenance, repairs and new installations of Air-conditioning units, freezer, coolers etc.
3. Basic knowledge of electrical works.
4. Knowledge of Occupational Health & Safety Requirements.
5. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Ability to detect, analyse and solve electrical faults and breakdown.
2. Demonstrated ability to work independently or as part of a team.
3. Ability to work under pressure with minimum supervision.
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 71/2021



MINISTRY OF HEALTH AND MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Telephone Operator
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Suva Health Office
Duration:	3 years
Unit/Division:	Central Division
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

The position ensures all telephone communications both internally and externally are dealt with efficiently and effectively.

Key Responsibilities

1. Receive and place/transfer outgoing calls
2. Greet patients and visitors as they arrive at the facility operator's room and provide customer service.
3. Provide required information to person and direct visitors/patients to appropriate staff members or department.
4. Make outgoing calls on request of staff members
5. Arrange for meeting with doctors and other nurses
6. Create and maintain log book of incoming and outgoing calls on a daily basis
7. Monitoring automated systems for placing collect calls and intervene for a caller needing assistance
8. Take message for staff if they can't receive or answer calls
9. Set up conference calls in different locations and time zones.
10. Able to reconcile telephone bills with log book at the end of the month.
11. Ensure that all lines are working.
12. Actively contribute to all corporate functions of the ministry.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Effective managing of all inward and outward calls.
2. Provision of high quality customer service to avoid dissatisfaction.
3. Proper recording of all messages received and effective delivery for efficient responses.
4. All lines are in a working condition.
5. 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. At least one year's experience in similar role.
2. Working knowledge and experience in telephone etiquette.
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

Skills and Abilities

1. Ability to plan and organize work in a timely manner
2. Excellent communication skills
3. A good team player.
4. Customer focused approach with commitment to supporting the operational goals of the organization.

Personal Character and Eligibility:

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MOHMS 72/2021



MINISTRY OF HEALTH AND MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Recorder
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Nuffield Health Centre, Wainibokasi Hospital, Vunidawa Hospital (2), Central Health Services, Nakasi Health Centre, Nausori Maternity Hospital
Duration:	3 years
Unit/Division:	Central Division
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

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

Key Responsibilities

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

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

Key Performance Indicator

Performance will be measured through the following indicators:

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

Selection Criteria

The Person

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

Knowledge and Experience

1. Experience in basic administrative work or similar
2. Experience in basic computing applications and information systems
3. Knowledge of manual filing
4. Basic understanding of the Fijian Constitution (2013) and applicable laws of Fiji

Skills and Abilities

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

Personal Character and Eligibility:

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MOHMS 73/2021



MINISTRY OF HEALTH AND MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Plumber
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Location:	Central Health Services
Duration:	3 years
Unit/Division:	Central Division
Reports to:	Executive officer General Services
Subordinates:	Nil

The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Plumbing works at 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 are in place and implemented which should include the adherence to OHS rules and regulations.
6. Contribute to all cooperate requirements of the Ministry where required.

Key Performance Indicator

Performance will be measured through the following 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 and Eligibility:

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MOHMS 74/2021



MINISTRY OF HEALTH AND MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information

Role:	Kitchen Hand
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Nausori Maternity Hospital
Unit/Division:	Central
Reports to:	Executive officer Rewa
Subordinates:	Nil

The Position

The primary responsibility of the position is to implement and adhere to the food service operational plan of the institution through consultation with Food Service Dieticians. Also provide high quality customer service to the individuals accessing the service.

Key Responsibilities

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

1. Assist the cooks in the preparation and serving of meals in accordance with dietary meal plans and food preparation safety and hygiene standards in a timely manner.
2. Ensure that the kitchen area and surrounding work environment is clean, sanitized and meet the required cleanliness and hygiene standards on a daily basis.
3. Assist the cook and dietician in ensuring stock and food supplies are in sufficient supply.
4. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Timely assistance in the preparation and serving of meals in accordance with the required standards and in a timely manner.
2. Kitchen area and surrounding work environment meet the required cleanliness and hygiene standards on a daily basis.
3. Assistance is provided in a timely manner to ensure stock and food supplies are in sufficient supply at all times.
4. Actively participate in all corporate activities of the Ministry as and when of the Ministry.

Selection Criteria

The Person

In addition to successful completion of Secondary School Education with background in Food Science of Food Technology or similar (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role;

Knowledge and Experience

1. Experience in a similar working environment.
2. An understanding of handling, preparing, and serving food in accordance with food safety standards.
3. An understanding of Occupational Health & Safety at the Workplace.

Skills and Abilities

1. Ability to assist cooks in the preparation and serving of meals.
2. Ability to clean and provide a clean and safe working environment.
3. Good communication skills both written and verbal.
4. Ability to work in a team.
5. 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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MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Driver
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Suva Health Office (2), Wainibokasi Hospital, Valelevu Health Centre (2)
Duration:	3 years
Unit/Division:	Central Division
Reports to:	Clerical Officer
Subordinates:	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

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 with 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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MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Cleaner
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90
Location:	Korovou Hospital, Nakasi Health Centre, Oxfam Clinic – Wellness Centre for Women, Wainibokasi Hospital (3), Nausori Health Centre
Duration:	3 years
Unit/Division:	Central
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

The position is responsible for the provision of effective cleaning services at the facility.

Key Responsibilities

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

1. Ensure the general upkeep and cleanliness of the health facility is well maintained at all times;
2. Ensure that all cleaning equipment are operated in accordance with safety standards
3. Ensure the proper disposal of waste on a daily basis;
4. Report any minor damages to supervisors whilst carrying out duties in a timely manner
5. Actively contribute to the ministry’s corporate functions and activities.

Key Performance Indicator

1. Cleanliness of the health facility is maintained in compliance with standard procedures and regulations in a timely manner
2. Cleaning equipment are well maintained and stored appropriately.
3. Minor damages are addressed in a timely manner
4. Actively contribute to the Ministry corporate activities 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. Some experience in a similar working environment.

2. Basic knowledge of cleaning chemicals, cleaning equipment and general cleanliness & hygiene procedures;
3. Knowledge in record management and proper disposal;
4. Knowledge of Occupational Health and safety at the workplace.

Skills and Abilities

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

Personal Character & Eligibility:

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

Corporate Information

Role:	Carpenter
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Location:	Central Health Services
Duration:	3 years
Unit/Division:	General Services/ Central
Reports to:	Executive Officer General Services
Subordinates:	Nil

The Position

The position is responsible for the effective general maintenance and repairs of all carpentry works in health facilities under Eastern Health Services.

Key Responsibilities

1. Hospital buildings, equipment and furnishings to include carpentry work, minor and major repairs, urgent maintenance repairs and required small building and carpentry projects.
2. Planning and scheduling of work to ensuring proper distribution of assignments, equipment and supplies of performances of duties.
3. Scope required carpentry works and estimate time and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, requirement changes to facilitate and completion of assigned tasks.
4. Implementation of preventive maintenance programs.
5. Ensure the implementation and maintaining of O.H.S act at all times.
6. Perform other related task required by supervisor from time to time.

Key Performance Indicators

1. Coordinate and facilitate all carpentry related activities for repairing, maintenance and renovation of health facilities.
2. Coordinate and plan purchasing of building materials using relevant guidelines
3. Provide scoping activities for all facilities need repairing
4. Ensure that all building materials supplied are well stored and documented accordingly.
5. 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 qualification or similar with a Trade Certificate in Carpentry and Joinery and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. A vast experience in carpentry and joinery maintenance, repairs and construction of buildings and related infrastructure;
2. A sound knowledge of maintenance methods and procedures involved in the maintenance of buildings and structures;
3. Sound knowledge of safe operation of basic hand and power tools;
4. Knowledge of workplace safety, safe lifting and handling procedures;
5. Basic knowledge of Occupational Health & Safety procedures.

Skills and Abilities

1. Ability to understand and interpret building plan and standards.
2. Ability to standby for clinical and patient safety care where possible in extreme weather conditions
3. Ability to communicate both orally and in written.
4. Identifies and utilizes resources effectively and responsibly.
5. Takes a problem-solving approach when faced with challenging or difficult situations.
6. Demonstrates a positive attitude in work assignment and interaction with others.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character & Eligibility:

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MOHMS 78/2021



MINISTRY OF HEALTH AND MEDICAL SERVICES

ROLE DESCRIPTION

Corporate Information

Role:	Sub Divisional Manager Nursing
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Valelevu Health Centre
Duration:	5 years
Unit/Division:	Nursing / Central Division
Reports to:	Sub Divisional Medical Officer /Director of Nursing Central
Subordinates:	Nurse Practitioners, Team Leader, Community Health Nurses, Community Health Workers

The Position

The purpose of the Sub-Divisional Manager Nursing is to provide nursing leadership and direction for the community health nursing team in the sub-division through strategic management. The incumbent ensures delivery of quality curative, promotive and protective nursing services at the Valelevu health centre.

Key Responsibilities

The position will achieve its purpose through the following:

1. Overall supervision of registered nurses on the provision of quality nursing care as per the legislations and scopes of practice.
2. Participate in the development of the Unit Business Plan and develop a Unit Nursing Business Plan.
3. Work in collaboration with Medical Officer in Charge of the Health Centre on policy issues for nursing practice and monitor the delivery of nursing services to ensure nursing practice is congruent with relevant legislation, policies, regulation, guidelines, scope and standard practice.
4. Coordinate and assist with in-service training for all nurses in the Health centre and support career plans and capacity building, including community health worker training program.
5. Support and oversee/supervise effective management of resources such as cold chain equipment, vaccines, drugs, consumables, stationaries and stores in the health centre.
6. Monitor accuracy, quality, relevancy and timely documentation and submission of Public Health Information (PHIS) reports from all nurses and community health workers and collate, compile and submit quarterly and Annual Sub Divisional

Hospital and Community Health nursing reports to the Sub-Divisional Medical Officer and the Director of Nursing Central Division.

7. Conduct Annual Performance assessments for all nursing staffs and manage other human resource activities such as leave applications, transfers, postings, staffing needs and disciplinary issues.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicator

1. Effective and timely management and regular monitoring of nursing staff performance and attendance to enable the delivery of quality of nursing care.
2. All community nursing plans are delivered within agreed timeframes and compliant with relevant processes, legislation and policies.
3. Quality public health reports including community health worker reports are provided and outcomes are actioned in a timely and effective manner.
4. Minimal stock outs of all items (drugs, vaccines and consumables)
5. Active participation in the corporate activities of the ministry as and when required.

Selection Criteria

The Person

In addition to being registered and licensed nurse with the Fiji Nursing Council, a Bachelor in Nursing or Public Health Nursing with a minimum of 10 years' experience in community/public health nursing, the following Knowledge, Experience, Skills and Abilities are required for the candidate to undertake this role:

Knowledge and Experience

1. Proven management experience to effectively manage a sub-divisional nursing team.
2. Knowledge of modern trends in disease patterns, re-emerging diseases and their treatment and contemporary issues in community health nursing
3. Knowledge and understanding of the primary health care and health promotion concepts.
4. Demonstrate knowledge in EPI and core nursing responsibilities in community and public health settings.

Skills and Abilities

1. Demonstrated capacity and experience in working in collaboration with other teams within the sub-division and provide leadership to nursing teams in response to natural disasters or public health outbreaks.
2. Capacity and ability to utilise computer programs to support the operations of the sub-division.
3. Good communication (written & spoken) and presentation skills.
4. Ability to teach, coach, mentor the subordinates on any new policies, guidelines and support the continuous professional development of nurses.
5. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the ministry.

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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