

NEWLY ADVERTISED POSITIONS - FIJI SUN 20 MARCH 2021

MOHMS 108/2021



Ministry of Health & 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:	Nakasi Health Centre, Savusavu Health Centre
Duration:	5 years
Unit/Division:	Nursing
Reports to:	Sub Divisional Medical Officer & Director of Nursing
Subordinates:	Team Leader Public Health, Community Health Nurses, Community Health Workers

The Position

The purpose of the Sub-Divisional Manager Nursing position 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 health centres, nursing station, hub centres, Community settings and sub divisional hospitals.

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 Sub-divisional Business Plan and develop a sub-divisional Nursing Business Plan.
3. Work in collaboration with Sub-divisional Medical Officer 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 sub-division 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 all health facilities.
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.
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 or equivalent, 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 utilize 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 analyze 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.

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.

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Junior Physiotherapist
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Ba Mission Hospital
Duration:	5 years
Unit/Division:	Physiotherapy
Reports to:	Physiotherapist, Senior Physiotherapist
Subordinates:	Nil

The Position

The position provides Physiotherapy services in accordance with clinical standards at Health facilities and to contribute to the development and effective function of the Department.

Key Responsibilities

The position will achieve its purpose through the following:

1. Provide safe physiotherapy services in accordance to Standards of Practice.
2. Attend relevant trainings and compile reports.
3. Contribute and promote to a Learning and development environment.
4. Provide data and complete Unit tasks within the agreed timeframe.
5. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

1. Daily log book entries.
2. Provide Post training reports within the agreed timeframe.
3. Contribute to the learning and development of the Department.
4. Contribute to the Unit and Department activities.
5. Active participation in the corporate activities of the Ministry as and when required

Selection Criteria

The Person

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

Knowledge and Experience

1. Practical working knowledge of Physiotherapy standards of practice and Unit projects.
2. Health promotion knowledge.
3. Knowledge of the any public or private health care facility administration protocols and plans.

Skills and Abilities

1. Ability to develop, conduct and evaluate clinical physiotherapy work effectively.
2. Ability to work effectively within a team.
3. Effective communication skills and the ability to tactfully deal with clients.
4. Demonstrate computer literacy skills.
5. Ability to conduct health promotion activities.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

Personal Character & Eligibility:

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Supervising Medical Imaging Technologist
Salary Band:	Band I
Salary Range:	\$43, 296.63 - \$55,508.50 per annum
Location:	CWM Hospital
Duration:	5 years
Reports to:	Medical Imaging Superintendent, National Coordinator Radiology
Subordinates:	Medical Imaging Technologist, Medical Imaging Assistant

The Position

The position is responsible for the overall department operational planning and management for efficient and effective medical imaging services through proper human resource management, records and inventory management, and monitoring and evaluation of its activities.

Key Responsibilities

1. Ensure that proper human resource are available at all times and in compliance with the Decree and Medical Imaging Technologist Decree of 2009
2. Ensure that proper machines and equipment are purchased, installed and functioning at all times through proper quality assurance audits.
3. Ensure proper and correct reporting systems are in place and that proper reports are submitted in a timely manner and consumables are available at all times through proper monitoring.
4. Complies with and ensures that proper department operational guidelines in all sections are in place to maintain overall patient and staff safety at all times.
5. Ensure that the department infrastructure and facilities are properly maintained to ensure the department is OHS compliance.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

1. All medical imaging activities are conducted in accordance with standard procedures and within the agreed timeframes.
2. Department Monthly and quarterly and annual business reports are submitted in a timely manner.
3. Department facility, equipment and processes audits are done as planned.
4. Actively contribute to all corporate requirements and activities of the ministry when required

Selection Criteria

The Person

In addition to a Bachelor in Medical Imaging Science or equivalent, registration and licencing with the Fiji Radiation Health Board and Fiji Society of Medical Imaging Technologists, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this position:

Knowledge and Experience

1. More than 10 years of working experience and knowledge of radiology services to be able to take up administrative activities of the position
2. Understanding and experience in Human Resource management.
3. Knowledge and Understanding of the Fiji Radiation Health Decree 41 and Medical Imaging Technologist Decree 40, 2009.
4. Knowledge of Radiology consumable and equipment and experience on procurement processes and quality audit practices.
5. Have good knowledge of Radiology Protocols and Guidelines and monitoring and evaluation of practices.
6. Good knowledge and experience in Occupational Health and Safety.

Skills and Abilities

1. Demonstrated organizational and communication skills to be able to interact with people of diverse background and work effectively within a team environment
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Demonstrated audits skills and ability to compile reports.
4. Demonstrated ability in 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

Role:	Technical Officer Higher Grade – Lab
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Labasa Hospital
Duration:	5 years
Unit/Division:	Pathology Laboratory
Reports to:	Supervising Laboratory Technician
Subordinates:	Laboratory Technician, Laboratory Assistant, Phlebotomist

The Position

The purpose of this position is for efficient and effective management and deliverance of timely Laboratory test results that support the Fiji Health System and Ministry objectives.

Key Responsibilities

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

1. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated
2. Responsible for the participation of the section in the External quality assurance programs and ensures corrective action is applied when there are non-conformities
3. Develop new and review existing Standard Operating Procedures (SOP), internal policies for Laboratory Section
4. Actively monitor and manage consumables and equipment for continuity of practice and delivery of quality services.
5. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
6. Coordinate the training program, supervision, and assessments of new recruits and students.
7. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.
8. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Quality results and Laboratory services are provided, and outcomes are actioned in a timely and effective manner.
2. Timely and effective management and regular monitoring of staff performance to enable continuity of service delivery.
3. All test SOP's; policies are developed, endorsed and implemented within the agreed timeframes, and specific requirements.
4. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.

Selection Criteria

The Person

In addition to a Bachelor in Medical Laboratory Science (or equivalent), the knowledge, Experience, Skills and Abilities required to successfully undertake this role;

Knowledge and Experience

1. Vast work experience in a Medical Laboratory with similar work experience;
2. Good understanding of Laboratory Quality Management System and its importance in clinical laboratory work;
3. Experience in leading, managing and motivating officers in a team which consists of officers with diverse background;
4. Knowledge in the general safety within the laboratory, effective personal protective equipment use, complies to and advocates laboratory policies and SOPs.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Demonstrated organizational skills to assist the department in meeting turnaround Times;
3. Demonstrated ability to analyse report, solve complex problems and provide effective advice to management;
4. Capacity to utilise computer programs to support the operations of complex organisation;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Supervisor Dietician
Salary Band:	Band F
Salary Range:	\$22,528.74 – \$36,103.75 per annum
Location:	Keiyasi Hospital, Levuka Hospital, Lomaloma Hospital, Nabouwalu Hospital, Nausori Health Centre, Navua Hospital, Savusavu Hospital
Duration:	5 years
Reports to:	Respective Sub Divisional Medical Officers
Subordinates:	Dieticians

The Position

This position is to supervise dieticians and ensure the implementation of the Dietetics and Nutrition unit plan.

Key Responsibilities

1. The position will achieve its purpose through the following key duties.
2. Supervise and assist Dieticians and kitchen staff in the implementation of the Plan and other nutrition intervention projects/programs funded by external donors.
3. Management of ration budget allocation, equipment and human resource at sub divisional levels
4. Provide technical assistance and capacity building for health staff and government wage earners
5. Timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Sub divisional Medical Officer and Senior Dietician.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicators

1. Ensure supervision are provided to all staff at all levels of care and services in accordance with agreed time lines.
2. Provision of technical assistance and capacity building for staff
3. Ensure timely submission of reports that includes Ration Return, Consolidated Monthly Reports and Business plan matrix indicator to the Sub divisional Medical Officer and Senior Dietician.
4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Selection Criteria

The Person

In addition to Bachelor of Dietetics & Nutrition or similar, the following knowledge, experience, skills and abilities are required to successfully undertake this role

Knowledge and Experience

1. At least 6 years of work experience in a similar or related field.
2. Knowledge of Diet Therapy Principles and practices in the management of nutrition related diseases in public health and therapeutic diets and patient care in hospital
3. Knowledge of food service operations, including food preparation, sanitation, and procurement, menu planning principles and practices.
4. Knowledge of government legislation, Nutrition and Health policies, procedures and guidelines.

Skills and Abilities

1. Excellent verbal and Written Communications Skills
2. Ability to analyze and contribute solutions to complex problems, in a resource constrained environment.
3. Training and supervisory skill
4. Computer Literate with at Microsoft Word, Outlook and PowerPoint.
5. Demonstrated ability in 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

Role:	Community Rehabilitation Assistant
Salary Band:	Band D
Salary Range :	\$14,428.13 - \$18,497.60 per annum
Location:	Korovou Hospital, Namaka Health Centre, Nausori Health Centre, Rakiraki Health Centre, Savusavu Health Centre [Naqelekula], Tamavu Twomey Hospital, Tavua Health Centre
Duration:	3 years
Unit/Division:	Community Rehabilitation/Central
Reports to:	Respective Sub Divisional Health Sister
Subordinates:	Nil

The Position

The position is responsible for the assessment, planning, delivery and monitoring of an effective, efficient and quality rehabilitation services to persons with disabilities; promotion and prevention of disabilities to ensure that persons with disabilities receive the best of care which will enable them to become self -reliant and as functional as possible to improve their quality of life.

Key Responsibilities

1. Organise and Conduct Disability Awareness and education at all levels in the community.
2. Liaise with Public Health Nurses in recording data regarding incidence and prevalence of disability and compiling a register of disabled or potentially disabled persons within the medical area to be utilized in the planning and development of services for persons with disability.
3. Assess, plan and implement therapeutic intervention of developmental, functional and social needs of an infant, child and adult with disabilities and their families.
4. Share knowledge and transfer therapeutic skills through demonstrations to persons with disabilities, parents, families/care givers, nurses, village health workers, volunteers and communities to develop their skills in offering simple advice, support and rehabilitation techniques based on assessed needs of the persons with disabilities
5. Facilitate the integration and inclusion of people with disabilities into functional community roles, activities, or work in accordance with the person's interest and abilities.
6. Design, prescribe and organize Assistive Devices for persons with disabilities from Ministry of Health, Governmental Organizations and Non – Governmental organizations, donor agencies, Faith Based Organizations etc.
7. Participate with the Public Health Staffs in the conducting of the Wellness Program and other national programs and events in combating Non Communicable Disease;
8. Promoting and facilitating the referrals of school aged children to the nearby pre-schools, schools and technical college to enhance the child's education.

9. Promoting the importance of monthly development checklist to MCH Nurses and mothers as a tool for early identification of children at risks or with disabilities.
10. Maintain record keeping and organisational requirements including preparation of monthly work plans, monthly reports and annual reports and their submission to Sub-divisional Health Sister and CRA/CBR Coordinator as appropriate.

Key Performance Indicators

1. Ensure effective rehabilitation services is delivered
2. Effective communication with relevant staffs, patient and families in place for better coverage in all settings
3. Ensure safe and appropriate mobility technologies are prescribed for persons with disabilities
4. Timely and proper documentation of activities conducted.

Selection Criteria

The Person

In addition to University qualifications (or equivalent) relevant to Disability, Individual Support or similar to the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Community Rehabilitation Assistant:

Knowledge and Experience

1. At least 2 years' experience working with people with disabilities
2. Experience developing and providing person centered services
3. Experience assessment, identification, planning, delivering and monitoring therapeutic interventions to persons with disabilities
4. Experience managing and developing working with people with cultural diversity
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
6. Understanding of the Rights of the Person with Disabilities Bill [2016] & United Nations Convention of the Rights of the Person with Disabilities.

Skills and Abilities

1. Excellent Communication Skills and have the ability to deal with persons with disabilities, their families and care givers with in the required legislative and policy framework.
2. Demonstrated ability to implement accurate therapeutic skills, delivery and evaluation.
3. Demonstrated ability to effectively work within a team;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
5. Ability to network with other Stakeholders [GOs, NGOs, Faith Based Organizations, Donor Agencies] to meet the needs of the person with disabilities.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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MOHMS 114/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Dental Technician
Salary Band:	Band F
Salary Range:	\$22,528.74 -\$ 28,883.00 per annum
Location:	Labasa Hospital
Duration:	5 years
Unit/Division:	Dental
Reports to:	Supervisor Dental Technician
Subordinates:	Dental Hygienists

The Position

The Dental Technician designs, constructs, repairs and adjusts dentures (false teeth) and other dental appliances including crowns and bridges. Dental technicians work closely with the dentists in the construction, modification and repair of dentures and other dental appliances. They provide these services within the clinical and also on outreach services in rural and maritime areas.

Key Responsibilities

1. Design and construct and modify high quality removable prosthetic and surgical appliances to replacing missing teeth, and orthodontic appliances for treatment of malformed dentitions diagnosed and prescribed by Dental officers.
2. Collaborate and consult with the oral health team and clients to ensure dental prosthetics and orthodontics are suitable and fit for purpose.
3. Manage and prepare procurement requests for prosthetic appliances and materials to meet service demand and within clinic budget in consultation with oral health team.
4. Work as an effective and professional member of the oral health team.
5. Participate in outreach clinics to provide prosthetic and orthodontic services.
6. Participate in collection and reporting of Monthly data reports.
7. Participate in the corporate activities of the Ministry

Key Performance Indicators

1. Clinical Targets (with reference to IWPs) are achieved to ensure that prosthetic and orthodontic services are provided according to 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. Attend and provide prosthetic and orthodontic health services to outreach programs as programmed in the CWM oral health business plan.

3. Prepare and provide specialised prosthetic appliances to approved standards and to the requirements prescribed.
4. Maintain prosthetic and orthodontic 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 on the type and number of prosthetic/orthodontic and specialised services and appliances and services provided to monitor demand and service output (from the clinic and from outreach clinics).
6. Active participation in the corporate activities of the Ministry as and when required.

Knowledge and Experience

1. Is registered with the Fiji Dental Council and holds a valid Annual License to Practice as a Dental Technologist.
2. A minimum qualification of Diploma of Dental Technology or equivalent from a recognised Institution.
3. Sound knowledge of the design, materials, construction, repair and adjustment processes, guidelines and standards required for effective dental appliances, prosthetics and orthodontics use.
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 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 practice guidelines and evidence-base data in working with dental prosthetics, appliances and providing orthodontic services.
2. Demonstrate technical competence in line with the recognised scope of practice for dental technologist and to meet targets (as outlined in the IWP).
3. Work effectively and cooperatively as a member of the oral health team (prosthetic and surgical 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.

Personal Character & Eligibility

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