

NEWLY ADVERTISED POSITIONS - FIJI SUN 6 MARCH 2021

MOHMS 58/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Labourer
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Wainunu Health Centre
Duration:	3 years
Unit/Division:	Corporate Services/ Northern Health Services
Reports to:	Subdivisional Medical Officer Wainunu Health Centre
Subordinates:	Nil

The Position

The position is responsible for maintaining the cleanliness of the hospital environment.

Key Responsibilities

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

1. Ensure the removal and disposal of waste from the hospital premises in compliance with OHS standards
2. Ensure the beautification of the health facility and quarters are maintained
3. Ensure that all equipment/ tools are well serviced and maintained
4. Ensure to clean and maintain the surrounding of the health facility
5. Actively contribute to the ministry's corporate functions and activities

Key Performance Indicators

Performance will be measured through the following indicators:

1. All tools and equipment are properly maintained as per agreed arrangement
2. Cleanliness of the premises and institutional quarter's compound is properly maintained in a timely manner
3. Participate in all corporate functions as and when required

Selection Criteria

Person Specification

In addition to the completion of Secondary School or similar, 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. Basic knowledge of Occupational Health & Safety
3. Knowledge of proper handling and use of working materials [tools]
4. Possesses basic carpentry, plumbing and gardening work experience

Skills and Abilities

1. Ability to communicate effectively both written and verbal
2. Ability to be a good team player
3. Ability to meet deadlines and complete task in a timely manner
4. Ability to operate required equipment in a safe and responsible manner
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.

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 59/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Typist
Salary Band:	Band C
Salary range:	\$12,081.69 - \$15,489.35 per annum
Location:	Labasa Hospital
Duration:	3 years
Unit/Division:	Administration/Labasa Hospital
Report to:	Administrative Officer

The Position

The position reports to the Medical Superintendent through the Hospital Administrator and the Manager Hospital Administration for the provision of administrative support and human resources functions.

Key Responsibilities

1. Provide an efficient and professional secretarial services required Hospital Administrator and Admin Officer.
2. General typing of Medical reports from the Medical Officers and attend to general customers.
3. Receiving of Free Medicine Forms from customers and submit to HQ. Calling and informing customers to pick their Free Medicine Cards.
4. Assist heads of units with compilation of monthly, quarterly and annual reports
5. Actively contribute to Ministry requirements including planning budgeting selection activities when required.

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 daily calendar.
3. Ensure that the Head of Department and Unit is provided with timely and correct information as and when required.
4. Active participation in the corporate activities of the Ministry as and when required

Selection Criteria

Person Specification

In addition to relevant academic qualification in Secretarial Studies, Office Technology and Administration, Frontline Office Management (or equivalent), the following knowledge, experience, skills and abilities are required to successfully undertake the role of typist.

Knowledge and Experience

1. Experience as Typist or in the provision of Secretarial services for senior management meetings

2. Knowledge and experience in using computer programmes such as Microsoft Office, Word, Excel, PowerPoint, Outlook, internet explorer, etc.
3. Proven experience in effective management and maintenance of records, correspondence and filing systems, both manually and electronically.

Skills and Abilities

1. High attention to detail and accuracy and ability to manage and work in a team
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment
3. Ability to have discretion in dealing with confidential information.
4. Excellent verbal and written communication 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 & Medical Services
Role Description

Corporate Information

Role:	Chief Dietician and Nutritionist
Salary Band:	Band J
Salary Range:	\$51,132.98 – \$65,555.10 per annum
Location:	Wellness Unit, Ministry of Health & Medical Services (MOHMS) Suva
Unit/Division:	Dietetics & Nutrition
Reports to:	Head of Wellness
Subordinate:	Manager National Food & Nutrition Centre Senior Nutritionist Nutritionist Food Security Officer Indirect: Senior Dieticians

The Position

The purpose of this position is to lead and advise the Head of Wellness on all matters related to dietetics and nutrition throughout the country; manage and supervise an effective and efficient delivery of a evidence based and innovative dietetics and nutrition services plan that is responsive to actual and emerging nutrition threats in Fiji.

Key Responsibilities

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

1. Provide strategic direction and leadership in dietetics and nutrition that ensures cohesion of the overall functions of the National Wellness Centre, and work effectively with all stakeholders adhering towards a positive collegiate relationship
2. Prudent management of dietetics and nutrition funds, nutrition supplies, technical equipment and human resource for effective and efficient service delivery towards improved health outcome
3. Provide technical advice and support through evidence-based development and review of policies, guidelines and protocols in the delivery of the Dietetic and Nutrition, Research and Innovation that ensures best practice to obtain best nutrition outcomes whilst and maintaining client focus.
4. Monitor and evaluate the delivery of the nutrition and dietetics services nationally and implement quality improvements.
5. Identifying and responding to emerging nutrition threats to minimize risk at a systematic level through research, effective communication and management skills that provides innovation for improved clinical governance, public health intervention and multi-sectoral collaboration
6. Provide training, coaching, mentoring, support and continuous professional development to staff, and other health professionals
7. Actively contribute to the Wellness Unit and Ministry requirements, including planning, budgeting and corporate activities.

Key Performance Indicators

1. An effective and efficient and budgeted dietetics and nutrition strategic plan with clear objectives, resources and workforce that is aligned to the strategic plan is developed within the agreed timelines
2. Program funds are prudently used in accordance with the relevant financial policies and Acts and in a timely manner.
3. Technical support is provided at all levels with continuous professional development for capacity building for all staff as per unit plan.
4. Ongoing monitoring and evaluation of the unit performance and systematic risk management through an effective and efficient collaboration, communication and consistent reporting in accordance with reporting standards.
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

Persons Specifications

A minimum of Masters in Public Health (MPH) majoring in Dietetics and Nutrition or Food and Nutrition or equivalent from a recognized University, the following knowledge, experience, skills and abilities are required to successfully undertake this role

Knowledge and Experience

1. At least 10 years related work experience in leadership and management role both in public health and clinical dietetics and nutrition
2. Requisite clinical knowledge on procedures, guidelines, policies and protocols and high level of competence in the delivery of dietetics and nutrition intervention and evidence-based practice
3. Understanding of medical and government legislation, public health and nutrition related policies and compliance
4. Broad knowledge of strategic planning, human resource and finance management
5. Broad knowledge of monitoring and evaluation including risk management
6. Proven experience in multi-sectoral collaboration with stakeholders
7. Broad knowledge of approaching Dietetics and Nutrition in terms of Business Administration

Skills and Abilities

1. Demonstrated ability to provide briefs and technical advice to senior management, development partners and agencies on matters relating to Food and Nutrition Security, and Dietetics and Food Services.
2. Strong interpersonal and communication skills and the ability to effectively consult with others to develop policies and strategies, and displays a high level of professionalism, honesty and integrity in all facets of work.
3. Excellent analytical and problem-solving skills with an attention for details, project management and organizational skills.
4. Demonstrated ability to contribute multi-sectoral solutions to complex nutrition problems in a resource constrained environment.
5. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment.
6. Demonstrated ability to follow policies and directives and processes, and has the capacity to utilize computer programs to support the daily operations of a complex organisation.
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character and Eligibility

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

Corporate Information

Role:	Manager – National Food and Nutrition Centre
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50 per annum
Location:	Namosi House, Suva
Unit/Division:	National Food and Nutrition Centre/Wellness
Duration:	5 years
Reports to:	Chief Dietician and Nutritionist
Subordinates:	Senior Nutritionist, Nutritionist, Food Security Officer

The Position

The Manager – National Food and Nutrition Centre is responsible for the coordination of the Fiji Framework for Food and Nutrition Security in Fiji. The position also generates, assesses and delivers scientific evidence-based nutritional advice in a variety of settings to improve the health and well-being of the people of Fiji.

Key Responsibilities

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

1. Support the coordination, implementation, monitoring and evaluation of the Fiji Framework for Food and Nutrition Security (FFFNS) 2021-2025 and its associated technical requirements.
2. Coordinate national nutrition surveillance, population researches and surveys, and routinely collated data from the Divisions.
3. Assess periodically the food and nutrition situation in Fiji through planning, data analysis, and the development of the annual Food Balance Sheet.
4. Facilitate planning, administration and technical processes in preparation for the 2025 National Nutrition Survey.
5. Collaborate and network with other relevant government ministries, development partners, agencies and organizations to promote optimal nutrition and prevent nutrition-related diseases.
6. Ensure timely and expert technical advice, directions and guidance, and reports on Food and Nutrition Security and Dietetics and Food Services are in accordance with reporting standards and submitted to senior management and development partners.
7. Manage staff performance in accordance with a Performance Assessment Framework, and participate in the corporate activities of the Ministry such as planning, budgeting and human resource activities.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Advice regarding Food and Nutrition Security, and Dietetics and Food Services is provided in accordance with the relevant legislations, policies, regulations, strategies and action plans in a timely manner.
2. Coordinate the National Nutrition Survey and other relevant nutrition researches, periodic surveillance including Food Balance Sheets and evaluations, with all reports submitted within agreed timelines and requirements.
3. Technical Working Group meetings for the Fiji Framework for Food and Nutrition Security are coordinated and reports available.
4. Technical and financial reports and progress updates regarding all aspects of Food and Nutrition Security, and Dietetics and Food Services are in accordance with reporting standards and submitted within agreed timeframes, including recommendations for improvement.
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

Person Specification

In addition to an under graduate degree in Dietetics and Nutrition and or Food Science or equivalent from a recognised University, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least six (6) years of relevant working experience, with considerable experience in food and nutrition security and dietetics, planning and coordination, monitoring and evaluation
2. Must have experience in nutritional research and demonstrated capacity in collation and analysis of data and technical report writing.
3. Proven experience in the use of Microsoft applications
4. Strong knowledge and experience in understanding of relevant legislations, policy approaches and responsibilities, research, planning and coordination, monitoring and evaluation; and demonstrated intellectual capacity, strong technical and communication skills and personal drive.
5. Wide experience in multi-sectoral collaboration is essential and maintaining sustainable networks with relevant partners and agencies; and proven ability to manage human resource, assets and financial resources.

Skills and Abilities

1. Demonstrated ability to give technical advice to senior management, development partners and agencies on matters relating to Food and Nutrition Security, and Dietetics and Food Services.
2. Strong interpersonal and communication skills and the ability to effectively consult with others to develop policies and strategies, displays a high level of professionalism, honesty and integrity in all facets of work.
3. Excellent analytical and problem solving skills with an attention for details, and demonstrated ability to contribute multi-sectoral solutions to complex nutrition problems in a resource constrained environment.
4. Demonstrated ability to manage and motivate staff at different levels and backgrounds in a rapidly changing environment.
5. Demonstrated ability to follow policies and directives and processes, and has the capacity to utilize computer programs to support the daily operations of a complex organisation.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation

Personal Character and Eligibility

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

Corporate Information

Role:	Senior Nutritionist
Salary Band:	Band G
Salary Range:	\$28, 605.45 - \$38, 140.60 per annum
Location:	Namosi House, Suva
Unit/Division:	National Food and Nutrition Centre/Wellness
Duration:	5 years
Reports to:	Manager – National Food and Nutrition Centre
Subordinates:	Nutritionist, Food Security Officer

The Position

The Senior Nutritionist is responsible for the coordination and implementation of the Fiji Framework for Food and Nutrition Security in Fiji with multiple stakeholders, in addition to other technical needs of the National Food and Nutrition Centre. The position also oversees the Nutrition in Emergencies preparedness and response programs, Nutrition in Sports, and best practices to encourage healthy lifestyle changes.

Key Responsibilities

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

1. Focal point and liaison for the seven (7) government ministries for the coordination and implementation of the Fiji Framework for Food and Nutrition Security (FFFNS).
2. Coordinate with the divisions all programs and activities for Nutrition in Emergencies and Nutrition in Sports.
3. Provide technical input, support, and design implementation of food and nutrition security activities with relevant stakeholders including capacity building education programmes, outreach, trainings and development, in addition to development of Information, Education and Communication (IEC) support materials, mass media communications and related activities.
4. Provide periodic technical reports and reviews relevant to NFNC programs, specifically the implementation of the FFFNS.
5. Provide active support and supervision to NFNC Technical staff to enhance an effective and efficient workforce.
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. Programs and activities under the FFFNS are coordinated, monitored and evaluated according to the required time lines.
2. All technical reports are submitted within the agreed timeframes, and meet the standard reporting

requirements, including technical meetings, analytical trends, analyses of data and any recommendations for improvement.

3. Ensuring regular supervision and mentoring of subordinate staff, and active participation and advocacy for NFNC and food and nutrition security- related programs of the Ministry of Health and Medical Services.
4. All information and education materials are developed, updated, implemented, distributed and evaluated within the agreed timeframes and specific requirements.
5. Active participation in the corporate activities of the ministry as and when required

Selection Criteria

Person Specification

In addition to an under graduate degree in Dietetics and Nutrition, Food Science or equivalent the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:

1. At least 3 years of relevant working experience, with considerable experience in food and nutrition security and dietetics, planning and coordination, monitoring and evaluation.
2. Must have experience in multi-sectoral collaboration within government and the private sector, and working with development partners are essential;
3. A wide experience in research, public health nutrition, health promotion and dietetics.

Skills and Abilities.

1. Demonstrated ability to plan, coordinate, monitor and evaluate projects; and utilize results for informed decision making.
2. Sound communication, interpersonal and representational skills.
3. Demonstrated ability to work cooperatively within a team environment.
4. Capacity to utilise computer programs to support daily operations of the unit
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Senior Administrative Officer – Media & Information
Salary Band:	Band G
Salary Range:	\$28,605.45 to \$38,140.60 per annum
Location:	Headquarters, Dinem House
Unit/Division:	Executive Support Unit
Reports to:	Principal Administrative Secretary (ESU)
Subordinates:	Assistant Information Officer

The Position

The position contributes to the planning, delivery and monitoring of all media issues of the Ministry of Health & Medical Services and ensures the dissemination of information is provided in a timely manner.

Key Responsibilities

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

1. Work closely with the office of the Minister for Health and Medical Services and the Permanent Secretary Health to ensure timely submission of official press releases, organising media coverage and press conferences and ensure its aligned with the Ministry's Programs and Policies.
2. Assist in the preparation of the Ministers speeches and messages and drafting of the parliamentary responses and statements.
3. Prepare and publish the feature articles in the media
4. Assist in facilitating media coverages for ministerial events with the assistance of the Wellness Media Team
5. Assist the Divisional Medical Officers, Heads of Cost Centres and Program Managers to organise media campaigns and awareness programs and providing training in the areas of media and communication for the Ministry.
6. Actively participate is corporate activities of the Ministry.

Key Performance Indicators

1. Ensure all media queries and responses are verified and disseminated in a timely manner.
2. All health events are attended and media organisations are notified for reporting and stories published in the newspapers and on-air presentations.
3. Ensure timely TV and Radio commercials are aired to raise awareness to the people of Fiji on communicable diseases and non-communicable diseases.
4. Visit the divisional health offices and the medical facilities to articulate stories of public interest and of greater benefit to them.
5. Actively contribute to Ministry requirements including planning budgeting selection activities when required

Selection Criteria

Person Specification

In addition to Degree in Journalism, Information Systems (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

1. Vast years' experience in the specific field relevant to the job
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge of pre and post production of audio-visual aids and drafting of production scripts
4. Knowledge and Experience in preparing reports according to specific standards
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability in preparing reports according to specific standards.
2. Strong analytical skills with attention to detail and excellent time management skills.
3. Demonstrated ability to effectively work within a team.
4. Demonstrated ability to analyse and contribute to solutions, multitask, manage conflict and change.
5. Very good communications skills, written and verbal.
6. Strong organisational and planning skills.
7. 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:	Assistant Information Officer
Salary Band:	Band E
Salary Range:	\$19,041.75 - \$24,412.50 per annum
Location:	Namosi House
Unit/Division:	Executive Support Unit
Reports to:	Principal Administrative Secretary (ESU) Senior Administrative Secretary (ESU)
Subordinates:	None

The Position

The position is responsible for handling the media issues of the Ministry of Health & Medical Services and disseminating of information is provided in a timely manner.

Key Responsibilities

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

1. Issue media alerts on health events and compile weekly health updates to be advertised in the Fiji Sun
2. Organise and accompany Minister and Assistant Minister to health events for coverage and media briefing.
3. Attend public health meetings to gather information on the plans and interventions protocols by the Ministry during disease outbreaks and pre and post natural disasters.
4. Liaise with Divisional Health offices on the developments and articulate the stories and release them for public information.
5. Liaise with FBC and Fiji Sun on the quotes for commercials and advertisements and once received draft the minute, identify the source for payments and forward it for approvals. Once approved forward it to accounts for issue of Purchase Orders.
6. Actively participate in corporate activities of the Ministry.

Key Performance Indicators

1. Ensure all media queries and responses are verified and disseminated in a timely manner.
2. All health events are attended and media organisations are notified for reporting and stories published in the newspapers and on-air presentations.
3. Ensure timely TV and Radio commercials are aired to raise awareness to the people of Fiji on communicable diseases and non-communicable diseases.
4. Visit the divisional health offices and the medical facilities to articulate stories of public interest and of greater benefit to them.
5. Actively contribute to Ministry requirements including planning budgeting selection activities when required

Selection Criteria

The Person

In addition to Diploma in Journalism (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

Knowledge and Experience

1. Vast years' experience in the specific field relevant to the job
2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in preparing reports according to specific standards
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability in preparing reports according to specific standards.
2. Very good Time management skills with attention to detail.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility:

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