

MOHMS 144/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Storeman
Salary Band:	Band C
Salary Range:	\$12,081.69 – \$18,897.01 per annum
Location:	Labasa Hospital
Duration:	3 years
Unit/Division:	General Services, Labasa Hospital
Reports to:	Administrative Officer
Subordinates:	Stores Attendant

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

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 Administrative Officer for vetting before an order is placed.
3. Prepare and maintain Indent and Purchase Order Registers
4. Maintain Purchase Orders on the Epicor system, feeding in supplier information such as
5. Cargo Ready Date and Expected Time of Arrival in the system.
6. Consistently liaising with suppliers on stock availability, schedule deliveries or expedite Deliveries.
7. Actively contribute to all corporate requirements of the ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that daily, weekly, monthly delivery targets are met.
2. Ensure that all delivery to the department are on the right time, place, and right quantity.
3. Ensure accident free working environment.
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 the post:

Knowledge and Experience

1. Demonstrated experience working in warehousing settings
2. Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
2. Excellent written and oral communication skills
3. High attention to detail and accuracy and ability to manage and work in a team
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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

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:	Domestic Officer
Salary Band:	Band C
Salary Range:	\$12, 081.69 - \$15,489.35 per annum
Location:	Lautoka Hospital
Duration:	3 years
Unit/Division:	Laundry, Lautoka Hospital
Reports to:	Administrative Officer
Subordinates:	Nil

The Position

The position ensures the safe and smooth operations of the all laundry services, maintenance of the machines to facilitate services are provided on time and assisting the staff on meeting their goals and facilitating concerns to management.

Key Responsibilities

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

1. Supervise and manage all laundry staff
2. Planning, budgeting, organising and assigning of duties to subordinates.
3. Manage employee relations and customer service
4. Ensure compliance with Occupation Health & Safety regulations for all areas of work.
5. Ensure that established infection control procedures are followed in laundry department as some task may involve exposure to blood/body fluids.
6. Administration and implement support to the hospital services unit.
7. Assist in verification of complaints and all queries from wards and units.
8. Oversee 5 s implementation/OHS procedures in the Laundry department.
9. Submit timely reports to management on the stock status and highlight on out of stock items urgently.
10. Actively contribute in all corporate function of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Provision of efficient, effective and timely advice and professional decisions that comply with the operational and business plans of the unit.
2. Ensuring timely supply of linen.
3. Timely and effective monitoring of staff, equipment and chemicals
4. Active participation in Corporate activities as and when required.

Selection Criteria

The Person

In addition to a pass in Fiji Seventh Form Examination or equivalent and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. Experience in a similar role
2. Experience in managing and supervising a team.
3. Knowledge of Occupational Health and Safety in a workplace and Infection Control
4. Knowledge of basic computer applications such as Microsoft Applications
5. Understanding of the Constitution of Fiji

Skills and Abilities

1. Good Time management skills
2. Ability to follow instruction and work under minimum supervision
3. Good Communication skills, written and verbal
4. Ability to relate to others
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Foreman, Hospital Services
Salary Band:	Band F
Salary Range:	\$22,528.74 – \$28,883.00 per annum
Location:	Lautoka Hospital
Duration:	3 years
Unit/Division:	Hospital Service/ Lautoka Hospital
Reports To:	Hospital Administrator
Subordinates:	Carpenter, Electrician, Fireman, Fitter and Handyman

The Position

To manage a professional and fully competent hospital services team providing services in areas of fitting, carpentry, joinery, electrical, plumbing, air-conditioning/refrigeration, boiler services to the hospital.

Key Responsibilities

1. Provide overall supervision and management of duties to ensure delivery of all Hospital Services (Carpentry, Joinery, Plumbing, Fitting, Electrical, Air-conditioning & Boiler) within agreed timeframes and complying to relevant policies and guidelines
2. Actively Communicate with Internal and external stakeholders across the agency to provide good services delivery; maintain proper records of inventory and provide regular reports to management
3. Actively manage/monitor and assess staff performance to enable business continuity, and the delivery of quality services/functions/outcomes
4. Actively contribute to all the corporate functions of the Ministry.

Key Performance Indicators

1. All agreed skilled and technical support services, functions and advice are delivered within agreed time frames meeting specific requirements.
2. All inventory and records are maintained well, quality reports are submitted within agreed timelines and complying to relevant policies and regulations.
3. Effective and timely management and regular monitoring of technical staff as well as performance and attendance to enhance continuity of effective and quality service.
4. Participate in all corporate functions as and when required

Selection Criteria

The Person

In addition to a Trade certificate in Construction/Plumbing/Carpentry/Mechanical Engineering (or equivalent) and completion of a front line supervision course, the following Knowledge, Experience, Skills and Abilities are sought to successfully undertake this role:

Knowledge & Experience

1. At least 3 years of working experience in fitting and machining
2. Basic knowledge of plumbing, electrical and carpentry works
3. At least 3 years working experience in management and supervision in a similar role
4. Knowledge of all machines, tools required for each trade

5. Good understanding of OHS regulations

Skills & Abilities

1. Demonstrated ability to work independently, and in a team environment, and to utilize proven organizational skills to determine competing priorities and plan and organize work activities to meet agreed goals and priorities.
2. Ability to handle the administrative duties of position, including completion of required documents and reports
3. Possesses organisational skills, time management, conflict resolution, problem solving and negotiation skills
4. possess excellent interpersonal and communications skills and a strong customer service orientation
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 / corporate environment of the organisation.

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader Public Health
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60
Location:	Sigatoka Health Centre, Wainikoro Health Centre
Duration:	5 years
Unit/Division:	Nursing / Western Division
Reports to:	Sub Divisional Nursing Manager Public Health
Subordinates:	Registered Nurse

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 Medical Services.

Key Responsibilities

The position will achieve its purpose through the following:

1. Supervises registered nurses in caring for the individuals, families and communities in either at the clinic or community settings with the use of the nursing process;
2. Monitors registered nurses performances to ensure quality nursing care is delivered to individuals, families and communities.
3. Supervise, monitor, evaluate and assist in planning, coordinating the team activities, and management of team members.
4. Identifies gaps in staff performances, plan and institute measures/activities to address gaps through PIP, coaching and mentoring.
5. Assists the Sub Divisional Nursing Manager (SDNM) in the development and implementation of the unit business plan.
6. 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.
7. Identifies staff training needs, organize staff development and staff deployment.
8. Maintain proper recording and reporting system.
9. Promote and maintain an effective and efficient management of drugs including vaccine, equipment and consumables.
10. Collaborate with community stakeholders and facilitate outreach programs and support the implementation of health promotion activities.

Key Performance Indicator

1. All individual/family/community management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective supervision, coordination and communication with registered nurses/NUM and other stakeholders.
3. Effective and timely management of staff and other resources.
4. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a Bachelor of Nursing and post-registration qualifications in public health nursing or general public health or equivalent, registered and 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. At least five (5) years of public health nursing experience, knowledge and experience in advanced nursing assessment, IMCI, foot assessment, inventory management, use of NCD Toolkit, pap smear, MH Gap, TB, family health and EPI.
2. Knowledge and understanding of the Nursing Decree 2011, the scope of practice, FNC Codes of Ethics and Conduct, Public Service Code of Conduct, and other relevant legislations.
3. Good knowledge and application of primary health care and health promotion concepts/principles.
4. Knowledge and experience in the nursing core competencies in the clinic and community health related activities.

Skills and Abilities

1. Skills in leading a team, communicating and working with others to achieve organisational goals, visions and mission.
2. Demonstrated skills in supervising, mentoring and assisting registered nurses in the application of the scope of practice and core competencies in the planning, implementation and evaluation of care/activities.
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Demonstrated ability to maintain confidentiality within and outside the organization.
5. Demonstrated ability to determine, plan, organise/coordinate staff training and development.
6. Demonstrated ability to follow guidelines and meet deadlines, in particularly with regards to Public health program and other human resource administrations activities.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Team Leader
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38140.60 per annum
Location:	Taveuni Hospital
Duration:	5 years
Unit/Division:	Sub Divisional Hospital/Northern Division
Reports to:	Subdivisional Hospital Nurse Manager Taveuni Hospital
Subordinates:	Registered Nurses

The Position

The purpose of the team leader position is to provide clinical leadership to registered nurses and ensure that delivery of high quality nursing care is provided in accordance with legislative requirements and clinical practice guidelines.

Key Responsibilities

1. Provide clinical leadership to the care and act as a resource to advise, educate and support nurses to provide high quality nursing care to all patients as per business plan, policies, and nursing standard guidelines within the nursing scope of practice.
2. Supervises nurses on the assessment, planning, implementation, evaluation and proper documentation of the care of the individuals that use the hospital services in accordance with the scope of practice for nurses and other related policies/standards.
3. Ensures quality interpretation and documentation on assessment findings including escalation of care by using the acquired knowledge and skills to oversee and plan nursing care for the patients and support for immediate families.
4. Effectively facilitates and implements nursing care plans ensuring that it conforms to national nursing policies, facilities internal protocols and infection prevention and control guidelines.
5. Assist the SDHNM to ensure timely ordering and availability of all resources and consumables to provide nursing care effectively including all patient monitoring machines are checked and maintained appropriately to the required service needs.
6. Collaborate with the SDHNM to ensure efficient and effective management of the nursing workforce coverage to ensure that all allocated activities are achieved, and staff annual performance assessments are carried out.
7. Assist SDHNM in preparing quality reports and maintain timeliness reporting of CMRIS and Nursing hospital reports.
8. Actively supports the SDNM to contribute to the Ministry and Corporate requirements, including planning, budgeting and recruitment and selection activities.

Key Performances Indicators

Performance will be measured through the following indicators:

1. All nursing care plans and unit activities are updated and implemented within the agreed timeframes.
2. Effective and timely supervision of registered nurses activities and performance to ensure quality care and individual work plans are achieved.
3. Supports the Sub Divisional Hospital Nurse Manager to deliver effective and timely reporting of monthly CMRIS and Nurses monthly, quarterly and Annual Report: are provided and

outcomes are action in a timely and effective manner.

4. Ensures consistent compliance with nursing practice guidelines including Infection prevention and control procedures are maintained.

Selection Criteria

The Person

In addition to Bachelor of Nursing with a valid license from the Fiji Nursing Council to practice as a nurse in Fiji, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position:

Knowledge and Experience

1. Proven experience and comprehensive understanding of the registered nurses Scope of Practice, Fiji Nursing Decree, Nurses Code of Conduct and the Child Welfare Decree.
2. Ability to supervise and monitor nursing care provided by subordinates through the acquired knowledge and skills that conforms to the relevant nursing policies and guidelines.
3. Has broad knowledge on quality improvement systems and experience in the implementation of new systems and introduction of significant change.

Skills and Abilities

1. Must have good communication skills and possess a good command of spoken and written English.
2. Ability to provide clinical leadership in teams and work with minimum supervision and with efficient time management skills.
3. Has the ability to teach, train, mentor junior nurses on any new policies and guidelines and to support the continuous professional development of all nurses.
4. Ability to work with minimum supervision and with efficient time management skills.
5. Demonstrate ability to handle emergency situations in an effective and professional manner.
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Nurse Practitioner
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50
Location:	Ba Health Centre
Duration:	5 years
Unit/Division:	Nursing/Western Division
Reports to:	Sub Divisional Medical Officer/Director of Nursing Western
Subordinates:	Registered Nurse

The Position

The purpose of this position is responsible for the effective and efficient delivery of health services in Ba Health Centre to provide assistance to the medical officer in charge in ensuring that targets in the sub divisional business plan and the overall organizational objectives are met. It also works in collaboration with other health care professionals within the team to meet the client's needs.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities/duties; service leadership role, clinical role, professional, and, management roles apart from working with relevant staff and service providers, in accordance with legislative requirements in the following areas:

1. Assists in the management and planning of the daily operation of the health centre to ensure health services are delivered as per approved plans, policies, and guidelines and competently perform within the scopes of practice.
2. Manages individual, family or community health/illness status, maintains good nurse-client relationships, educates and coaches individuals, families and communities to recover from illness, achieve health and wellness.
3. Develops and maintains the nurse practitioner role, directing care, provides leadership in monitoring/ensuring quality of healthcare that is culturally acceptable.
4. Collaborates with the officer-in-charge to ensure that resources requirements (equipment, drugs and consumables) are met to provide community health services effectively.
5. Assists in maintaining continuous improvement in the overall quality of the health care service by the use of collected and analyzed data within the medical area to inform the changes and improvement of the local organizational effectiveness initiatives.
6. Contributes to the workplans, monthly/quarterly/annual reports, non-expendable/consumable maintenance and orders.
7. Prepares/Submits monthly/quarterly/annual reports of; clinical activities reflecting the number of clients seen and managed, number of emergency/specialized referrals; and primary health care activities reflecting and the number of newly diagnosed NCDs, PHC-related community projects/programs, outreaches, screenings, surveys, health education sessions, outbreak and disaster preparedness initiatives.
8. Actively contribute to the corporate requirements of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All patient management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings

3. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
4. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to Advance Diploma in Nursing Practice/Post graduate diploma in Nursing with a valid license to practice as a nurse practitioner 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. Demonstrated knowledge of the competencies within the scope of practice of a nurse practitioner
2. Experience relevant to the position and scope of roles and responsibilities.
3. Demonstrated ability working in similar area with sufficient knowledge and skills of advanced primary health care services.
4. Understanding of the applicable legislation or policies / policies and procedures related to the functions, responsibilities of the position, the government and the civil service.

Skills and Abilities

1. Demonstrate ability to effectively work within a team.
2. Must possess sound analytical and problem solving skills in resource constrained environment.
3. Ability to empower, coach team members, also has good communication and leadership skills.
4. Demonstrate the ability to instruct, direct, motivate and evaluate performance.
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Midwife
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60
Location:	Nadi Hospital, Ra Maternity Hospital, Rakiraki Hospital, Tavua Hospital
Duration:	5 Years
Report To :	Nurse Unit Manager and/or Sub Divisional Nurse Manager
Subordinates:	Registered Nurses, Enrolled Nurses, O&G Interns, Students Nurses and Ward Assistants

The Position

The registered Midwife is recognised as a responsible and accountable professional who works in partnership with women and families to give the necessary supportive care and advice during pregnancy, labour, birth, puerperium period and to their newborn.

Key Responsibilities

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

1. Provides proper assessment of clients in conformity to the Midwifery Scope of Practice, Nursing standards and clinical practice guidelines.
2. Provides quality interpretation on assessment findings using the acquired knowledge and skills to plan nursing care for acute clients and support immediate families.
3. Executes nursing care plans and specialist team orders ensuring that it conforms to national nursing policies, facilities internal protocols and infection control guidelines.
4. Makes sound clinical nursing decisions in the provision of client care. Advocate for patients to specialist teams and families.
5. Nurses and monitors high risk and critical patients; ensure timely escalation to experts regarding any clinical issues beyond their competency
6. Facilitates learning and mentors Registered and nurses in training, Medical Interns, junior staff during the provision of care to client needing Intensive Nursing care.
7. Maintains accurate documentation on client's folder at all levels of care inclusive of the Patient Information system.
8. Participate in the corporate activities of the Ministry including planning, budgeting, performance assessment, recruitment and discipline.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Prompt and timely assessments of clients from the time of initial contact.
2. Consistently making accurate midwifery and nursing diagnoses based on assessment and that are linked to effective care plans.
3. Timely execution of nursing and midwifery care plans within the policies, protocols and guidelines and meeting the intended objectives/outcomes.
4. Effective, timely interventions and positive outcomes based on decision making in both normal and high risk/critical clients.

5. Active participation in facilitating learning and mentoring of nurses and other junior staff and those in training.
6. Maintains accurate and well-structured documentation of nursing and midwifery care, other activities and relevant information.
7. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to being a Fiji registered midwife with a valid practising license, and either an undergraduate or postgraduate qualification in Midwifery, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Comprehensive knowledge and understanding of the registered nurses and midwifery scope of practice, Fiji Nursing Act, Nurses Code of Conduct and the Child Welfare Act.
2. Has sound knowledge and competence on obstetric and neonatal emergencies, and neonatal resuscitation.
3. Practical knowledge and experience on Risk management, Infection Control and Prevention.
4. Excellent knowledge of operational plans and goals of midwifery services

Skills and Abilities

1. Demonstrates ability to effectively work in a team and shows good leadership skills
2. Demonstrates good/sound clinical judgement and decision-making
3. Ability to work under minimum supervision. An assertive self-starter
4. Excellent communication skills (verbal & written)
5. Ability to practice ethically within the framework of the Midwifery Scope of Practice
6. Demonstrates commitment and accountability in the execution of delegated responsibilities
7. Service oriented with a commitment to supporting the operational and corporate environment of the organization

Personal Character and Eligibility

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MOHMS 151/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Technician Attendant (X-Ray)
Salary Band:	Band B
Salary Range:	\$5.37-\$6.89 per hour
Location:	Labasa Hospital
Duration:	3 years
Unit/Division:	Medical Imaging
Reports to:	Medical Imaging Technologist Higher Grade, Supervising Medical Imaging Technologist & Senior Medical Imaging Technologist
Subordinates:	Nil

The Position

The position is responsible for developing x-ray films, operating, monitoring and maintaining the film processing equipment used at the Medical Imaging Department

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

1. Processing of all X-Ray films flashing correct ID tags, reloading cassettes with unexposed films
2. Clean processors in weekly basis and maintain general cleanliness of dark room
3. Mix chemicals for processing of films
4. Provide update on available tracer consumables
5. Dispatching consumable to outer centers
6. Provide report on any fault on processing machine
7. Keeping records of in-hand films and chemicals
8. To ensure Occupational Health & Safety policies are strictly adhered to
9. To perform any other departments duties when called upon by the Senior Medical Imaging Technologist

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure all darkroom processes are carried out
2. Monitor the physical stock In and Out on consumables
3. All services are delivered within agreed timeframes, and compliant with relevant processes and policies
4. Participate in all corporate activities of the Ministry in a timely manner when required

Selection Criteria

The Person

In addition to the completion of secondary school qualification 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 work environment
2. Basic knowledge of record and stock management
3. Basic knowledge of receptive applicable laws of Fiji
4. Basic knowledge of Occupational Health & Safety

Skills and Abilities

1. Ability to work in a team and meet deadlines
2. Good communication skills both written and verbal
3. Ability to work with minimum supervision and with attention to details
4. Good customer service skills with a service oriented approach and commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility

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MOHMS 152/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Technician Attendant (Lab)
Salary Band:	Band B
Salary Range:	\$5.37-\$6.89 per hour
Location:	Labasa Hospital
Duration:	3 years
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent, Consultant Pathologist
Subordinates:	Nil

The Position

The position provides support and logistics assistance to the Laboratory technical team.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

1. Autoclaving of all microbiological specimens and cultures before disposal.
2. Delivery of hospital supplies and courier consignments from hospital and pharmacy stores
3. Assist in post mortem procedures, cleaning of post mortem room to infection control standards and ensure necessary supplies are timely forecasted
4. Assist with stock take of laboratory supplies as and when required, assist with board of survey
5. Washing, drying and proper labelling of all different types of laboratory containers.
6. Ensure all stock related documents are properly filed and stock cards updated on a timely bases
7. Cleaning, organisation and management of all laboratory storage areas
8. Manage Laboratory Reception area and other duties when required

Key Performance Indicators

Performance will be measured through the following indicators:

1. Manage and maintain an effective and efficient records management system to ensure timely access of documents.
2. All services are delivered within agreed timeframes, and compliant with relevant processes and policies
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
4. Participate in all corporate activities of the Ministry in a timely manner when required

Selection Criteria

The Person

In addition to the completion of secondary school qualification (Form 6 level) or equivalent, 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. Knowledge of Occupational Health & Safety
3. Basic knowledge of record and stock management
4. Basic knowledge of receptive applicable laws of Fiji

Skills and Abilities:

1. Ability to meet deadlines and work in a team with minimum supervision
2. Good interpersonal and communication skills
3. Able to work under less supervision.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization

Personal Character and Eligibility

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