

NEWLY ADVERTISED POSITIONS – FIJI SUN 10 APRIL 2021

MOHMS 153/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Manager Clinical Products
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Fiji Pharmaceutical & Biomedical Services
Duration:	3 years
Unit/Division:	Logistic Management Unit
Reports to:	Director Fiji Pharmaceutical & Biomedical Services
Subordinates:	Nil

The Position

The position is responsible for analysing utilisation trends, evaluating demand and ensuring availability and accessibility of medical and surgical supplies at all public health facilities in Fiji.

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. Prepare key sections of the operational plans of the Logistics Management Unit and ensure implementation of the unit activities
2. Manage the processes of technical evaluation, selection, quantification, and distribution of medical & surgical supplies procured by the FPBS for all public health facilities in Fiji, in consultation with stakeholders and within regulatory frameworks and guidelines
3. Provide technical advice and assistance to the Procurement Unit on medical & surgical supplies
4. Monitor and report on utilisation through facility audits, stock-takes and updating the inventory system to ensure consistent supply of medical & surgical supplies; and to facilitate process improvements
5. Conduct market research on availability of alternative products when necessary to ensure continuity of business and service
6. Facilitate inventory management training to relevant stakeholders and health professionals in relation to the utilisation of supplies to ensure good inventory management practices
7. Provide secretarial support and advice to the National Clinical Products Committee
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities in the operational plan and National Clinical Products Committee Action Plan are delivered within the agreed timeframes, compliant to specific requirements
2. All medical and surgical supplies procured are of acceptable quality standards and are accessible to all.
3. Training plan aligned with core skills/needs of the unit
4. Timely & effective management of the unit's performance to enable business continuity, and delivery of services.

Selection Criteria

The Person

In addition to Diploma in Nursing (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role;

Knowledge and Experience

1. At least five 5 years' experience in general nursing with broader experience in all aspects of nursing practice including inventory management or demonstrate the ability to quickly acquire the knowledge and skills on the job
2. Current registration with the Fiji Nursing Council
3. Sound knowledge and/or understanding of a medical supply chain management system
4. Understanding of the Constitution of Fiji and applicable Laws of Fiji

Skills and Abilities

1. Highly developed organisational skills and ability to communicate with people at different levels and from different backgrounds
2. Demonstrated ability to effectively work within a team environment
3. Capacity to utilise computer programs to support the daily operations
4. Attention to details with a high level of accuracy and to meet deadlines
5. Customer focused and ability to deal appropriately with confidential information
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation

Personal Character and Eligibility

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

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

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Ministry of Health & Medical Services Role Description

Role:	Supervising Laboratory Technician
Salary Band:	Band H
Salary Range:	\$34,760.31 - \$44,564.50
Duration:	5 years
Location:	CWM Hospital
Unit/Division:	Pathology Laboratory
Reports to:	Laboratory Superintendent
Liaises with:	Consultant Pathologist, Hospital Administration, FPBS Laboratory Logistic Coordinator
Subordinates:	TOHG, Technical Officer, Laboratory Assistant, Phlebotomist

The Position

The purpose of this position is to supervise the clinical and administrative Laboratory Services for quality service delivery that is aligned to the Fiji Health System and Ministry objectives.

Key Responsibilities

The position will achieve its purpose through the following:

1. Actively manage, monitor and assess staff performance to enable laboratory service continuity and delivery of quality services.
2. Actively monitor for adequate reagent and consumable stock for use in the laboratory, operational equipments and work amenities on daily basis.
3. Provide reports and statistics to Laboratory Superintendent according to the schedule and recommend changes when needed.
4. Ensure safety practices are conducted in accordance with SOPs, protocols and guidelines.
5. Actively contribute to the Ministry and corporate requirements, by attending relevant meetings, workshops and professional development.

Key Performance Indicator

Performance will be measured through the following indicators:

1. Effective and timely management, and regular monitoring of staff performance and attendance to enable continuity of services.
2. All reports are submitted within the agreed timeframes and schedule, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
3. Efficient and timely management of consumables, equipment and resources that support meeting work plans and department objectives.
4. All Human Resource Management functions are conducted in compliance with the policy and procedures manual, service standards and applicable legislation.

Selection Criteria

The Person

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

Knowledge and Experience

1. At least 10 years' work experience in a Medical Laboratory;

2. Working knowledge of the laboratory supervisors function, and how these functions contribute to the achievements of organisations goals;
3. Sound knowledge of personnel filing system, information management, procurement and supply management;
4. Practical, working knowledge and experience in human resource management.
5. Sound knowledge or understanding of the different modalities of technical protocols and best practice principles

Skills and Abilities

1. Demonstrated ability to communicate effectively with staff of diverse background in order to achieve daily goals and objectives of the laboratory;
2. Demonstrated leadership skills to effectively manage and sustain a high performance work and team culture;
3. Demonstrated organizational skills to assist laboratory Superintendent and Consultant Pathologist in organizing the laboratory process changes when needed;
4. Demonstrated ability to analyse ,prioritize and solve complex work problems with available resources;
5. Good computer skills and the capacity to utilize computer programs to support the operations of the laboratory;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Enrolled Nurse
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15, 489.35 per annum
Location:	St Giles Hospital
Duration:	5 years
Report To :	Director of Nursing
1. Liaises with:	Deputy Director of Nursing, Nurse Unit Managers, Team Leaders, Supervisors,
Subordinates:	Ward Assistants

The Position

The position provides and implements quality nursing care to all patients in accordance with nursing at a health facility and to the community.

Key Responsibilities

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

1. Maintain high quality nursing care through providing basic nursing activities in accordance with nursing standards and legislatives requirements of the health facility.
2. Serve patients and customers in an efficient, effective and friendly manner
3. Assist registered nurses in the nursing management of high risks patients if they are trained.
4. Observe, assess, conducts and documents mental state assessment findings within the time frame.
5. Maintain and provide a clean, safe and safe environment
6. Provide reports to supervisors in accordance with reporting procedures in a timely manner
7. Actively participate in all corporate activities of the Ministry to achieve its objectives.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Clients are nursed, managed and referred for specialized nursing including health promotion in a timely manner
2. Compliance with policies, guidelines, protocols and procedures
3. Provision of reports in accordance with reporting structures and formats within the given time.
4. Participate in quality improvements and their implementations as an when required in a timely manner.

Selection Criteria

The Person

In addition to a Form 6 or equivalent and mental health training. The following knowledge, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. Sound knowledge and experience in nursing patients with mental health problems or disorders in accordance with nursing standard.
2. Have knowledge of basic nursing principles and clinical practices

3. An understanding of the Nursing Standard, 2011 Nursing Act, Occupational Health and Safety Act, Standard Operational Procedure and other legislations framework.
4. Good sound knowledge on Mental Health Act 2010, hospital Standard Operational Procedure and Quality improvements process.

Skills and Abilities

1. Demonstrate ability to effectively work within a team
2. Demonstrate ability to care for patients with mental health problems
3. Provide bio-psychosocial therapy to patients or clients
4. Participate in psychosocial rehabilitation of patients
5. Ability to maintain confidentiality of patient information
6. Service oriented approach with a commitment to achieving corporate objectives.

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Domestic Officer [Housekeeper]
Salary Band:	Band C
Salary Range:	\$12,081.69 - \$15,489.35
Location:	Lautoka Hospital
Duration:	3 years
Unit/Division:	Corporate/Western
Reports to:	Hospital Administrator
Subordinates:	Housekeeping Attendant

The Position

The role of a Unit Housekeeping Department is determined with standards and practices that are maintained in the due course of complaints attended immediately and a problem solving with channel of communication under monitoring infection control measures and safe measures under Occupational Health Safety.

Key Responsibilities

1. Implement quality cleaning in an effective and efficient standard to prevail the best result in the health environment
2. Support Outsource Company [Cleaning Service Provider] in managing the standard key areas in the cleanliness.
3. Responsible for training team to achieve skills and ability for goals and objectives.
4. Explore opinions to promote interest in providing a healthy environment to the hospital.
5. Be updated with meetings (corporate, Infection Control, Housing & OHS)
6. Ensure handing over of Quarters occupation and vacating feedback to Housing Committee Secretary regarding the officers living in the quarters.
7. Responsible for monitoring the Housekeeping Team in managing the areas that is to be covering hospital premises.
8. Provide on update on any maintenance for any quarters to Hospital Services Supervisor for maintenance in the Quarters
9. A role responsibility to accompany for any inspection or maintenance to be carried out in occupation of quarters.
10. Be updated with the schedules for occasional special occasion held as responsible for organizing and handing over after the event.
11. Participate in the corporate activities of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed maintenance schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs and maintenance of AC units, Fridges and Coolers as stipulated in the relevant manuals and standards.
3. Actively contribute to all corporate requirements of the Ministry.

Selection Criteria

The Person

In addition to Form 6 qualification [or equivalent] relevant to duties of Domestic Assistant, the applicant should demonstrate potential to lead capacity learn and adapt to successfully perform assigned duties;

Knowledge and Experience

1. Vast experience in a similar work environment
2. Strong verbal and written communication
3. Knowledge of principal and process for providing customer and personal services.
4. Knowledge and Experience on Training the Service Provider/ Housekeeping Attendant for maintaining the cleaning standard in the Hospital Environment.
5. Understand the relevant legislations governing terms and conditions of employment, Occupational Health & Safety and Infection Control.
6. Understand the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Ability to conduct environment inspection and to evaluate quality or performance.
2. Ability to use and maintain equipment's, chemicals needed to achieve tasks.
3. Ability to accesses performance for the Service Provider or organizations to make improvements or take corrective actions.
4. Demonstrate ability to identify the strength and weakness of alternative solutions, conclusion or approaches to problems.
5. Ability to make decisions in relation to costs and benefits of potential actions to ensure targets are achieved.
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:	Mechanic
Salary Band:	Band D
Salary Range:	\$7.50 - \$9.61 per hour
Location:	Headquarters, Suva
Duration:	3 years
Unit/Division:	Transport Unit
Reports to:	Principal Administrative Secretary – Asset Management Unit
Subordinates:	Nil

The Position

The position contributes to effective and efficient daily operation of the transport unit in terms of maintenance of vehicle and technical assistance.

Key Responsibilities

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

1. Prepare Scope of Works for maintenance of vehicles under the Ministry
2. Verification of vehicle repairs and reporting to Transport Officer
3. Providing technical advice on quotations received for repairs or servicing of vehicles
4. Attend to emergency breakdown calls for Ministry Vehicles as assigned by Transport Officer
5. Assist Transport Officer-AMU for inspection of vehicles and necessary reporting
6. Assist Transport Officer-AMU to maintain a record of vehicle servicing and repair works
7. Assist Transport Officer-AMU for arrangement of transport for approved runs.
8. Verify and file vehicle running sheets provided by Drivers
9. Provide other technical assistance to Asset Management Unit team.
10. Participate in the corporate activities of the unit

Key Performance Indicators

Performance will be measured through the following indicators:

1. Preparation of scope of works and timely submission to Transport Officer.
2. Timely verification of vehicle repairs and necessary reports to Transport Officer.
3. Running sheets collected daily, verified and filed.
4. Timely inspection of vehicles and reporting.
5. Participate in all corporate functions as and when required

Selection Criteria

The Person

Trade Certificate in Automotive/Mechanical Engineering from a recognised institution with 6 years' work experience in similar role. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least 6 years' experience in a similar role involving various class of vehicles.
2. Ability to prepare vehicle inspection reports based on approved LTA Certificate of Fitness.
3. Experience in the use of Computer

4. Understanding policies, procedures in regards to transport and other government regulations
5. Knowledge and understanding of Occupational Health & Safety in the workplace

Skills and Abilities

1. Proven ability to do scope of work for maintenance of vehicles
2. Effective time management skills
3. Good written and verbal communication skills
4. Demonstrated ability to effectively work within a team;
5. Service oriented approach with a commitment to supporting the operational goals of the organisation

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Assistant Mechanic
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	CWM Hospital
Duration:	3 years
Unit/Division:	Transport Unit
Reports to:	Principal Administrative Secretary, CWM Hospital
Subordinates:	Nil

The Position

The position contributes to effective and efficient daily operation of the transport unit in terms of maintenance of vehicle and technical assistance.

Key Responsibilities

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

1. Assist in preparing of Scope of Works for maintenance of vehicles under the Ministry
2. Assist in verification of vehicle repairs and reporting to Transport Officer
3. Assist in providing technical advice on quotations received for repairs or servicing of vehicles
4. Assist Transport Officer for inspection of vehicles and necessary reporting
5. Assist Transport Officer to maintain a record of vehicle servicing and repair works
6. Verify and file vehicle running sheets provided by Drivers
7. Participate in the corporate activities of the unit.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Preparation of scope of works and timely submission to Transport Officer.
2. Timely verification of vehicle repairs and necessary reports to Transport Officer.
3. Running sheets collected daily, verified and filed.
4. Timely inspection of vehicles and reporting.
5. Participate in all corporate functions as and when required

Selection Criteria

The Person

In addition to the completion of Secondary School qualification (or equivalent) with Trade Certificate in Automotive/Mechanical (or similar) from a recognised institution with 3 years' work experience in similar role. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least 3 years' experience in a similar role involving various class of vehicles.
2. Experience in preparing vehicle inspection reports based on approved LTA Certificate of Fitness.
3. Experience in the use of Computer.
4. Knowledge of Occupational Health & Safety in the workplace
5. Understanding policies, procedures in regards to transport and other government regulations

Skills and Abilities

1. Proven ability to do scope of works for maintenance of vehicles
2. Effective time management skills
3. Good written and verbal communication skills
4. Demonstrated ability to effectively work within a team;
5. Service oriented approach with a commitment to supporting the corporate environment of the organisation

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Driver
Salary Band:	Band B
Salary Range:	\$5.37-\$6.89 per hour
Location:	Sigatoka Hospital
Duration:	3 years
Unit/Division:	Transport Unit
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
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. Active participation in corporate activities of the Ministry

Selection Criteria

The Person

In addition to the completion of secondary school qualification or similar with a valid driving license classifications 4 & 6 and a valid Defensive Driving Certificate. The following knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

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

Skills and Abilities

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

Personal Character and Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cook
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Ba Mission Hospital, Tavua Hospital
Duration:	3 years
Unit/Division:	Dietetics/Western
Reports to:	Supervisor Dietician/Dietician
Subordinates:	Nil

The Position

The position ensures the timely preparation and provision of meals for patients at the Hospitals

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. Reports directly to the Supervisor Dietician on a day to day basis.
2. Ensures compliance to Food Safety Act, Occupational Health & Safety and Infection Control Guideline in the storage and preparation of meals.
3. Responsible for preparing and cooking a well - balanced nutritious meal for all inpatients and staffs according to the menu.
4. Ensure food items to be used for day is available.
5. To assist in the cost effective management of the food budget.
6. To identify and participate in any training appropriate to the position.
7. Ensure to be transparent with work and punctuality
8. Actively contribute to all corporate requirements of the Ministry.

Key Performance Indicators

1. Ensure the preparation of regular and therapeutic diets and menu in an efficient and timely manner.
2. Ensure food order are checked thoroughly to minimize food wastage
3. Maintain hygiene and safety standards in compliance with occupational health safety standards
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

Selection Criteria

The Person

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

Knowledge and Experience

1. Knowledge of quality food preparation and presentation methods
2. Must have knowledge of food safety and hygiene
3. Experience in a similar work environment
4. Basic knowledge of occupational health and safety in the workplace

Skills and Abilities

1. Ability to work effectively within a team and manage time
2. Ability to cook both vegetarian and non-vegetarian meals in large quantities and on time
3. Demonstrate a high standard of personal appearance and good personal hygiene.
4. Demonstrate ability to work under minimal supervision
5. Ability to communicate both verbally and written

Personal Character & Eligibility

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Cleaner
Salary Band:	Band A
Salary Range:	\$4.60-\$5.90 per hour
Location:	Kamikamica Health Centre, Namaka Health Centre, Natabua Health Centre, Punjas Health Centre, Rakiraki Hospital, Viseisei Health Centre
Duration:	3 years
Unit/Division:	Western
Reports to:	Clerical Officer
Subordinates:	Nil

The Position

The position ensures provision of effective and safe cleaning services at the hospital whilst maintaining a sense of integrity and responsibility.

Key Responsibilities

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

1. Ensure cleanliness of premises in adherence to the Infection Control Guideline.
2. Ensure proper and safe use of appropriate cleaning agents for the respective areas within the facility.
3. Perform and document routine inspection and maintenance activities.
4. Ensure sufficient stock of cleaning agents and appliances is maintained.
5. Actively contribute to all corporate functions of the ministry

Key Performance Indicators

1. Ensure that improvements to office cleanliness are implemented and completed in a timely manner.
2. Timely recording and reporting of reports as per agreed timeline and management of unit personal performance resources and information to enable business continuity and delivery of service.
3. Ensure Occupational Health Safety (OHS) compliance.
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where 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 & Medical Services Role Description

Corporate Information

Role:	Labourer
Salary Band:	Band A
Salary Range:	\$4.60 - \$5.90 per hour
Location:	Lomawai Health Centre, Nadarivatu Health Centre, Namarai Health Centre, Natabua Health Centre, Tavua Hospital
Duration:	3 years
Unit/Division:	Corporate Services
Reports to:	Clerical Officer/ Executive Officer
Subordinates:	Nil

The Position

The position is responsible for maintaining the cleanliness of the health facility environment.

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:

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 of the Ministry as and when required

Selection Criteria

The Person

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

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Laundry Hand
Salary Band:	Band A
Salary Range:	\$4.60-\$5.90 per hour
Location:	Ba Mission Hospital
Duration:	3 years
Unit/Division:	Corporate Services/Western
Reports to:	Laundry Supervisor
Subordinates:	Nil

The Position

The position provides quality laundry services for all our clients in accordance to standard procedure and policies of the unit and organization and ensuring client's satisfaction in the process of quality laundry services and working towards achieving goals and objectives of the unit and organization.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities

1. Ensure that all used linen are laundered according to the appropriate infection control standard.
2. Ensure the constant supply and distribution of clean linen to all departments
3. Ensure the adequate supply of washing detergent at all times
4. Ensure and maintain the cleanliness of the Laundry Room
5. Ensure that the laundry machines are operated in a safe manner and maintained in proper working condition
6. Actively contribute to the ministry's corporate functions and activities

Key Performance Indicators

Performance will be measured through the following indicators:

1. Adherence to infection control standard
2. Availability of clean linen at all times
3. Adequate supply of washing detergent
4. The laundry machines is well maintained and in good serviceable condition at all times
5. Cleanliness of working environment is maintained at all times
6. 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 following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Should have some knowledge in Occupational Health & Safety
2. Knowledge of cleaning services and infection control

3. Knowledge of Occupational Health & Safety requirements
4. Basic knowledge on record keeping and basic inventory management

Skills and Abilities

1. Ability to operate and use laundry machines
2. Ability to manually provide laundry services in case of break downs or machines failure
3. Ability and skills to meet deadline
4. Ability to communicate both verbally & written
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

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

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Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Recorder
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Kamikamica Health Centre, Naialga Health Centre, Punjas Health Centre, Sigatoka Health Centre, Tavua Hospital
Duration:	3 years
Unit/Division:	Western
Reports to:	Executive Officer/Clerical Officer
Subordinates:	None

The Position

The position is responsible for maintaining, organizing and effectively providing medical records for patient's at all times to all clients.

Key Responsibilities

1. Receiving and registering of all cases and referral from other health facilities, public and private into the system (PATIS)
2. Creating of new folders for new patients.
3. Creating appointments in PATIS (Patient Information System)
4. Retrieving, Sorting, Culling and Filing of patient's medical folders for services using terminal digit filing system.
5. Collect discharged patients medical folders from the wards
6. Coding of patient folders
7. Data entry of patient information into computerized patient information systems
8. Ensure timely communication of information.
9. Collaborate with all staff and promote excellent patient service
10. Monitor flow of folders and fast track medical records folders
11. Organise and review data for accuracy and completeness

Selection Criteria

The Person

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. Knowledge of basic computer skills and computer programs to support the operation of the unit
3. Sound knowledge on basic principles of quality customer care competencies for efficient delivery of medical record services
4. Knowledge of standard operating procedures in the arrears of records service delivery

Skills and Abilities

1. Good communication skills and ability to tactfully deal with clients during service delivery
2. Ability to work with a team

3. Ability to follow instructions, meet set deadlines
4. Ability to maintain confidentiality
5. Customer service oriented approach to service delivery, with commitment to supporting the operational/corporate environment of the organization

Personal Character & Eligibility

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MOHMS 165/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Ward Assistant
Salary Band:	Band B
Salary Range:	\$5.37-\$6.89 per hour
Location:	Ba Mission Hospital, Nadi Hospital, Sigatoka Hospital
Duration:	3 years
Reports to:	Team Leader, Executive 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 Indicators

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

Selection Criteria

The Person

In addition to the completion of Secondary School Education or similar, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

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

Skills and Abilities

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

Personal Character & Eligibility

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

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RE-ADVERTISED POSITIONS

MOHMS 167/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Head of Executive Unit
Salary Band:	Band J
Salary Range:	\$51,132.98 (Step 1) to \$65,555.10 (Step 4)
Location:	HQ, Dinem House, Suva
Duration:	3 years
Reports to:	Permanent Secretary
Liases with:	External stakeholders; central government agencies, overseas missions in Fiji, UN agencies in Fiji, MoHMS service suppliers, ministry advisors and divisional heads, senior ministry managers and senior staff
Subordinates:	Staff of Executive Support Unit

The Position

The Head of Executive Support Unit (ESU) is responsible to the Permanent Secretary for the executive support provided to the PS, Assistant Minister and Minister (herein referred to as the Senior Executives). The Head leads the ESU team in establishing and maintaining high level executive support for the three Senior Executive offices through coordination of support for executive functions and provision of advice through the Permanent Secretary in relation to planning, monitoring, reporting and evaluation across the Ministry. The development and implementation of policies, development partner engagement, liaison with Govt agencies, and internal engagement with divisional heads and program heads will be coordinated by the incumbent to ensure comprehensive delivery of Ministry operations.

Key Responsibilities

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

1. Lead and manage the executive support unit to ensure the efficient and effective delivery of executive support to the Permanent Secretary as per Unit plan;
2. Maintain a tracking system of correspondence and current issues to ensure there is appropriate and timely response and follow up for all matters addressed to the Senior executives with correspondence meeting required standards and accuracy of content;
3. Support the Ministers in their parliamentary roles and responsibilities;
4. Support the Permanent Secretary in coordinating donor and development partner support and effective monitoring and updating of high level policies, agreements, and legal obligations to achieve the best outcome for the sector;

5. Coordinate conferences, key meetings and a programme of regular executive and senior management meetings and manage appropriate responses for invitations to the Senior Executives;
6. Manage and mentor staff of the ESU, developing their skills, improving their performance and strengthening their professional and work practices whilst ensuring compliance with legal, policy, procedural and other requirements;
7. Actively contribute to all corporate requirements of the Ministry including planning, budgeting, performance management and selection activities where required.
8. Oversee and manage communication support and media engagements within the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Activities and performance indicators as per Unit plan are achieved in a timely manner in accordance with relevant procedures, legislations and Acts.
2. Parliamentary responsibilities are completed to required standards and on timely manner.
3. High level policy matters, agreements, and legal obligations pertaining to the roles of the Senior Executives are dealt with promptly and effectively.
4. Issues reported to the Senior Executives are effectively addressed and correspondence to and from the senior Executive offices are professional, timely and accurate.
5. Conferences, events and meetings organized by the Senior Executives are managed professionally and delivered efficiently and effectively.
6. ESU staff are managed effectively and standard operating procedures are developed, implemented and regularly updated
7. Active participation in the corporate activities of the Ministry including planning, budgeting, performance management and selection activities.
8. Efficient tracking and engagement of communication and media support activities.

Selection Criteria

The Person

The candidate must have completed a basic degree and a Master's degree in the fields of General Management, Health Management, Policy Development, Public Administration or Business Administration or equivalent.

In addition, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

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

Skills and Abilities

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

Personal Character and Eligibility

Applicants for employment 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 taking up the duty.

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MOHMS 168/2021



Ministry of Health & Medical Services Role Description

Corporate Information

Role:	Dental Assistant (Chair side Assistant)
Salary Band:	Band B
Salary Range:	\$5.37 - \$6.89 per hour
Location:	Lakeba Hospital, Lomaloma Hospital
Duration:	3 years
Unit/Division:	Dental/Eastern Health Services
Reports to:	Dental Officer, Lakeba Hospital / Dental Therapist Lomaloma
Subordinates:	Nil

The Position

The position supports Dental Care delivery by preparing treatment room, patient, instruments, and materials; passing instruments and materials; performing procedures in compliance with the dental practice act with the Dental Officer.

Key Responsibilities

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

1. Patient registration, updating History Cards and its safe keeping with accurate clinical records.
2. Prepares patient for dental treatment by welcoming, comforting, seating, and draping patient.
3. Ensure that the working environment in the Dental Clinic is clean and safe to Hospital Standards.
4. Chair side assisting to Dental Officer in all dental procedures, provide Oral Health Education.
5. Assist Dental Officer in Oral Health Promotion in Outreach Programmes.
6. Clean, prepare and sterilize instruments and disinfect equipment with the proper waste disposal using infection control protocols and guidelines.
7. Participate in collection and reporting of Monthly, Quarterly and Annual Reports as required by the Dental Officer.
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Key Performance Indicators

1. Proper Registration of patients, updated History Cards with accurate clinical records.
2. The Dental Clinic is always clean and safe.
3. Effective and timely sterilization of instruments and disinfection of equipment and maintaining proper disposal of waste.
4. Timely provision of date to Dental Officer for Monthly, Quarterly and Annual Reporting.
5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities

Selection Criteria

The Person

In addition to a pass in the Fiji School Leaving Certificate or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Basic knowledge on Customer Care on greeting patients and conversing over the phone.
2. Basic knowledge on organising the filing of patient records.
3. Knowledge on maintaining a clean and safe working environment.
4. Understanding of Fijian Constitution (2013) and applicable transportation laws of Fiji;

Skills and Abilities

1. Good communication skills both verbal and written
2. Ability to work effectively with a team
3. Ability to plan and manage daily work effectively
4. Service oriented with a commitment to supporting the operational and corporate environment of the organization

Personal Character & Eligibility

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