

# NEWLY ADVERTISED POSITIONS – FIJI SUN 15 MAY 2021

MOHMS 207/2021



## MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

### Particulars of the position

<b>Role:</b>	<b>Director of Nursing</b>
<b>Salary Band:</b>	<b>Band K</b>
<b>Base Salary</b>	<b>\$59,945.18 - \$76,852.80</b>
<b>Location:</b>	<b>Lautoka Hospital</b>
<b>Reports to:</b>	<b>Medical Superintendent, Lautoka Hospital</b>
<b>Subordinates:</b>	<b>Deputy Directors, Clinical Nurse Educators, Nurse Unit Managers, Team Leaders, Registered Nurses</b>

### The Position

The position provides overall operational leadership and direction for nursing services to 458 nursing staff of the Lautoka hospital in accordance with the hospital Business Plan and regulatory requirements of the Ministry of Health..

### Key Duties

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

1. Working with relevant staff and service providers and in accordance with legislative requirements, the position will achieve its purpose through the following key responsibilities/duties:
2. Leads the process to develop, support, implement and evaluate the nursing business plans to ensure nursing services are provided to meet expected targets and outcomes under the mission and vision of the Lautoka hospital and the Ministry of Health.
3. Develops, maintains and implements nursing policies and guidelines that conform to current patient safety standards while maintaining compliance with professional and regulatory standards of the Fiji Nursing Council and the Ministry of Health and Medical Services.
4. Workforce management to meet professional expectations of performance including overseeing all aspect of disciplinary process and performance management of senior nursing staff to ensure delivery of quality nursing services/ outcomes.
5. Oversee efficient staffing levels to deliver nursing services required to meet patient demand and expected standards by preparing and reviewing the nursing services component in the overall hospital budget development including the submission for nursing overtime.
6. Oversee and ensure a well- educated nursing workforce through development, implementation, monitoring and review of the annual Lautoka hospital nursing training plan, contribution to the national Master In-Service Training Plan, and compliance with the Fiji Nursing Council legislation for mandatory continuing professional development and annual re-licence.
7. Oversee the continuous quality improvement and compliance with approved standards, policies and protocols related to nursing, infection prevention and control guidelines, and other related clinical practice guidelines.

8. Actively contribute to the Ministry and/or corporate requirements, including planning, budgeting and selection activities where required.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Nursing Business plans are developed, approved and implemented within the agreed timeframes.
2. Timely and effective monitoring of compliance with nurse focused policies and guidelines to meet agreed Fiji Nursing Council, Ministry and international standards to enable patient safety and delivery of safe nursing services.
3. Effective and timely management of workforce activities including recruitments /expressions of interests, posting orders and regular monitoring of senior staff performance to enable delivery of quality services.
4. Effective and timely submission of quarterly and annual reports are reported within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

### **The Person**

In addition to being a Fiji registered nurse with a valid practicing license, a Bachelor of Nursing degree with a post registration qualification in leadership/management or other postgraduate qualification in Nursing is essential. The following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 5 years' experience in supervisory role and managing a large workforce from diverse backgrounds.
2. Proven experience and comprehensive understanding of the registered nurses and midwives scopes of practice and the Fiji Nursing Act 2011 and Nurses Code of Conduct.
3. Has broad knowledge and proven experience on quality improvement systems and the implementation of new systems including managing change for quality improvement.
4. Previous experience in strategic planning and leadership particularly in resource constrained environments.
5. Demonstrated knowledge and experience in responding effectively to natural disasters and public health disease outbreaks.

### **Skills and Abilities**

1. Demonstrated ability to effectively lead a large health workforce to achieve planned outcomes and implement change.
2. Demonstrated ability to lead the nurses in continuous quality improvement and compliance to approved standards, policies and protocols related to nursing, infection prevention and control guidelines, and other related clinical practice guidelines.
3. Capacity to respond effectively to natural disasters and large disease outbreaks in collaboration with the Ministry, other government agencies, and international donors.
4. Service oriented approach, with a commitment to supporting the operational and 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.

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 208/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	<b>Senior Pharmacy Officer</b>
<b>Salary band:</b>	<b>Band H</b>
<b>Salary per annum:</b>	<b>\$34,760.31 - \$44,564.50 per annum</b>
<b>Location:</b>	<b>Fiji Pharmaceutical and Biomedical Services (FPBS)</b>
<b>Duration:</b>	<b>5 years</b>
<b>Unit/Division:</b>	<b>FPBS</b>
<b>Report to:</b>	<b>Principal Pharmacist – Essential Medicines Authority</b>
<b>Subordinates</b>	<b>Pharmacy Officer</b>

#### The Position

The position is responsible for the implementation of activities and programs which ensure quality and rational use of antimicrobials within the regulatory & policy framework of the Medicinal Products Act 2011 and National Medicinal Products Policy 2013.

#### Key Duties

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

1. Working with relevant stakeholders and service providers, in accordance with legislative requirements:
2. Coordinate the implementation, monitoring and review of the National Antimicrobial Resistance Action Plan with the National Antimicrobial Resistance Committee (NARC)
3. Provide secretariat support to Fiji's National Antimicrobial Resistance Committee.
4. Effectively coordinate trainings, awareness programs, research, projects and formulation of IEC material in relation to the use of antimicrobials and antimicrobial resistance.
5. Assist the Principal Pharmacist – Essential Medicines Authority in the development and implementation of the EMA Unit Plan
6. Assist in the formulation of procedures and guidelines to ensure service continuity
7. 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 EMA unit plan, individual work plan and NARC action plan are implemented within the agreed time frames in compliance with current standards and procedures
2. NARC meetings are held as scheduled and meeting resolutions are acted upon within the agreed timeframe
3. All restricted antimicrobials are used according to latest version of Fiji Antibiotic Guidelines or with approval from the Out of Protocol Request for Restricted Antimicrobials Committee (OPRRA)
4. Timely and effective management of work performance to enable business continuity, and delivery of services

**The Person**

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

**Knowledge and Experience**

1. At least 5 years' experience as a pharmacist
2. Registered as a pharmacist in Fiji with a valid Practice License
3. Sound knowledge and application of public administration, pharmaceutical legislations and health system strengthening.
4. A sound understanding and conscientious application of the Quality Use of Medicines

**Skills and Abilities**

1. Demonstrated ability to effectively work within a team environment
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

**Personal Character and Eligibility**

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## MOHMS 209/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	<b>Principal Pharmacy Officer</b>
<b>Salary band:</b>	<b>Band I</b>
<b>Salary per annum:</b>	<b>\$43,296.63 - \$55,508.50 per annum</b>
<b>Location:</b>	<b>Fiji Pharmaceutical and Biomedical Services (FPBS)</b>
<b>Duration:</b>	<b>5 years</b>
<b>Unit/Division:</b>	<b>FPBS</b>
<b>Report to:</b>	<b>Chief Pharmacist</b>
<b>Subordinates</b>	<b>Senior Pharmacy Officer</b>

#### The Position

The position is responsible for the management of the Essential Medicines Program, ensuring the quality, safe and effective use of medicinal products in compliance to regulatory & policy requirements of the Fiji Medicinal Products Act 2011 and the National Medicinal Products Policy 2013.

#### Key Duties

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

1. Working with relevant staff and service providers, in accordance with legislative requirements:
2. Ensure implementation of activities and programs to promote Quality Use of Medicines and Rational use of antimicrobials
3. Design initiatives to improve practices in health services in relation to maintenance of essential medicines lists, adherence to standard treatment guidelines, clinical pharmacy work as well as stock control management.
4. Formulate guidelines and procedures to improve and ensure continuity of quality, safe and effective use of medicinal products
5. Oversee the secretariat support provided to the National Medicines and Therapeutics Committee (NMCT) and the National Antimicrobial Resistance Committee (NARC)
6. Ensure capacity building of workforce in relation to the management of essential medicinal products
7. 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 Essential Medicines Program and Committee action plans are implemented within the agreed time frames
2. All unit processes are systematic and efficiently managed compliant with the policies, guidelines and procedures
3. All medicines are used according to standard treatment guidelines, and are documented and reported to the NMTC when necessary
4. Timely and effective management of the unit's personnel performance to enable business continuity, and delivery of services

5. Active participation in the corporate activities of the ministry as and when required.

### **The Person**

In addition to Bachelor of Pharmacy degree or equivalent and current registration with the Fiji Pharmacy Profession Board, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 7 years' experience as a pharmacist in a management or supervisory role
2. Current registration with the Fiji Pharmacy Profession Board
3. Sound knowledge and application of the Medicinal Products Act 2011, Pharmacy Profession Act 2011, Illicit Drug Control Act 2004 and the National Medicinal Products Policy 2013.

### **Skills and Abilities**

1. Demonstrated ability to effectively manage and lead a team
2. Highly developed organizational skills and the ability to communicate with people at different levels and from different backgrounds
3. Capacity to use computer programs to support the daily operations
4. Demonstrated ability to make sound decisions and provide technical policy advice to stakeholders
5. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

### **Personal Character and Eligibility**

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## MOHMS 210/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	<b>Nurse Blood Services (Project)</b>
<b>Salary band:</b>	<b>Band E</b>
<b>Salary per annum:</b>	<b>\$19,041.75 - \$24,412.50 per annum</b>
<b>Location:</b>	<b>Labasa Hospital</b>
<b>Duration:</b>	<b>3 years</b>
<b>Unit/Division:</b>	<b>Northern</b>
<b>Report to:</b>	<b>Divisional Blood Services Manager, Northern</b>
<b>Subordinates</b>	<b>Nil</b>

#### The Position

The position ensures that all Blood donors are eligible to donate blood and facilitate health checks to all our blood donors.

#### Key Duties

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

1. Member of the Recruitment Team in conducting blood recruitment campaign via blood drive or in blood centers.
2. Conduct blood donor health check.
3. Ensure that all medical supplies/items for blood drive is available.
4. Conduct Pre and Post Counselling to all Blood donors.
5. Collate all Blood Donors information [Type of Donors, TTI status, Gender & Age etc.]
6. Attend to any blood donor discomfort.
7. Liaise with HUB centers on Blood donors Treatment
8. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All services provided accordance with approved protocols and policies within agreed timelines.
2. Submission of reports in a timely manner within agreed timelines.
3. Provide nursing care as outlined in the procedure manual for Enrolled Nurses.
4. Active participation in the corporate activities of the Ministry as and when required.

#### The Person

In addition to Certificate in Enrolled Nursing (or equivalent) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

#### Knowledge and Experience

1. Knowledge of National Blood Policy
2. Working knowledge and experience on Nursing Standard, documentation and BLS.
3. Sound knowledge of Nurses policy and Procedure manual for Enrolled Nurses.



4. Basic knowledge of blood donation process.

### **Skills and Abilities**

1. Good communication skill.
2. Demonstrate ability to plan, organize activities and perform procedures accordance with protocols and guidelines.
3. Active Team Player
4. Demonstrated ability to document all care provided in accordance to Nursing Standard requirements.
5. Computer Literate
6. Ability to work extra hours at odd times.
7. Service orientated approach with the capacity to support the operational goals and the entire health organization.

### **Personal Character and Eligibility**

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## MOHMS 211/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	<b>Divisional Surveillance &amp; Response Officer (Project)</b>
<b>Salary band:</b>	<b>Band E</b>
<b>Salary per annum:</b>	<b>\$19,041.75 - \$24,412.50 per annum</b>
<b>Location:</b>	<b>Northern Health Services – Ro Qomate House</b>
<b>Duration:</b>	<b>3 years</b>
<b>Unit/Division:</b>	<b>Surveillance and Response Unit, Northern Health Office</b>
<b>Report to:</b>	<b>DMO Northern</b>
<b>Subordinates</b>	<b>Nil</b>

#### The Position

The position of the Divisional Surveillance & Response Officer is to be the focal point for communicable disease surveillance and response in the respective divisions. Strengthening all routine communicable disease surveillance in the divisions through good surveillance and monitoring.

#### Key Duties

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

1. Assist in designing, developing and implementing program plans and projects to support and enhance communicable disease in the divisions.
2. Provide timely analysis and reporting of communicable disease surveillance data to the divisions.
3. Provide timely reporting and updating of the Early Warning Alert and Response System (EWARS) for the sentinel sites within the division
4. Assist in conducting quarterly site visits to Health facilities to build capacity and strengthen communicable disease surveillance.
5. Assist in coordinating relevant communicable disease committees and meetings.
6. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All weekly reports are accurate and submitted within the agreed timeframes.
2. Site visits are conducted, and reports are submitted in a timely and effective manner.
3. Quality committee and meeting secretariat services are provided, and outcomes are actioned in a timely and effective manner.
4. All assigned activities, are implemented, meet the scheduled timeframes, monitored and evaluated for effectiveness.
5. The Early Warning Alert and Response System (EWARS) platform is updated in a timely manner.
6. Active participation in the corporate activities of the Ministry as and when required.

#### The Person

In addition to undergraduate diploma in Environmental Health, Science or Public Health/Nursing from a recognized tertiary institution or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of divisional surveillance & response officer:

### **Knowledge and Experience**

1. At least 2 years of experience in surveillance or research
2. Sound knowledge on Public Health and infectious disease surveillance
3. Sound knowledge of disease outbreak investigation and field work
4. Sound knowledge of surveillance data analyses and reporting

### **Skills and Abilities**

1. Strong communication and interpersonal skills and the ability to effectively consult with others
2. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment.
4. Capacity to utilize computer programs to support the operations of the department.
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

**Note: This position may be required to travel and work outside of normal working times.**

### **Personal Character and Eligibility**

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

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## MOHMS 212/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	<b>Assistant Lymphatic Filariasis (Project)</b>
<b>Salary band:</b>	<b>Band E</b>
<b>Salary per annum:</b>	<b>\$19,041.75 - \$24,412.50 per annum</b>
<b>Location:</b>	<b>Mataika House</b>
<b>Duration:</b>	<b>3 years</b>
<b>Unit/Division:</b>	<b>FCCDC/Virus Lab</b>
<b>Report to:</b>	<b>Head of Health Protection through LF Coordinator</b>
<b>Subordinates</b>	<b>Nil</b>

#### The Position

The position assists in supporting lymphatic Filariasis activities, and to work towards the sustainable elimination of lymphatic Filariasis.

#### Key Duties

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

1. Provide all logistic arrangements and support for the efficient delivery of LF activities.
2. Conduct surveys and assessments to assist towards the elimination of LF.
3. Conduct Data recording, verification and entry.
4. Assist with training and awareness for relevant personnel in program implementation.
5. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All logistic arrangements are provided within agreed timeframes.
2. All survey and assessments are achieved, and meet the required targets.
3. All data entry information is accurate and entered within agreed timeframes.
4. Training and awareness sessions meet the required standards, and are delivered within agreed timeframes.
5. Active participation in the corporate activities of the Ministry as and when required.

#### The Person

In addition to a Diploma with relevant qualifications in Health related studies or project management from a recognized tertiary institution or equivalent, the following Knowledge, Experience, Skills and Abilities are required:

#### Knowledge and Experience

1. At least 1 year work experience in a similar field
2. Some experience in surveys and field work
3. Knowledge of data analyses and reporting

#### Skills and Abilities

1. Good communication and interpersonal skills and the ability to effectively liaise with others
2. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
3. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment
4. Capacity to utilize computer programs to support the operations of the department
5. Service oriented approach, with a commitment to supporting the operational and 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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## MOHMS 213/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Position Title:</b>	<b>Electrician</b>
<b>Salary Band:</b>	<b>Band D</b>
<b>Salary Range:</b>	<b>\$7.50 - \$9.61 per hour</b>
<b>Location:</b>	<b>Tamavua Twomey Hospital</b>
<b>Duration:</b>	<b>3 years</b>
<b>Unit/Division:</b>	<b>Hospital Services/Tamavua</b>
<b>Reports to:</b>	<b>Foreman/Supervisor Higher Grade</b>
<b>Subordinates:</b>	<b>Nil</b>

#### The Position

The position is responsible for the effective day to day operations, maintenance and repairs of all Electrical works and fixtures, equipment's, operating and backup generators in the Hospital.

#### Key Duties

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

1. Coordinate and facilitate all the electrical maintenance within the health facility in terms of its equipment, furnishings, steam operated machine, laundry, lighting fixtures, electrical appliances, generator servicing, and all other electrical issues.
2. Assist in the planning of labor requirement, duration, and material for assigned work, establishing sequences and methods to be used, inspect maintenance and repair work to ensure compliance with specifications, recommend modifications and requirement changes to facilitate completion of assigned tasks.
3. Establish and maintain liaison with administration and professional staff regarding maintenance programs.
4. To ensure preventive maintenance programs is in place and implemented which should include the adherence to OHS rules and regulations.
5. Actively contribute to all corporate functions of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies.
2. Timely and accurate repairs of electrical equipment and accessories as stipulated in the relevant manuals and standards.
3. Submission of timely reports detailing achievements to management.
4. Actively contribute to all corporate requirements of the Ministry.

#### The Person

In addition to a Trade certificate in Electrical (or equivalent) with an EFL Wireman's license, the following Knowledge, Experience, Skills and Abilities is required to successfully undertake this role:

**Knowledge and Experience**

1. At least five (5) years of experience in a similar working environment
2. Knowledge in maintenance, repairs and new installations of Electrical equipment.
3. Understanding and experience of electrical wiring and repair of electrical steam operated equipment, generators and pumps, laundry machines, wiring installation and electrical fixtures.
4. Knowledge of Occupational Health & Safety Requirements.
5. Understanding of Fijian Constitution (2013) and applicable laws of Fiji.

**Skills and Abilities**

1. Ability to detect, analyze and solve electrical faults and breakdown.
2. Ability to perform physical work and repair of underground electrical cabling and laying of new wiring works.
3. Demonstrated ability to work independently or as part of a team.
4. Ability to work under pressure with minimum supervision.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

**Personal Character and Eligibility**

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## MOHMS 214/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	<b>Domestic Officer</b>
<b>Salary band:</b>	<b>Band C</b>
<b>Salary per annum:</b>	<b>\$12,081.69 - \$15,489.35 per annum</b>
<b>Location:</b>	<b>Tamavua Twomey Hospital</b>
<b>Duration:</b>	<b>3 years</b>
<b>Unit/Division:</b>	<b>Tamavua Twomey Hospital</b>
<b>Report to:</b>	<b>Dietician</b>
<b>Subordinates</b>	<b>Nil</b>

#### The Position

#### Key Duties

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

- 1.

#### Key Performance Indicators

Performance will be measured through the following indicators:

- 1.

#### The Person

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

#### Knowledge and Experience

- 1.

#### Skills and Abilities

- 1.

#### Personal Character and Eligibility

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

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## MOHMS 215/2021

### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Position Title:</b>	<b>Telephone Operator</b>
<b>Salary Band:</b>	<b>Band B</b>
<b>Salary:</b>	<b>\$5.37 - \$6.89 per hour</b>
<b>Location:</b>	<b>Tamavua Twomey Hospital</b>
<b>Duration:</b>	<b>3 years</b>
<b>Unit/Division:</b>	<b>Tamavua</b>
<b>Reports to:</b>	<b>Executive Officer</b>
<b>Subordinates:</b>	<b>Nil</b>

#### The Position

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

#### Key Duties

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

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

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Effective and efficient managing of telephone communications both internally and externally.
2. Provision of high quality customer service
3. Participate in all corporate functions as and when required.

#### The Person

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

**Knowledge and Experience**

1. At least one year's experience in similar role.
2. Working knowledge and experience in telephone etiquette.
3. Experience in handling customer complaints
4. Understanding of Occupational Health and Safety at workplace

**Skills and Abilities**

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

**Personal Character and Eligibility**

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## MOHMS 216/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Position Title:</b>	<b>Assistant Plumber</b>
<b>Salary Band:</b>	<b>Band B</b>
<b>Salary:</b>	<b>\$5.37 - \$6.89 per hour</b>
<b>Location:</b>	<b>Tamavua Twomey Hospital</b>
<b>Duration:</b>	<b>3 years</b>
<b>Unit/Division:</b>	<b>Hospital Services/Tamavua</b>
<b>Reports to:</b>	<b>Supervisor Higher Grade, Hospital Services</b>
<b>Subordinates:</b>	<b>Nil</b>

#### The Position

The position is responsible for providing auxiliary plumbing services at Tamavua Twomey Hospital.

#### Key Responsibilities

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

1. Assist the plumber in carrying out assigned duties
2. Maintain and ensure all working tools are available and in order
3. Ensure the timely provision of materials and tools to the plumber
4. Carry out general plumbing work for the hospital
5. Respond to diagnose and resolve plumbing emergencies for business continuity in the hospital
6. Ensure cleanliness and OHS compliant work environment is maintained at all times
7. Prepare scope and quotes for any plumbing work required in the hospital
8. Determine sources of plumbing malfunctions and complete repairs as indicated or according to job sheets received
9. Actively contribute to all corporate functions of the Ministry as and when required.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All assigned duties completed on time, align to the required budget and to accepted standards
2. Functional products made to specifications with professional finish of end products
3. All Occupational Health and Safety procedures are followed by all staff and compliant with departmental operational and reporting procedures.
4. Participate in Corporate activities of the Ministry.

#### Person Specification

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

#### Knowledge and Experience

1. At least 2 years' experience in general plumbing work in the public sector or corporate environment;
2. Working knowledge on the usage of plumbing tools and machines;
3. Demonstrated ability to carry out general plumbing work.
4. Sound knowledge and understanding of the Fijian Constitution [2013] and applicable laws of Fiji

### **Skills and Abilities**

1. Ability to effectively work within a team
2. Demonstrated ability to analyze and contribute to solutions when assisting senior Plumber in addressing complex plumbing problems
3. Time management and ability to work with minimal supervision
4. Able to read & interpret designs for repair and maintenance work
5. Service oriented focus 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.

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 217/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Position Title:</b>	<b>Assistant Carpenter</b>
<b>Salary Band:</b>	<b>Band B</b>
<b>Salary:</b>	<b>\$5.37 - \$6.89 per hour</b>
<b>Location:</b>	<b>Tamavua Twomey Hospital</b>
<b>Duration:</b>	<b>3 years</b>
<b>Unit/Division:</b>	<b>Hospital Services/Tamavua</b>
<b>Reports to:</b>	<b>Supervisor Higher Grade, Hospital Services</b>
<b>Subordinates:</b>	<b>Nil</b>

#### The Position

The position is responsible for providing carpentry services at Tamavua Twomey Hospital.

#### Key Responsibilities

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

1. Assist the carpenter in carrying out assigned duties;
2. Maintain and ensure all working tools are available and in good condition;
3. Ensure the timely provision of materials and tools to the carpenter;
4. Carryout general carpentry work;
5. Prepare scope and quotes for any carpentry work required in the hospital
6. 6. Determine sources of carpentry and complete repairs as indicated or according to job sheets received
7. Ensure cleanliness and OHS compliant work environment is maintained at all times;
8. Actively contribute to all corporate functions of the Ministry as and when required.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All assigned duties completed on time, align to the required budget and to accepted standards
2. Completion of carpentry work in a professional manner
3. All Occupational Health and Safety procedures are followed by all staff and compliant with departmental operational and reporting procedures.
4. Participate in Corporate activities of the Ministry.

#### Person Specification

In addition to the completion of Secondary School qualification or similar with a Trade Carpentry and Joinery (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Prior 2 years of experience in general carpentry work in the public sector or corporate environment;
2. Working knowledge on the usage of carpentry tools and machines;

3. Demonstrated ability to carry out general carpentry work
4. Conversant with reading and interpreting plans
5. Sound knowledge and understanding of the Fijian Constitution [2013] and applicable laws of Fiji.

### **Skills and Abilities**

1. Ability to effectively work within a team;
2. Demonstrated ability to analyze and contribute to solutions when assisting Carpenter in addressing complex carpentry problems.
3. Time management and ability to work with minimal supervision
4. Able to read & interpret designs for repair and maintenance work
5. Service oriented focus approach, with a commitment to supporting the operational / corporate environment of the organization

### **Personal Character and Eligibility**

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## MOHMS 218/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	Cook
<b>Salary Band:</b>	Band B
<b>Salary:</b>	\$5.37 - \$6.89 per hour
<b>Location:</b>	Tamavua Twomey Hospital
<b>Duration:</b>	3years
<b>Unit/Division:</b>	Tamavua
<b>Reports to:</b>	Supervisor Dietician
<b>Subordinates:</b>	Nil

#### The Position

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

#### Key Responsibilities

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

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

#### Key Performance Indicators

Performance will be measured through the following 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.

#### Person Specification

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 and Eligibility**

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## MOHMS 219/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	<b>Recorder</b>
<b>Salary Band:</b>	<b>B</b>
<b>Salary Range:</b>	<b>\$5.37 - \$6.89 per hour</b>
<b>Location:</b>	<b>Tamavua Twomey Hospital</b>
<b>Duration:</b>	<b>3 years</b>
<b>Unit/Division:</b>	<b>Tamavua</b>
<b>Reports to:</b>	<b>Executive Officer</b>
<b>Subordinates:</b>	<b>None</b>

#### 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

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

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. Organize and review data for accuracy and completeness

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All activities are effectively organized in a timely manner to ensure progress of service delivery.
2. All patient folders are managed and maintained in compliant with Medical Records keeping and procedures.
3. Effective distribution of patient folders and medical records in complaint with procedures and regulations.
4. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

#### 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. 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 and Eligibility**

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## MOHMS 220/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Position Title:</b>	<b>Cleaner</b>
<b>Salary Band:</b>	<b>Band A</b>
<b>Salary:</b>	<b>\$4.60-\$5.90 per hour</b>
<b>Location:</b>	<b>Tamavua Twomey Hospital</b>
<b>Duration:</b>	<b>3 years</b>
<b>Unit/Division:</b>	<b>Tamavua</b>
<b>Reports to:</b>	<b>Clerical Officer</b>
<b>Subordinates:</b>	<b>Nil</b>

#### 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 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 maintain.
5. Actively contribute to all corporate functions of the ministry

#### Key Performance Indicators

Performance will be measured through the following 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.

#### Person Specification

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 organize 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 and Eligibility**

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

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## MOHMS 220/2021



### MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

#### Particulars of the position

<b>Role:</b>	Hospital Attendant
<b>Salary Band:</b>	Band A
<b>Salary Range:</b>	\$4.60 - \$5.90 per hour
<b>Location:</b>	Tamavua Twomey Hospital
<b>Unit/ Division:</b>	Tamavua
<b>Duration:</b>	3 years
<b>Report To:</b>	Deputy Director of Nursing
<b>Subordinates :</b>	NIL

#### The Position

The position is to provide assistance to the Nursing and other clinical staff in clinical units in the overall functioning of the service. This is a support role with a scope of duties that encompasses tidying, cleaning and errands as required.

#### Key Responsibilities

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

1. Ensure that sufficient supply of oxygen/ medical air is available in the ward at all times.
2. Assist stores and BOC gases in the storage of oxygen/ medical air and also keep the area clean at all times
3. Take patients for x-ray, CT scan and when required by the wards accompanied by the nurse.
4. Transfer patients from helipad, theater, Emergency into the wards accompanied by a nurse.
5. Take specimens and samples to the lab.
6. Transferring dead bodies from the wards and ED to the morgue
7. Deliver daily report books, time books to the responsible supervisors.
8. Deliver food trolleys to all wards from kitchen on time and return clean food trolley.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure that timely and sufficient supply of medical air and oxygen at all times.
2. Compliance to the clinical protocol in patient's safety.
3. Assign task is completed within timeline.
4. Participate in all corporate activities of the Ministry in a timely manner when required.

#### Person Specification

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. Experience in a similar work environment.
2. Experience in care giving assistance to patients
3. Understanding of Occupational Health & Safety and Infection Control Policy
4. Fair understanding of the Fijian Constitution (2013) and applicable laws of Fiji

#### **Skills and Abilities**

1. Ability to plan and organize work on a daily basic
2. Ability to effectively work within a team, with less supervision.
3. Ability to communicate in both verbal and written.
4. Service and customer oriented approach, with a commitment to assist at workplace as and when required.

#### **Personal Character and Eligibility**

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