



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

NEW ADVERTISEMENT

MOHMS 247/2021

Corporate Information

Role	Director Health Information, Research and Analysis
Salary Band	Band K
Salary Range	\$59,945.18 - \$76,852.80 per annum
Location	Dinem House, Headquarters, Suva
Duration	3 years
Unit/Division	Information Communication Technology & Communication
Reports to	Head of Research, Innovation, Data Analysis & Management Unit and ITs
Subordinates	Manager IT, Divisional IT Officers, Publication & Communications

The Position

This position is responsible for the efficient, effective and prudent management of the Information Communication Technology and Publication Units. In addition it provides policy advice to senior management of the Ministry derived from a thorough and proper analysis of health data and statistics based on research, and the findings of monitoring and evaluation activities of existing health information systems and processes.

Key Responsibilities

1. Provide policy advice to the Ministry on health policy matters conclusively derived from Health Information and Health Research reporting based on monitoring, evaluation and learning.
2. Play a lead and vital role in initiating, coordinating and managing the development of: National Health Information Policy and Planning Frameworks; National Health Information and Epidemiological Surveillance and Analysis; National Health Information Systems Management, Development and Strengthening; National Health Research activities; National Health ICT Developments and Initiatives and National Health Performance Indicator Monitoring and Evaluation outcomes.
3. Ensure effective communication is maintained with Divisional and Sub-Divisional Heads and other stakeholders involved in health services delivery for results based management that contributes to improved health outcomes.
4. Responsible for planning, leading, coordinating, directing, and motivating the team including coaching and developing staff through training and capacity development initiatives.
5. Effectively and efficiently manage all resources allocated to the Division.
6. Responsible for managing, organizing, liaising and mitigating issues with external stakeholders such as donor partners, NGOs, UN organizations and others on all health information, ICT and research related activities.
7. Research and identify innovative ideas and technology solutions that will improve the overall performance of Healthcare Services in Fiji.
8. Active participation in all corporate activities of the Ministry so as to achieve organisational objectives

Key Performance Indicators

Performance will be measured through the following indicators:

1. Development and implementation of the Mohms Digital Health Strategy in alignment to the National Development plan.
2. Monthly reporting on meeting annual operating plans and. Timely reporting of any negative variance relating to KPI's and implement plans for improvement as required.
3. Implement action plans to improve user ability (change management) and functionality of the eHealth services with support for a robust M&E systems.
4. Implement Business analysis strategies for health care quality improvement and technology solutions (including wearables, mobile apps and AI algorithms to) improve point of care for patients & providers.
5. Participation in all corporate activities as and when required as per the agreed timeline.

Selection Criteria

The Person

In addition to a Masters Degree in Computer Science or Information Systems Management or similar from a recognized institution, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Vast years' experience in information systems, ITC planning, research, data analyses and monitoring programs. Experience in a health setting or facility is desirable.
2. Experience in Policy development and enactment
3. Experience in Stakeholder Engagement in the Health Sector and other relevant sectors that will assist in achieving the outcomes of the Ministry.
4. Extensive working knowledge on Microsoft (MS) Products such as MS Office, MS SQL Server and other software packages.
5. Extensive experience in the area of research and data analysis for monitoring and evaluating work performance.
6. Extensive knowledge in data visualisation using data visualisation tools such as GIS, Data studio, Qlik, Rstudio or similar visualisation tools.
7. An expert understanding of Project Management and experience in budgeting and the prudent management of funds.
8. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Demonstrated ability to effectively manage a team and a team player.
2. Demonstrated ability to manage Application Development Projects and Work Assignments.
3. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.
4. Proven ability to innovate and a strong ability for attention to detail.
5. Communicate clearly and concisely, both orally and in writing.

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 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.



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

RE-ADVERTISEMENT

MOHMS 48/2021

Corporate Information

Role	Senior Administrative Secretary, Registration
Salary Band	Band G
Salary Range	\$28,605.45 - \$38,140.60 per annum
Location	Dinem House, Headquarters, Suva
Duration	3 years
Unit/Division	Executive Support Unit / Hospital Services
Reports to	National Manager Patient Safety and Quality
Subordinates	Nil

The Position

The position ensures that the various boards and committees are convened according to the Acts and its decisions are implemented accordingly. To ensure applications for overseas treatment are promptly processed according to Ministry's' guidelines.

Key Responsibilities

The position will achieve its purpose through the following key duties by working with relevant staff and service providers, in accordance with legislative requirements:

1. Convening quarterly meetings of and Boards which includes Board, Private Hospitals, Radiation, Optometrist, and Allied Health Board.
2. Ensure the appointment of new and extension of existing Board of Visitors (BoV) members upon expiry for all Major Hospitals, Subdivisional Hospital and Health Centres & Nursing Stations by obtaining requests from respective health facilities and submitting requests to the Minister.
3. To ensure requests for Medical Board received from various Government organizations / statutory bodies are dealt with promptly.
4. Attend to all administrative related issues (correspondences, etc) for the boards and hospitals as directed by Minister, Assistant Minister and Permanent Secretary.
5. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
2. Appointments of Board of Visitors members are effectively discharged.
3. Administration and timely organization of the respective Boards.
4. Medical Board request are dealt with in a timely manner.
5. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a Bachelor's Degree qualification relevant to Human Resource Management or equivalent, the Knowledge, Experience, Skills and Abilities below are required to successfully perform the duties of this post:

Knowledge and Experience

1. Proven knowledge and experience of administration and management.
2. Demonstrated experience in analysing and contributing to solutions to complex problems, in a resource constrained environment.
3. Proven experience in building and sustaining relationships with relevant stakeholders and partners.
4. Sound understanding of the Health Services and roles of Health professionals.
5. Understanding of the Fijian Constitution (2013) and the relevant legislation governing terms and conditions of employment, OHS and industrial relations etc.

Skills and Abilities

1. Ability to maintain confidentiality and impartiality in managing work processes and applying policies, procedures and guidelines
2. Ability to handle sensitive and confidential information or situations
3. Ability to establish excellent rapport with staff and external partners
4. Strong written and verbal communication skills
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization

Personal Character & Eligibility:

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

RE-ADVERTISEMENT

MOHMS 49/2021

Corporate Information

Role	Secretary
Salary Band	Band E
Salary Range	\$19,041.75 - \$24,412.50 per annum
Location	Lautoka Hospital
Duration	3 years
Unit/Division	Corporate Services, Lautoka Hospital
Reports to	Administrative Officer, Lautoka Hospital
Subordinates	Nil

The Position

The position provides effective and efficient general administrative duties and support to the Head of Department on daily operations.

Key Responsibilities

The position will achieve its purpose through the following:

1. Maintain effective and efficient Secretarial support services to the Head of Department in the daily operation and providing services.
2. Maintaining filing correspondence and ensure information are kept confidential.
3. Ensure that messages are communicated promptly to the Head of Department and appropriate feedback are provided in a timely manner.
4. Ensure recording minutes of the meetings as assigned by Head of Department.
5. Organize for the Divisional Quarterly and Annual meetings with sub divisional heads.
6. Facilitate itinerary arrangements for the Head of Department or any other staff as assigned by the Head of Department for meetings and workshops.
7. Actively participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following:

1. Ensure effective and timely facilitation of Secretarial work, including management of correspondence is provided within the anticipated standards.
2. Manage, plan and organize the Head of Department's daily calendar.
3. Ensure that the Head of Department is provided with timely and correct information as and when required.
4. Active participation in the corporate activities of the Ministry as and when required

Person Specification

In addition to Diploma in Secretarial Studies, Office Administration, and Management or equivalent relevant experience the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Secretary:

Knowledge and Experience

1. Proven understanding and experience of administration work or similar.
2. Working knowledge of Microsoft Office programmes.
3. Knowledge of record keeping methods electronically and manually.

Skills and Abilities

1. Demonstrated ability to organise, multitask, prioritize and work under pressure to meet set timelines.
2. Good communication (verbal and written) and interpersonal skills.
3. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.
4. Demonstrated ability to work with a team.
5. Service oriented approach with a commitment to supporting the operation and 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.

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

RE-ADVERTISEMENT

MOHMS 50/2021

Corporate Information

Role	Assistant Accounts Officer
Salary Band	Band E
Salary Range	\$19,041.75 - \$24,412.50 per annum
Location	Makoi Birthing Unit
Duration	3 years
Unit/Division	Accounts Department
Reports to	Divisional Medical Officer, Central Accounts Officer, Central Health Services
Subordinates	Clerical Officer

The Position

The position incumbent is responsible for the efficient management and operations of the salaries and wages unit of Ministry of Health & Medical services. Ensure commitment and compliance to good financial practises to enable the efficient and effective processing of salaries and wages for the staffs of Ministry of Health and Medical Services with quality service delivery.

Key Responsibilities

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

1. Ensure timely processing of wages, salaries and other payments in accordance to the financial practises.
2. Ensure timely authorization of salaries and wages inputs are updated systematically and edit verifications are uploaded accordingly.
3. Oversee the efficient and effective management of wages / salaries section ensuring staffs meeting the deadlines.
4. Provide timely and expert advice on all wages and salaries matters to the Senior Management.
5. Ensure wages and salaries financial reports and reconciliations are timely submitted to senior managers for decision making.
6. Counsel, guide and Develop internal (Wages /Salaries/FNPF) programme to ensure adherence to policies, finance instructions and agreed policies.
7. Actively contribute in all corporate function of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Required in assisting the process salaries and wages payments, process timely payroll updates system.
2. To provide timely advise to management on wages and salaries activities to enhance continuous quality improvement and cost efficiency in order to maximize resources.

3. Timely & effective management of the staff and unit's performance to enable business continuity, and delivery of services.
4. Actively contribute in all corporate function of the Ministry.

Selection Criteria

Person Specification

In addition to an Undergraduate degree in Accounting or equivalent, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 3 years' experience working in a Finance Environment
2. Sound and Good Working Knowledge of Financial Management requirements.
3. Good experience with supervisory and Leadership Role
4. Understanding of the Fijian Constitution (2013) and applicable finance laws of Fiji

Skills and Abilities

1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts
2. Demonstrated ability to carry out set tasks in order to meet set deadlines
3. Capacity to utilize computer programs to support the financial operations
4. Service oriented approach, with commitment to supporting the operational and corporate environment of the organization.

Personal Character & Eligibility

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

RE-ADVERTISEMENT

MOHMS 51/2021

Corporate Information:

Role	Statistical Officer – Public Health Information System (PHIS)
Salary Band	Band C
Salary Range	\$12,081.69 - \$15,489.35 per annum
Location	Dinem House, Headquarters, Suva
Duration	3 years
Unit/Division	Health Information Unit
Reports to	Senior Statistician
Subordinates	Nil

The Position

The Statistical Officer (PHIS) is responsible for the collection, compilation and monitoring of the Public Health Information System (PHIS) reports are provided in a timely manner.

Key Responsibilities

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

1. Collection, registration, compilation and analysis of PHIS on a predetermined basis (not limited to Monthly, Quarterly and Annual).
2. Monitoring of all PHIS monthly reports including data quality and timeliness and ensuring improvement in compliance to reporting.
3. Provides regular briefs to the Assistant Statistician - Public Health & Hospital on PHIS variables.
4. Participate in the corporate activities of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All reports are submitted within the agreed timeframes and meet standard reporting requirements.
2. Quality and efficient data is retrieved from the PATISplus and Consolidated Monthly Return Information System for data requests and quarterly, monthly and annual reports.
3. Conduct effective and efficient training on Health Information System to the Sister In charge, Nurses and Medical Officers at Divisional and Sub-Divisional level.
4. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to pass in Form Seven or equivalent, a certificate or diploma in public health, statistics, epidemiology, IT or Population Studies, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Some experience in similar work environment.
2. Able to analyse, interpret and present reports.
3. Understanding of new information technology system.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to plan, organize work schedule effectively;
2. Ability to communicate effectively and work within a team in order to meet strict deadlines.
3. Good analytical skills with an attention for detail and accuracy of data.
4. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

RE-ADVERTISEMENT

MOHMS 52/2021

Corporate Information

Role	Clerical Officer - Administration
Salary Band	Band C
Salary Range	\$12,081.69 - \$15,489.35 per annum
Location	Lautoka Hospital
Duration	3 years
Unit/Division	Human Resources
Reports to	Administrative Officer
Subordinates	Nil

The Position

To ensure all Human Resource support functions with regards to receiving and relaying incoming and outgoing telephone calls and providing customer service at the front desk for internal and external customers are provided in a timely manner.

Key Responsibilities

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

1. Operate switchboard and route incoming / outgoing calls to appropriate departments and enter calls in log book.
2. Provide specific directory information to both internal and external customers, as required, in accordance with policy and procedures.
3. Verify monthly telephone bills.
4. Provide administrative assistance to the other units in the department in terms of assisting with recruitment and selection, discipline, performance management.
5. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and accurate facilitation of telephone calls for internal and external customers in accordance with relevant processes and policies.
2. Administrative assistance is provided in a timely manner and in accordance with the relevant guidelines and policies.
3. All reports including the verification of telephone bills are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participation in Corporate activities as and when required.

Selection Criteria

Person Specification

In addition to a relevant academic qualification in Front Office Management, Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of this post:

Knowledge and Experience

1. Knowledge and experience in operating telephone consoles and related equipment
2. An understanding of human resources practices at the work place.
3. An understanding of customer service standards and procedures.
4. Experience in the use of Microsoft applications in particular MS Word and MS Excel

Skills and Abilities

1. Excellent communication skills with the ability to use telephone systems to communicate with internal and external customers
2. The ability to build and maintain a working relationship with teams within and outside of the organisation
3. The ability to provide concise and accurate information with an attention for detail when writing reports.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

RE-ADVERTISEMENT

MOHMS 53/2021

Corporate Information

Role	Clerical Officer - Administration
Salary Band	Band C
Salary Range	\$12,081.69 - \$15,489.35 per annum
Location	Lautoka Hospital
Duration	3 years
Unit/Division	Human Resources
Reports to	Administrative Officer
Subordinates	Nil

The Position

To ensure all Human Resource support functions with regards to receiving and relaying incoming and outgoing telephone calls and providing customer service at the front desk for internal and external customers are provided in a timely manner.

Key Responsibilities

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

1. Operate switchboard and route incoming / outgoing calls to appropriate departments and enter calls in log book.
2. Provide specific directory information to both internal and external customers, as required, in accordance with policy and procedures.
3. Verify monthly telephone bills.
4. Provide administrative assistance to the other units in the department in terms of assisting with recruitment and selection, discipline, performance management.
5. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely and accurate facilitation of telephone calls for internal and external customers in accordance with relevant processes and policies.
2. Administrative assistance is provided in a timely manner and in accordance with the relevant guidelines and policies.
3. All reports including the verification of telephone bills are submitted within the agreed timeframes and meet standard reporting requirements.
4. Participation in Corporate activities as and when required.

Selection Criteria

Person Specification

In addition to a relevant academic qualification in Front Office Management, Public Administration or equivalent, the following Knowledge, Experience, Skills and Abilities are required to perform the duties of this post:

Knowledge and Experience

1. Knowledge and experience in operating telephone consoles and related equipment
2. An understanding of human resources practices at the work place.
3. An understanding of customer service standards and procedures.
4. Experience in the use of Microsoft applications in particular MS Word and MS Excel

Skills and Abilities

1. Excellent communication skills with the ability to use telephone systems to communicate with internal and external customers
2. The ability to build and maintain a working relationship with teams within and outside of the organisation
3. The ability to provide concise and accurate information with an attention for detail when writing reports.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

RE-ADVERTISEMENT

MOHMS 54/2021

Corporate Information

Role	Clerical Officer
Salary Band	Band C
Salary Range	\$12,081.69 - \$15,489.35 per annum
Location	Lautoka Health Centre, Western Health Services, Vidilo House Lautoka
Duration	3 years
Unit/Division	Accounts Department
Reports to	Accounts Officer, Western Health Services; Lautoka Assistant Accounts Officer, Western Health Services; Lautoka
Subordinates	Nil

The Position

The primary role of the post is to generate & maintain record of commitment and expenditure reports, posting of monthly journal vouchers into Financial Management Information System, processing of per diem vouchers for payments and monitoring of online bank statement for Head Quarters Drawings account.

Key Responsibilities

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

1. Ensure the timely processing of payment vouchers in accordance with financial regulations in a timely manner.
2. Regularly update general ledger and ensure posting are accurate.
3. Conduct reconciliation of Drawing Account on a regular basis.
4. Participate in the corporate activities of the Ministry

Key Performance Indicators

Performance will be measured through the following indicators:

1. Efficient and timely processing of payments in accordance with Finance regulations
2. Timely and correct posting of journals
3. Reports submitted in accordance with reporting standards by the due date
4. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

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

Knowledge and Experience

1. Proven experience in similar work environment.
2. Practical, working knowledge of an accounting information system.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to plan, organize work schedule effectively.
2. Ability to communicate effectively and work within a team in order to meet strict deadlines.
3. Good analytical skills with an attention for detail and accuracy of data.
4. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

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