

NEWLY ADVERTISED POSITIONS – FIJI SUN 29 MAY 2021

MOHMS 222/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information:

Role:	Health Inspector High Grade – Vector Control
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Namosi House, Suva
Duration	5 years
Unit/Division:	Environmental Health
Reports to:	Chief Health Inspector and Senior Health Inspector (Food Unit)
Subordinates:	SAHI Food Unit and Coordinates with 4 DHIs and 16 SDHIs via CBH

The Position

The position provides supports and oversees at national level the overall planning, management, enforcement, coordination and monitoring of e of Fiji's Food safety management and enforcement system to achieve its regulatory objectives define in the food safety legislations at (HQ) for Central Board of Health (CBH).

Key Responsibilities

1. Responsible to the Chief Health Inspector through the Senior Health Inspector (Food) planning, management, supervision, delivery, control and implementation of all Food Safety program at National, Divisional and Sub-divisional levels to the Food Authorities including Regional and International level.
2. Responsible for activity plan for the unit and assist on surveillance and monitoring support to urban and Rural Local Authorities in Fiji on food safety activities.
3. Responsible for FOOD RECALL activities, investigation of food safety related incidents including food poisoning and other food incidents with appropriate mitigations including prosecutions.
4. Ensure that all food safety working equipment's are in available, in place, maintained in a working conditions and records maintained.
5. Assist SHI Food in Developing polices, SOPs, guidelines on food standards legislative requirements and other international markets requirements.
6. Develop training materials and capacity building for Authorized officers on food safety.
7. Lead all operational matters in the field for food safety activities and provide technical support to all health office and municipalities on matters pertaining to food safety and food borne diseases.
8. Responsible on the daily operation and management on Import and export permits of Food

items, Health Certification, Container inspection and clearance at Boarder Controls using Asycuda World System (AW)

9. Responsible for national data compilation on restaurant grading, high risk food analysis, surveillance,
10. Collaborate with other relevant government agencies and NGO's that have equal interest on food safety issues in Fiji.

Key Performance Indicators:

1. All planned activities on surveillance, food safety, monitoring, daily units operations, national data operations and programs are effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. All reports are submitted within the agreed timeframes and meet the standard reporting requirements.
3. Active participation in the corporate activities of the Ministry as and when required.

Selection Criteria

The Person

In addition to a minimum qualification of a Bachelor in Environmental Health or equivalent work experience and consistent with the environmental health officer qualification prescribed under the Allied Health Practitioners Decree 2011, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Health Inspector Higher Grade- Food Unit.

Knowledge and Experience

1. At least 5 years' experience as a Health Inspector and/or management level with good understanding of food safety would be desirable.
2. Good understanding of Legal enforcement procedures and prosecution of offenders including knowledge of existing legislative/policy and standard designed to protect Food and the public health is essential.
3. Strong knowledge of Fijis Food Safety Act and Regulations, Codex, different food safety management system operations at global and regional level including Hazard Analysis Critical Control Point (HACCP), traceability and recall procedures and mechanism.
4. Have basic knowledge on World Trade Organisations (WTO) issues including market access requirements on Fiji's trading partners and have certain experiences in providing technically and sound advices to key trade Partners, ministries and food industries including market access requirements.
5. Responsible for verification of Fish and Fisheries products processing to EU and Non EU markets, record keeping and ensure effective control across in the country to facilitate trade and export keeping in consideration Fiji's economy and trade.
6. Experience in and understanding community mobilization concept of addressing food safety activities.
7. Experience in post disaster response coordination
8. Basic understanding of Monitoring and Evaluation

Skills and Abilities

1. Good Leadership, management skills with written and oral Communication Skills and abilities including Innovative skills in Computer programs and report generation.
 2. Ability to contribute to team work and work with other stake holders to Develop, deliver and evaluate Food Safety training with basic prosecution skills are essential.
 3. Skills and abilities to carry out Food establishment audits, Grading's, HACCP, Critical Control Point (CCP) and Pre Requisite Plan (PRP) audits and reviews.
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4. Good Ability to facilitate process of drafting policy documents, circulars, Cabinet papers, writeproject proposals, annual reports and business plan
5. Ability to give technical advice on vector management and environmental health issues.
6. Ability to adapting and respond to changes within the organization effectively.
7. A service oriented person with strong Multi-party coordination ability to plan execute and meet deadlines.
8. Service oriented approach with the commitment to supporting the 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:	Systems Analyst (PATISPlus - Patient Information System)
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	HQ, Dinem House, Suva
Duration:	3 years
Unit/Division:	Digital Health
Reports to:	Product Manager PATISPlus

The Position

The position holder analyses the Patient Information System (PATISPlus), hardware and the wider IT system. Additionally, the incumbent writes, implements and monitors improvements made to the PATISPlus system to ensure that it meets the needs of Ministry of Health and Medical Services.

Key Responsibilities

1. Carry out PATISPlus maintenance and support work to ensure system availability.
2. Analyse additional functional requirement for the system and data as and when required.
3. Support the ICT in managing the administration of servers (PATISplus) for uptime.
4. Assist the Digital Health unit in planning out the development and enhancement of applications for Health Information and preparation of project management, updates on timely manner.
5. Support the unit in research for new technology that can be used to boost the performance of healthcare in Fiji.
6. Ensure compliance for back-ups, data cleaning, data restoration and Replication.
7. Monitoring and Performance tuning for PATISPlus and interfaced applications ensuring a security adherence.
8. Participate in the corporate activities of the Ministry and any other task or activities directed by Manager IT.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Assist Product Manager (PATISplus) in planning and completion of PATISPlus projects within the timeframe.
 2. Project management reports are compiled and submitted on time while ensuring high uptime (90%) for PATISPlus application.
 3. Ensure that PATISPlus database management; bug fixing, user acceptance testing and deployment are done on timely manner to meet expectations of relevant stakeholders.
 4. Ensure to provide best solutions for integration of applications with PATISPlus while adhering to SDLC, internal policies and conduct regular training for end-users to strengthen the usage of PATISPlus.
 5. Active participation in the corporate activities of the Ministry as and when required.
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The Person

In addition to Bachelor's degree in Computing Science or Information Technology or equivalent from a recognized institution the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Proven experience in systems analysis/systems administration
2. In-depth knowledge of Software Development Life Cycle and Database.
3. Experience in conducting Software Trainings and User Acceptance Testing.
4. Experienced in System Integration, Data Management, and Project Management techniques.
5. Experience in prioritising work assignments in a resource constrained environment to meet strict deadlines.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji that will be required for this role.

Skills and Abilities

1. Proficient in the use of IT systems and to manage change to achieve organisational goals.
2. Demonstrated innovative skills with the ability to for attention to detail in order to make improvements to IT systems.
3. Demonstrated ability to effectively work in a team.
4. Ability to maintain confidentiality of information.
5. Ability to communicate clearly and concisely, both orally and in writing.
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation with high level of Customer Satisfaction.

Personal Character and Eligibility

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MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information:

Role:	Divisional Health Information Officer
Salary Band:	Band G
Salary Range:	\$28,605.45 - \$38,140.60 per annum
Location:	Northern Health Services – Ro Qomate House
Duration:	3 years
Unit/Division:	Health Information Unit, Northern Health Office
Report to:	National Health Information Officer & DMO Northern
Subordinates	Nil

The Position

The position of the Divisional Health Information Officer reports to the NHIO and DMO. This position works alongside the Statistical Officers and the HIU, medical recorders and assistant statisticians in the divisions to facilitate timely, relevant, complete and accurate health information for evidence based decision making. Upon discussion with DMO and with NHIO, the DHIO may also be tasked duties by the Director Epidemiology and Director Health Information as required.

Key Duties

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

1. Work collaboratively with Ministry staff and stakeholders to ensure strategies and activities of the implementation plan of the Health Information Unit and the division are executed within the set timelines
2. Uphold legislation, policies and guidelines of the Health Information Unit and the MOHMS
3. Responsible for maintaining and upholding data quality and healthy information standards.
4. In conjunction with Ministry staff and stakeholders assist in reviewing policies and procedures, including obtaining divisional input required to support the National Health Information Policy and National Health Information Systems Strategic Plan.
5. Facilitation of training and training mentorship for subordinates. This may include conducting training occasionally.
6. Coordinate with Sub-divisions and medical areas to obtain pending health information reports from health facilities for timely analysis and decision making.
7. Conduct data quality assessments using the assigned and endorsed Information/Data Assessment tools for the various databases at the Health Information Unit and MOHMS facilities in the clinical/community settings.
8. Conduct supervisory visits to the various health facilities in their division in accordance with the HIU supervisory protocol with the aim of identifying gaps and recommending solutions to strengthen collection systems.
9. Validation and verification of assigned statistics & assist Assistant Statistician (Hospital) and Assistant Statisticians in the Medical Records Department.
10. Provision of reports to respective supervisors and stakeholders

11. Undertake any required activities assigned, including assisting and undertaking research activities, by the supervisors to ensure that evidence based decision making is supported in the Ministry of Health and Medical Service

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

The Person

In addition to having a recognized undergraduate qualification in either in Public Health, Biostatistics or Epidemiology or qualifications (Or equivalent) relevant to the Health Information Unit, the incumbent must also have the following, Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of Divisional Health Information Officer:

Knowledge and Experience

1. At least 3-5years of experience in a similar field
2. Understanding the relevant legislation
3. Understanding of the Fijian Constitution(2013) and applicable laws of Fiji
4. Able to analyze, interpret and present reports

Skills and Abilities

1. Demonstrated ability to communicate with medical professionals in order to ascertain information and reporting needs
2. Demonstrated ability to work cooperatively and effectively within a team 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. Demonstrated organizational skill to assist senior staff and co-ordinate subordinates to meet tight deadlines
6. Effective training development, delivery and evaluation skills
7. Service oriented approach, with a 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:	Divisional Program Assistant Maternal, Reproductive Health & Gender
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	3 positions (Northern – 1, Central/Eastern – 1, Western – 1)
Duration	Contract will end on December 2022
Unit/Division:	Family Health Unit
Reports to:	National Program Officer Maternal, Reproductive Health & Gender, DMO, DON Public Health/Hospital
Subordinates:	Nil

The Position

The position coordinates, monitors, evaluates and assists in implementation of all program activities related to Maternal, Reproductive Health & Gender for Ministry of Health & Medical Services in the Division. This position also provides clinical & non-clinical trainings, audits, competency assessment and certification for program related activities.

Key Responsibilities

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

1. Implement Divisional activities for Maternal, Reproductive Health & Gender, with emphasis on family planning & health interventions for Gender Based Violence cases as outlines on the Annual UNFPA Work Plan, Family Health business plan on a yearly basis or any other adhoc activities related to the program requested by National Program Officer.
 2. Develop Divisional program work plan for all activities in partnership with Consultant O&G, DMO, DON as reflected in the UNFPA Work plan and family health business plan.
 3. Develop a Divisional training plan for the program, coordinate and facilitate the training according to the plan.
 4. Ensure appropriate Monitoring and evaluation of the program in the perspective division as per the national indicators and do quarterly reporting to national program officer. Reporting includes program implementation progress, Budget utilization, acquittals and training reports.
 5. Provide logistic support for National program officers divisional supervisory visit and consultation on policy and program areas.
 6. Ensure full implementation of M-supply within the division with quarterly reporting with issues and challenges documented and communicated in Quarterly reports.
 7. Coordinate biannual Mother Newborn Safe Hospital Initiative Audits, Clinical Practice Guideline adherence, and other program related audits in all Divisional & Sub-divisional Hospitals within the Division.
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8. Provide appropriate Divisional clinical trainings and competency assessment for Health care workers in areas of Maternal, Reproductive Health & Gender Based Violence.
9. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators:

Performance will be measured through the following indicators”

1. Divisional program work plan & training plan developed and approved and implemented within the agreed timeframe
2. Effective and timely submission of quarterly and annual divisional reports are submitted within the agreed timeframe and meets the standard reporting requirements including analytical trends, analyses of data and any recommendation for improvement.
3. Timely and effective monitoring and evaluation of effective programming in the division with adherence to appropriate policies and standards.
4. Actively contribute to all corporate requirements of the Ministry.

Selection Criteria

The Person

In addition to holding a Bachelor’s Degree in Nursing or equivalent, a postgraduate study in Public Health or Sexual and Reproductive Health is desirable, the following knowledge, experience, skills and abilities required to successfully undertake this role:

Knowledge and Experience

1. At least five years’ experience in Nursing either public health or clinical areas of Maternal & Reproductive Health.
2. Some understanding of health programming, work plan development, timely implementation, monitoring and evaluation.
3. Demonstrated knowledge and understanding of conducting effective training, doing competency assessment, responding effectively to natural disasters and public health emergencies.

Skills and Abilities

1. Demonstrated ability to work with Microsoft office tool (Word, Excel, Publisher and Outlook).
2. Demonstrated ability to manage resource effectively and negotiate new and effective programming in a resource constrained environment.
3. Demonstrated ability to report and utilize health information or evidence based data, analyze and draft solutions to program related divisional issues.
4. Ability to work in a team.
5. Service oriented approval, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

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MOHMS 226/2021



MINISTRY OF HEALTH & MEDICAL SERVICES ROLE DESCRIPTION

Corporate Information:

Role:	Supplies Officer – Reproductive Health Commodity Security (RHCS)
Salary Band:	Band F
Salary Range:	\$22,528.74 - \$28,883.00 per annum
Location:	Fiji Pharmaceutical and Biomedical Services
Duration	Contract expires in December 2022
Unit/Division:	Family Health Unit/FPBS
Reports to:	National Program Officer Maternal, Reproductive Health & Gender/Director FPBS
Subordinates:	Nil

The Position

The position ensures end to end Supply Chain Management of Reproductive Health Commodities from National Warehouse to all health facilities. The position will also assist roll out of M supply in Fiji and Reproductive Health Supplies.

Key Responsibilities

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

1. Implement successful rollout of the M-supply for Reproductive Health Commodity Security (RHCS) in Fiji.
2. Ensure proper implementation, coordination and tracking of logistics activities of Maternal, Reproductive Health & Gender program supplies for Ministry of Health & Medical Services. This includes receive order from UNFPA and register them in the M-supply system and maintain appropriate stock controls at FPBS with updated electronic entry in stock cards and supply.
3. Receive quarterly request and send orders out to all facilities, record appropriately in the M-supply system and perform monthly stock counts and keep records and documents up to date with information of current stocks at FPBS. Supervise and follow-up deliveries of commodities to all health facilities in Fiji on a quarterly basis.
4. Perform inventory stock counts and reconciliation on a quarterly basis. DO quarterly data analysis and send report to National Program Officer.
5. Initiate and document any communication as regards to discrepancies, damages or other issues identified during the receiving and inspection process.
6. Receive reports of any adverse drug reaction, prepare analysis report with batch numbers and present to National Program Officer.
7. Coordinate safe disposal of damaged and expired goods in line with Ministry of Health & Medical Services disposal policy.
8. Actively contribute to all corporate functions of the Ministry.

Key Performance Indicators:

Performance will be measured through the following indicators:

1. Effective and timely submission of quarterly and annual reports are submitted within the agreed timeframe and meets the standard reporting requirements including analytical trends, analysis of data and any recommendation for improvement.
2. Timely and effective monitoring and evaluation of effective supply chain management in the program with adherence to appropriate policies and standards.
3. Successful rollout of M-supply in Fiji reaching up to nursing station level.
4. None of the facilities report out of stock on all RH commodities.
5. Actively contributed to all corporate requirements of the Ministry.

Selection Criteria

The Person

In addition to Diploma in Public/Business Administration, Finance Business Management, Nursing, Public Health, Pharmacy or equivalent with relevant qualification in Inventory management or Logistic Supply Chain, the following knowledge, experience, skills and abilities required to successfully undertake this role:

Knowledge and Experience

1. Minimum of 3 to 5 years relevant experience in supplies management, logistics or related field in an international organization, the private or public sector preferably in health sector.
2. Knowledge of good storage and distribution practice is desirable.
3. Experience with M-supply or other specialized inventory management software is desirable.

Skills and Abilities

1. Excellent skills in MS Office Packages, database and the internet.
2. Skills in use of Logistics & Supply Management software.
3. Strong interpersonal planning and organization skills.
4. Good written and verbal communication skills.
5. Strong analytical and data interpretation skills.
6. Service-oriented approach, with a commitment to supporting the operations/corporate environment of the organization.

Personal Character and Eligibility

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MOHMS 227/2021



Ministry of Health & Medical Services Role Description

Corporate Information:

Role:	Nurse Practitioner
Salary Band:	Band I
Salary Range:	\$43,296.63 - \$55,508.50 per annum
Location:	Valelevu Health Centre
Unit/Division:	Nursing/Central Division
Reports to:	Sub Divisional Medical Officer/Director of Nursing Central
Subordinates:	Registered Nurse

The Position

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

Key Responsibilities

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

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

Key Performance Indicators

Performance will be measured through the following indicators:

1. All patient management, services and programs effectively and efficiently delivered in compliance with relevant policies, procedures and guidelines.
2. Effective coordination and communication with stakeholders and better coverage in all settings
3. Timely submission of reports within the agreed timeframes and meet the reporting requirements, including any recommendations for improvement.
4. Active participation in the corporate activities of the Ministry as and when required.

The Person

In addition to Advance Diploma in Nursing Practice/Post graduate diploma in Nursing with a valid license to practice as a nurse practitioner with the Fiji Nursing Council, the following Knowledge, Experience, Skills and Abilities are required for the successful performance of the role of the position:.

Knowledge and Experience:

1. Demonstrated knowledge of the competencies within the scope of practice of a nurse practitioner
2. Experience relevant to the position and scope of roles and responsibilities.
3. Demonstrated ability working in similar area with sufficient knowledge and skills of advanced primary health care services.
4. Understanding of the applicable legislation or policies / policies and procedures related to the functions, responsibilities of the position, the government and the civil service.

Skills and Abilities:

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

Personal Character & Eligibility:

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